Carolyn G. Goodman, Mayor (At-Large)
Lois Tarkanian, Mayor Pro Tem (Ward 1)
Vacant (Ward 2)
Bob Coffin (Ward 3)
Stavros S. Anthony (Ward 4)
Cedric Crear (Ward 5)
Michele Fiore (Ward 6)

City Manager Scott Adams
City Attorney Bradford R. Jerbic
City Clerk LuAnn D. Holmes

# City Council Agenda

Council Chambers · 495 South Main Street · Phone 702-229-6011
City of Las Vegas Internet Address: www.lasvegasnevada.gov

Facilities are provided throughout City Hall for convenience of persons with disabilities. For meetings held in the Council Chambers, sound equipment is available for persons with hearing impairments. Reasonable efforts will be made to assist and accommodate persons with disabilities or impairments. If you need an accommodation to attend and participate in this meeting, please call the City Clerk's office at 702-229-6311 and advise of your need at least 48 hours in advance of the meeting. Dial 7-1-1 for Relay Nevada.

**March 20, 2019**
**9:00 AM**
**A lunch break may be taken at the discretion of the Mayor.**

Items listed on the agenda may be taken out of the order presented; two or more agenda items for consideration may be combined; and any item on the agenda may be removed or related discussion may be delayed at any time. Backup material for this agenda may be obtained from LuAnn D. Holmes, City Clerk, at the City Clerk's Office at 495 South Main Street, 2nd Floor or on the City's webpage at www.lasvegasnevada.gov.

The Mayor and City Council welcome your attendance, public comment related to the items on the agenda and citizen participation on items under the jurisdiction of the City Council at this meeting. If you wish to speak, we respectfully ask you to complete and submit a speaker card to the City Clerk. Cards are available online, in the Clerk's Office or at the front of the Chambers as you enter.

These proceedings are being video recorded as well as presented live on KCLV, Cable Channel 2, and are Closed Captioned for our hearing impaired viewers. Please note customers of CenturyLink and Cox Communications can view this program in High Definition on Channel 1002. You can qlso watch this meeting live on Apple TV, Roku and Amazon Fire TV on the Go-Vegas app. The Council Meeting, as well as all other KCLV programming, can be view on the internet at www.kclv.tv/live. The proceedings will be rebroadcast on KCLV Channel 2 and the web the Wednesday of the meeting at 8:00 PM, and also on Friday at 4:00 AM, Saturday at 7:00 PM, Sunday at 7:00 AM and the following Monday at 5:00 PM.

Note: Cellular phones are to be turned off during the Council Meeting.

## CEREMONIAL MATTERS

1. Call to Order
2. Announcement Regarding: Compliance with Open Meeting Law
3. Invocation - Reverend David Dendy, Mountain View Presbyterian Church
4. Pledge of Allegiance

5. Recognition of the Employee of the Month

6. Recognition of the Centennial High School Girls Basketball Team

7. Recognition of the Las Vegas Mayor's Cup International Showcase Local Winners

## BUSINESS ITEMS - 9 A.M. SESSION

8. Public comment during this portion of the Agenda must be limited to matters on the Agenda for action. If you wish to be heard, come to the podium and give your name for the record. The amount of discussion, as well as the amount of time any single speaker is allowed, may be limited.

## PUBLIC COMMENT

## BUSINESS ITEMS - 9 A.M. Session

9. For Possible Action - Any items from the 9 A.M. session that the Council, staff and/or the applicant wish to be stricken, tabled, withdrawn or held in abeyance to a future meeting may be brought forward and acted upon at this time.

10. For possible action to approve the Final Minutes by reference of the February 6, 2019 Regular City Council Meeting

## CONSENT AGENDA

**Matters listed on the Consent Agenda are considered to be routine and have been recommended for approval by the Submitting Departments. All items on the Consent Agenda may be approved in a single motion. However, if a Council Member so requests, any consent item may be moved to the discussion portion of the agenda and other action, including postponement or denial of the item, may take place.**

## ADMINISTRATIVE - CONSENT

11. For possible action to approve changes to the conditions contained in the Grant, Bargain, and Sale deed for currently numbered Assessor's Parcel 161-09-801-004 and 161-10-202-001 and commonly known as the Royal Links golf course, located at 5995 East Vegas Valley Drive, in order to allow additional land uses on the property - Clark County

12. For possible action to approve a Fiscal Year 2020 budget for the City of Las Vegas's nonprofit City Parkway V, Incorporated ($772,916 - City Parkway V, Incorporated existing fund balance) - Ward 5 (Crear)

13. For possible action to approve a Fiscal Year 2020 budget for the City of Las Vegas's nonprofit 495 Main Corporation ($900 - 495 Main Corporation existing fund balance) - Ward 5 (Crear)

14. For possible action to approve a Fiscal Year 2020 budget for the City of Las Vegas's nonprofit Las Vegas Medical District Corporation ($39,700 - Strategic Acquisition and Investments existing fund balance) - Wards 1 and 5 (Tarkanian and Crear)

## ADMINISTRATIVE SERVICES - CONSENT

15. For possible action to approve an Interlocal Agreement between Clark County Fire Department and the City of Las Vegas for the transfer of State Emergency Response Commission's Fiscal Year 2020 Operations, Planning, Training and Equipment (OPTE) Grant award funds in the amount of $9,551, which is to be used by the Department of Fire and Rescue to purchase supplies and equipment to respond to and recover from hazardous materials spills - All Wards

16. For possible action to approve a grant agreement with the State of Nevada, Division of Emergency Management, as the funding agency; and the City of Las Vegas, Office of Emergency Management, as grant subrecipient; for the receipt of $421,345.07 from the FY18 United States Department of Homeland Security Emergency Management Performance Grant (EMPG) to support the City of Las Vegas Emergency Management Program - All Wards

## COMMUNITY SERVICES - CONSENT

17. For possible action to approve the allocation of $100,000 of Community Development Block Grant Funds to the City of Las Vegas Lead Hazard Control & Healthy Homes Program in an effort to provide for healthy homes that previously contained lead-based paint hazards - All Wards

## CULTURAL AFFAIRS - CONSENT

18. For possible action to approve a Memorandum of Understanding (MOU) between the City of Las Vegas and J. Dapper, Developer, to conduct a feasibility study for the use of Huntridge Circle Park, located at the intersection

of East Charleston Boulevard and South Maryland Parkway, for an outdoor sculpture exhibit and creation of a children's park area within the park - Ward 3 (Coffin)

## FINANCE - PURCHASING AND CONTRACTS - CONSENT

19. For possible action to approve award of Bid No. 18.53541.03-DD, WPCF Effluent Dechlorination Improvements Projects located at 6005 East Vegas Valley Drive, to the lowest responsive and responsible bidder and the construction conflicts and contingency reserve - Department of Public Works - Award recommended to: SLETTEN CONSTRUCTION OF NEVADA, INC. ($2,549,000 - Sanitation Enterprise Fund) - Clark County

20. For possible action to approve award of General Services Contract No. 180188-HM, Wastewater Sludge Hauling and Reprocessing - Department of Public Works - Award recommended to: WESTERN ELITE (Not-to-Exceed $350,000 Annually - Sanitation Enterprise Fund)

21. For possible action to approve award of Contract No.180351-SK for Parking Services Annual Audit Services - Economic and Urban Development - Award recommended to: WALKER PARKING CONSULTANTS/ENGINEERS, DBA WALKER CONSULTANTS (Not-to-Exceed $65,000 Annually - Municipal Parking Enterprise Fund) - All Wards

## OPERATIONS AND MAINTENANCE - CONSENT

22. For possible action to approve an Interlocal Agreement between the City of Las Vegas and the Clark County School District for the continued use of a private driveway for school traffic and shared property fence located at 1600 and 1800 Rock Springs Drive, APN's 138-22-801-001 and -002 - Ward 1 (Tarkanian)

## PLANNING - BUSINESS LICENSING - CONSENT

23. For possible action to approve a Marijuana Distributor License for CROOKED WINE COMPANY, LLC dba BLACKBIRD LOGISTICS at 6450 Cameron Street, Suite #110 [Devlon Moore, Managing Member] - Clark County

24. For possible action to approve a Marijuana Distributor License for GREENLEAF ENTERPRISES, INC. dba GREENLEAF ENTERPRISES, INC. at 1675 Crane Way - Sparks

25. For possible action to approve a Temporary Marijuana Distributor License for GPRP DISTRIBUTORS, LLC dba GPRP DISTRIBUTORS, LLC at 195 Willis Carrier Canyon, Suite #400 - Mesquite

26. For possible action to approve a Marijuana Distributor License for MBNV INVESTMENTS, LLC dba MBNV INVESTMENTS, LLC at 4222 Losee Road - North Las Vegas

27. For possible action to approve a Marijuana Production Establishment License (Medical/Recreational) for a Change of Ownership FROM: NEVADA ORGANIC REMEDIES, LLC TO: NEVADA ORGANIC REMEDIES, LLC dba NEVADA ORGANIC REMEDIES, LLC at 3705 East Post Road - Clark County

28. For possible action to approve a Marijuana Cultivation Establishment License (Medical/Recreational) for a Change of Ownership FROM: NEVADA ORGANIC REMEDIES, LLC TO: NEVADA ORGANIC REMEDIES, LLC dba NEVADA ORGANIC REMEDIES, LLC at 3705 East Post Road - Clark County

29. For possible action to approve a Tavern License for a Change of Ownership FROM: LIG SUMMERLIN, LLC TO: LIG SUMMERLIN LLC dba DISTILL at 10820 West Charleston Boulevard - Ward 2 (Vacant)

30. For possible action to approve a Restricted Gaming License for LIG SUMMERLIN, LLC dba DISTILL at 10820 West Charleston Boulevard - Ward 2 (Vacant)

31. For possible action to approve a Tavern License for a Change of Ownership FROM: LISA CARRISON LTD, LLC TO: LIG CHEYENNE LLC dba DISTILL at 7790 West Cheyenne Avenue - Ward 4 (Anthony)

32. For possible action to approve a Restricted Gaming License for LIG CHEYENNE, LLC dba DISTILL at 7790 West Cheyenne Avenue - Ward 4 (Anthony)

33. For possible action to approve a Tavern License for a Change of Ownership FROM: LIG CENTENNIAL, LLC TO: LIG CENTENNIAL, LLC dba DISTILL at 6430 North Durango Drive - Ward 6 (Fiore)

34. For possible action to approve a Restricted Gaming License for LIG CENTENNIAL, LLC dba DISTILL at 6430 North Durango Drive - Ward 6 (Fiore)

35. For possible action to approve a Package License for ALBERTSON'S, LLC dba ALBERTSON'S #3489 at 6730 North Hualapai Way - Ward 6 (Fiore)

36. For possible action to approve an Ancillary Internet Alcohol Sales License for ALBERTSON'S LLC dba ALBERTSON'S #3489 at 6730 North Hualapai Way - Ward 6 (Fiore)

37. For possible action to approve a Restricted Gaming License for CARDIVAN, LLC dba CARDIVAN, LLC db at ALBERTSON'S #3489 at 6730 North Hualapai Way - Ward 6 (Fiore)

38. For possible action to approve a Restaurant with Alcohol License for YOUNG OLD SOUL, LLC dba OLD SOUL at 495 South Grand Central Parkway, Suite #116 - Ward 5 (Crear)

39. For possible action to approve a Beer/Wine/Cooler Off-Sale License for a Change of Ownership FROM: 7 ELEVEN OF NEVADA, INC. TO: 29662B LLC dba 7-ELEVEN STORE #29662B at 2431 East Bonanza Road [Charles A. Harrington, Managing Member] - Ward 3 (Coffin)

40. For possible action to approve a Beer/Wine/Cooler Off-Sale License for SF MARKETS, LLC dba SPROUTS FARMERS MARKET at 771 South Rainbow Boulevard, Suite #130 - Ward 1 (Tarkanian)

41. For possible action to approve a Restricted Gaming License for SARTINI GAMING, LLC dba SARTINI GAMING, LLC db at MARIANA'S SUPERMARKETS at 574 North Eastern Avenue - Ward 3 (Coffin)

42. For possible action to approve a Restricted Gaming License for SARTINI GAMING, LLC dba SARTINI GAMING, LLC db at MARIANA'S SUPERMARKETS #V at 268 North Jones Boulevard - Ward 1 (Tarkanian)

## PUBLIC WORKS - CONSENT

43. For possible action to approve Interlocal Contract 1065 between the City of Las Vegas and the Regional Transportation Commission of Southern Nevada (RTC) to provide funding to supplement the federally funded project Various Right Turn Lanes Improvements at intersections shown in the contract exhibit ($735,000 - Road and Flood Capital Project Fund [CPF]) - Wards 1, 2, 4 and 5 (Tarkanian, Vacant, Anthony and Crear)

44. For possible action to approve Supplemental Interlocal Contract No. 2 - 864b between the City of Las Vegas and the Regional Transportation Commission of Southern Nevada (RTC) to increase project funding for construction for the Kyle Canyon Interchange at US-95 project ($6,950,000 - Road and Flood Capital Project Fund [CPF]) - Ward 6 (Fiore)

45. For possible action to approve Interlocal Contract 1064 between the City of Las Vegas and the Regional Transportation Commission of Southern Nevada (RTC) to provide funding for engineering design for a Pedestrian Bridge at Intersection of Sahara Avenue and Las Vegas Boulevard ($1,000,000 - Traffic Improvements Capital Project Fund [CPF]) - Ward 3 (Coffin) and Clark County

# DISCUSSION/ACTION ITEMS

## CITY CLERK - DISCUSSION

46. Discussion for possible action regarding the method which shall be used to fill the Ward 2 vacancy, in accordance with City Charter 1.160, from the following options:
    1. to direct staff to place an item on the April 3, 2019 agenda listing names of potential appointees, to be gathered in a method prescribed by the City Council, from which the Council may select and make an appointment to fill the vacancy, an appointment which cannot extend beyond the first regular meeting of the City Council that follows the next general municipal election scheduled for June 11, 2019, as well as declare by resolution a Special Election to fill the vacancy, or
    2. to declare by resolution a Special Election to fill the vacancy as allowed for in NRS Chapter 268.325, to coincide with the General Election

## PLANNING - BUSINESS LICENSING - DISCUSSION

47. ABEYANCE ITEM - Discussion for possible action regarding a Review of Condition to allow 35 (maximum) slots where 20 slots was approved for a Gaming Nonrestricted Limited License NEVADA RESTAURANT SERVICES, INC. dba DOTTY'S #151 at 15 North Nellis Boulevard - Ward 3 (Coffin)

48. Discussion for possible action regarding an Appeal of the Director's Decision to Revoke a Short-Term Residential Rental License, GOLD CRIBS, LLC dba GOLD CRIBS, LLC at 8816 Tierra Hope Court [Cathy Burch, Managing Member] - Ward 6 (Fiore)

## PUBLIC WORKS - DISCUSSION

49. ABEYANCE ITEM - Discussion for possible action regarding the permanent closure of Shetland Road at Alta Drive ($40,000 - Traffic Improvements Capital Project Fund ([CPF]) - Ward 1 (Tarkanian)

## RESOLUTIONS - DISCUSSION

50. R-9-2019 - Discussion for possible action regarding a Resolution calling a Special Election to fill the vacant Ward 2 City Council seat and other matters relating thereto ($70,000 - General Fund)

51. R-10-2019 - Discussion for possible action regarding a Resolution calling a Special Election to coincide with the General Election to fill the vacant Ward 2 City Council seat and other matters relating thereto

## BOARDS AND COMMISSIONS - DISCUSSION

52. Discussion for possible action regarding the reappointment of members to the Community Development Recommending Board from the following list of nominees: Karmen La'Shaun Miller (Mayor's Designee), Tom McGrath and Mack McKnight (Ward 1), Aranzazu Jimenez and Erika Washington (Ward 3), Terri Janison (Ward 4), Eric James (Ward 5) and Louis DeSalvio (Ward 6) and the appointment of nominees Julie A. Murray (Ward 1), and Sydni Sales and Shondra Summers-Armstrong (Ward 5)

53. Discussion for possible action regarding the appointment of Councilman Cedric Crear to the Southern Nevada Regional Planning Coalition

54. Discussion for possible action regarding the appointment of Mayor Carolyn Goodman to the Metropolitan Police Committee on Fiscal Affairs

55. Discussion for possible action regarding the reappointment of Dr. Constance Brooks to the Las Vegas-Clark County Library District Board of Trustees

## RECOMMENDING COMMITTEE REPORT - DISCUSSION

## BILLS ELIGIBLE FOR ADOPTION AT THIS MEETING

56. Bill No. 2018-61 - For possible action - Amends LVMC Titles 6 and 19 to adopt provisions establishing a business license category and land use regulations for social use venues (marijuana), together with accompanying requirements and limitations. Sponsored by: Councilman Bob Coffin

## BILLS ELIGIBLE FOR ADOPTION AT A LATER MEETING

**There is no public comment on these items and no action will be taken by the Council at this meeting, except those items which may be stricken or tabled. Public testimony takes place at the Recommending Committee Meeting held for that purpose.**

57. Bill No. 2019-5 - Amends LVMC 2.60.070 to adopt the most recent versions of the Nevada Local Government Records Management Program Manual and related Local Government Records Retention Schedules. Proposed by: LuAnn D, Holmes, City Clerk

58. Bill No. 2019-6 - Amends the Land Use Tables contained in LVMC 19.12.010 to provide that the use “Crop Production” is allowed in the C-1 and C-2 Zoning Districts as a conditional use. Sponsored by: Councilman Steven G. Seroka

59. Bill No. 2019-7 - Amends LVMC 19.06.060 to reduce the minimum lot size for development within the R-E Zoning District from twenty thousand square feet to eighteen thousand square feet. Sponsored by: Councilwoman Michele Fiore

60. Bill No. 2019-8 - Amends the Interim Downtown Las Vegas Development Standards set forth in Appendix F of the Unified Development Code (Title 19) to adopt specific wall and fence standards for Area 2 of the Downtown Las Vegas Overlay District. Sponsored by: Councilman Bob Coffin (by request of staff)

61. Bill No. 2019-9 - Amends LVMC 19.06.120 to remove the building height limitation generally applicable to main buildings in the R-4 Zoning District. Sponsored by: Mayor Carolyn G. Goodman

62. Bill No. 2019-10 - Amends various provisions of LVMC Titles 6 and 19 to establish the licensing and land-use means and limitations by which brew pubs and ancillary brew pubs may sell malt beverages for off-premise consumption. Sponsored by: Councilman Bob Coffin

63. Bill No. 2019-11 - Amends various provisions of LVMC Title 6 and Title 19 to establish a new alcoholic beverage licensing category designated “tavern-restricted,” to be available only along a limited segment of West Sahara Avenue, and to establish licensing, land-use and gaming regulations and restrictions pertaining thereto. Sponsored by: Councilwoman Lois Tarkanian

## CLOSED SESSION

64. Closed Session - A closed meeting is called in accordance with NRS 288.220 to discuss labor issues

## NOT TO BE HEARD BEFORE 11 A.M. - 65 THROUGH 93

## BUSINESS ITEMS - 11 A.M. Session

65. Any items from the 11 A.M. session that the Council, staff and/or the applicant wish to be stricken or held in abeyance to a future meeting may be brought forward and acted upon at this time.

## PLANNING

The items listed below, where appropriate, have been reviewed by the various City departments relative to the requirements for storm drainage and flood control, connection to sanitary sewer, traffic circulation, and Building and Fire regulations. Their comments and/or requirements have been incorporated into the action.

## PLANNING - CONSENT

PM Session – All items listed on the Consent Agenda are considered to be routine and have been recommended "for approval". All items on the consent agenda may be approved in a single motion. However, if a Council Member so requests, any consent item may be moved to the Discussion portion of the agenda and other action, including postponement or denial of the item, may take place.

66. EOT-75518 - EXTENSION OF TIME - SPECIAL USE PERMIT - APPLICANT/OWNER: MAIN STREET INVESTMENTS III, LLC - For possible action on a request for an Extension of Time of an approved Special Use Permit (SUP-66544) FOR A PROPOSED DRIVE-THROUGH at 1311 South Main Street (APN 162-03-110-131), C-M (Commercial/Industrial) Zone, Ward 3 (Coffin) [PRJ-75215]. Staff recommends APPROVAL.

67. EOT-75519 - EXTENSION OF TIME RELATED TO EOT-75518 - SITE DEVELOPMENT PLAN REVIEW - APPLICANT/OWNER: MAIN STREET INVESTMENTS III, LLC - For possible action on a request for an Extension of Time of an approved Site Development Plan Review (SDR-66545) FOR A PROPOSED RESTAURANT WITH DRIVE-THROUGH on 0.46 acres at 1311 South Main Street (APN 162-03-110-131), C-M (Commercial/Industrial) Zone, Ward 3 (Coffin) [PRJ-75215]. Staff recommends APPROVAL.

## PLANNING - ONE MOTION/ONE VOTE

The following are items that may be considered in one motion/one vote. They are considered to routine non-public and public hearing items. All public hearing and non-public hearing items will be opened at one time. Any person representing an application or a member of the public or a member of the City Council not in agreement with the conditions and all standard conditions for the application recommended by staff, should request to have that item removed from this part of the agenda.

68. GPA-75230 - GENERAL PLAN AMENDMENT - PUBLIC HEARING - APPLICANT: FF SERIES HOLDINGS, LLC - OWNER: FF SERIES HOLDINGS, LLC AND MABUHAY COML INVEST 4, LLC - For possible action on a request for a General Plan Amendment FROM: O (OFFICE) TO: SC (SERVICE COMMERCIAL) on 3.20 acres at the northeast and southeast corners of Bilpar Road and Tenaya Way (APNs 125-22-804-001 and 125-22-801-011), Ward 6 (Fiore) [PRJ-75178]. The Planning Commission failed to obtain a super majority vote which is tantamount to a recommendation of DENIAL. Staff recommends APPROVAL.

69. ZON-75231 - REZONING RELATED TO GPA-75230 - PUBLIC HEARING - APPLICANT: FF SERIES HOLDINGS, LLC - OWNER: FF SERIES HOLDINGS, LLC AND MABUHAY COML INVEST 4, LLC - For possible action on a request for a Rezoning FROM: O (OFFICE) TO: C-1 (LIMITED COMMERCIAL) on 3.20 acres at the northeast and southeast corner of Bilpar Road and Tenaya Way (APNs 125-22-804-001 and 125-22-801-011), Ward 6 (Fiore) [PRJ-75178]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

70. SDR-75238 - SITE DEVELOPMENT PLAN REVIEW RELATED TO GPA-75230 AND ZON-75231 - PUBLIC HEARING - APPLICANT: FF SERIES HOLDINGS, LLC - OWNER: MABUHAY COML INVEST 4, LLC - For possible action on a request for a Site Development Plan Review FOR A PROPOSED 7,350 SQUARE-FOOT COMMERCIAL BUILDING WITH DRIVE THROUGH on 1.21 acres at the southeast corner of Bilpar Road and Tenaya Way (APN 125-22-804-001), O (Office) Zone [PROPOSED: C-1 (Limited Commercial)], Ward 6 (Fiore) [PRJ-75178]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

71. VAR-75568 - VARIANCE - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Variance FROM TITLE 19.10.020 CIVIC DEVELOPMENT STANDARDS on 8.09 acres at 1315 Hiawatha Road (APN 138-25-501-001), C-V (Civic) Zone, Ward 5 (Crear) [PRJ-75335]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

72. VAR-75569 - VARIANCE RELATED TO VAR-75568 - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Variance TO ALLOW 45 ADDITIONAL PARKING SPACES FOR A PARKING IMPAIRED SITE WHERE 108 ADDITIONAL PARKING SPACES ARE REQUIRED on 8.09 acres at 1315 Hiawatha Road (APN

138-25-501-001), C-V (Civic) Zone, Ward 5 (Crear) [PRJ-75335]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

73. SDR-75570 - SITE DEVELOPMENT PLAN REVIEW RELATED TO VAR-75568 AND VAR-75569 - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Site Development Plan Review FOR A PROPOSED TWO-STORY, 30,156 SQUARE-FOOT CLASSROOM BUILDING ADDITION TO AN EXISTING PUBLIC SCHOOL, PRIMARY on 8.09 acres at 1315 Hiawatha Road (APN 138-25-501-001), C-V (Civic) Zone, Ward 5 (Crear) [PRJ-75335]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

74. RQR-74667 - REQUIRED REVIEW - PUBLIC HEARING - APPLICANT: LAMAR CENTRAL OUTDOOR, LLC - OWNER: JONES 95 2015 HOLDINGS, LLC, ET AL - For possible action on a Required Review of an approved Special Use Permit (SUP-39432) FOR A 65-FOOT TALL, 14-FOOT BY 48-FOOT OFF-PREMISE SIGN at 120 North Jones Boulevard (APNs 138-25-417-003 and 004), C-1 (Limited Commercial) Zone, Ward 1 (Tarkanian). Staff recommends APPROVAL.

75. ROC-75706 - REVIEW OF CONDITION - PUBLIC HEARING - APPLICANT/OWNER: 7TH STREET MANAGEMENT, LLC - For possible action on a request for a Review of Condition of an approved Site Development Plan Review (SDR-74080) TO MODIFY CONDITION #6 WHICH STATES, "A WAIVER FROM APPENDIX F, INTERIM DOWNTOWN LAS VEGAS DEVELOPMENT STANDARDS IS HEREBY APPROVED TO ALLOW 46 PARKING SPACES WHERE 54 ARE REQUIRED" on 0.48 acres at 708 and 714 South 7th Street (APNs 139-34-410-227 and 228), P-O (Professional Office) Zone, Ward 3 (Coffin) [PRJ-75264]. Staff recommends APPROVAL.

76. VAC-75532 - VACATION - PUBLIC HEARING - APPLICANT/OWNER: 3000MW, LLC - For possible action on a request for a Petition to Vacate a Public Sewer Easement generally located south of Redberry Street, east of Michael Way (APN 138-13-512-001), Ward 5 (Crear) [PRJ-75346]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

**PLANNING - DISCUSSION**

77. RENOTIFICATION - VAR-75086 - VARIANCE - PUBLIC HEARING - APPLICANT: DHS SIGNS - OWNER: TRIBUCA, LLC - For possible action on a request for a Variance TO ALLOW A PROPOSED 47 SQUARE-FOOT PROJECTING SIGN WHERE 32 SQUARE FEET IS ALLOWED AND TO EXTEND SEVEN FEET FROM THE BUILDING WHERE SIX FEET IS ALLOWED on 0.48 acres at 720 South 4th Street (APN 139-34-401-024), C-2 (General Commercial) Zone, Ward 3 (Coffin) [PRJ-74463]. Staff recommends DENIAL. The Planning Commission (7-0 vote) recommends APPROVAL.

78. VAR-75119 **-** ABEYANCE ITEM **-** VARIANCE - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Variance TO ALLOW 120 PARKING SPACES WHERE 129 SPACES ARE REQUIRED on 9.09 acres at 2831 Palomino Lane (APN 139-32-405-006), C-V (Civic) Zone, Ward 1 (Tarkanian) [PRJ-74940]. Staff recommends DENIAL. The Planning Commission (6-0 vote) recommends APPROVAL.

79. VAR-75120 - ABEYANCE ITEM - VARIANCE RELATED TO VAR-75119 - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Variance TO ALLOW DEVIATIONS FROM TITLE 19.10.020 C-V (CIVIC) DEVELOPMENT STANDARDS on 9.09 acres at 2831 Palomino Lane (APN 139-32-405-006), C-V (Civic) Zone, Ward 1 (Tarkanian) [PRJ-74940]. Staff recommends DENIAL. The Planning Commission (6-0 vote) recommends APPROVAL.

80. SDR-75121 - ABEYANCE ITEM - SITE DEVELOPMENT PLAN REVIEW RELATED TO VAR-75119 AND VAR-75120 - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Site Development Plan Review FOR A PROPOSED TWO-STORY, 94,056 SQUARE-FOOT PUBLIC SCHOOL, PRIMARY DEVELOPMENT on 9.09 acres at 2831 Palomino Lane (APN 139-32-405-006), C-V (Civic) Zone, Ward 1 (Tarkanian) [PRJ-74940]. Staff recommends DENIAL. The Planning Commission (6-0 vote) recommends APPROVAL.

81. VAR-75324 - ABEYANCE ITEM - VARIANCE - PUBLIC HEARING - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. - For possible action on a request for a Variance TO ALLOW A 17-FOOT RESIDENTIAL ADJACENCY SETBACK WHERE 72 FEET IS THE MINIMUM REQUIRED AND TO ALLOW A 76-FOOT RESIDENTIAL ADJACENCY SETBACK WHERE 155 FEET IS THE MINIMUM REQUIRED on 5.33 acres adjacent to the south side of Smoke Ranch Road,

approximately 175 feet east of Decatur Boulevard (APN 139-19-101-002), C-1 (Limited Commercial) Zone, Ward 5 (Crear) [PRJ-75268]. Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL.

82. SUP-75325 - ABEYANCE ITEM - SPECIAL USE PERMIT RELATED TO VAR-75324 - PUBLIC HEARING - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. - For possible action on a request for a Special Use Permit FOR A PROPOSED 191-UNIT SENIOR CITIZEN APARTMENTS USE adjacent to the south side of Smoke Ranch Road, approximately 175 feet east of Decatur Boulevard (APN 139-19-101-002), C-1 (Limited Commercial) Zone, Ward 5 (Crear) [PRJ-75268]. Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL.

83. SUP-75326 - ABEYANCE ITEM - SPECIAL USE PERMIT RELATED TO VAR-75324 AND SUP-75325 - PUBLIC HEARING - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. - For possible action on a request for a Special Use Permit FOR A 53-FOOT TALL BUILDING WHERE THE AIRPORT OVERLAY DISTRICT LIMITS THE HEIGHT TO 35 FEET adjacent to the south side of Smoke Ranch Road, approximately 175 feet east of Decatur Boulevard (APN 139-19-101-002), C-1 (Limited Commercial) Zone, Ward 5 (Crear) [PRJ-75268]. Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL.

84. SDR-75327 - ABEYANCE ITEM - SITE DEVELOPMENT PLAN REVIEW RELATED TO VAR-75324, SUP-75325 AND SUP-75326 - PUBLIC HEARING - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. - For possible action on a request for a Site Development Plan Review FOR A PROPOSED 191-UNIT SENIOR CITIZEN APARTMENTS DEVELOPMENT WITH WAIVERS TO ALLOW A ZERO-FOOT LANDSCAPE BUFFER ON THE NORTH AND WEST PROPERTY LINES WHERE 15 FEET IS THE MINIMUM REQUIRED AND A ZERO-FOOT LANDSCAPE BUFFER ALONG A PORTION OF THE EAST PROPERTY LINE WHERE EIGHT FEET IS THE MINIMUM REQUIRED; ALSO TO ALLOW A ZERO-FOOT LANDSCAPE BUFFER ALONG A PORTION OF THE NORTH AND WEST PROPERTY LINE WHERE EIGHT FEET IS REQUIRED ADJACENT TO THE CONVENIENCE STORE on 5.33 acres adjacent to the south side of Smoke Ranch Road, approximately 175 feet east of Decatur Boulevard (APN 139-19-101-002), C-1 (Limited Commercial) Zone, Ward 5 (Crear) [PRJ-75268]. Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL.

85. SUP-75044 - ABEYANCE ITEM - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT/OWNER: VALERIE MARTINET - For possible action on an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit FOR A PROPOSED SHORT-TERM RESIDENTIAL RENTAL USE at 2112 Mission Peak Circle (APN 163-01-812-015), R-1 (Single Family Residential) Zone, Ward 1 (Tarkanian) [PRJ-74500]. The Planning Commission (7-0 vote) recommends DENIAL. Staff recommends APPROVAL.

86. VAR-75559 - VARIANCE - PUBLIC HEARING - APPLICANT/OWNER: ROYAL BYRON III - For possible action on a request for a Variance TO ALLOW A FIVE-FOOT SIDE YARD SETBACK WHERE 10 FEET IS REQUIRED AND A FIVE-FOOT REAR YARD SETBACK WHERE 20 FEET IS REQUIRED FOR A 1,844 SQUARE-FOOT ADDITION TO AN EXISTING SINGLE FAMILY RESIDENCE on 0.33 acres at 2000 Ekanger Circle (APN 139-28-301-008), R-PD3 (Residential Planned Development - 3 Units Per Acre) Zone, Ward 5 (Crear) [PRJ-75493]. Staff recommends DENIAL. The Planning Commission (4-0 vote) recommends APPROVAL.

87. VAR-75574 - VARIANCE - PUBLIC HEARING - APPLICANT: DESERT TORAH ACADEMY - OWNER: CHABAD SOUTHERN NEVADA, INC. - For possible action on a request for a Variance TO ALLOW A 20-FOOT RESIDENTIAL ADJACENCY SETBACK WHERE 101 FEET IS REQUIRED on 3.03 acres at 1312 Vista Drive (APN 162-06-501-004), R-E (Residence Estates) Zone, Ward 1 (Tarkanian) [PRJ-74719]. Staff recommends DENIAL. The Planning Commission (3-0-1 vote) recommends APPROVAL.

88. VAR-75575 - VARIANCE RELATED TO VAR-75574 - PUBLIC HEARING - APPLICANT: DESERT TORAH ACADEMY - OWNER: CHABAD SOUTHERN NEVADA, INC. - For possible action on a request for a Variance TO ALLOW 21 PARKING SPACES WHERE 49 PARKING SPACES ARE REQUIRED on 3.03 acres at 1312 Vista Drive (APN 162-06-501-004), R-E (Residence Estates) Zone, Ward 1 (Tarkanian) [PRJ-74719]. Staff recommends DENIAL. The Planning Commission (3-0-1 vote) recommends APPROVAL.

89. SDR-75576 - SITE DEVELOPMENT PLAN REVIEW RELATED TO VAR-75574 AND VAR-75575 - PUBLIC HEARING - APPLICANT: DESERT TORAH ACADEMY - OWNER: CHABAD SOUTHERN NEVADA, INC. - For possible action on a request for a Major Amendment to an approved Site Development Plan Review (SDR-18342) FOR A PROPOSED 10,800 SQUARE-FOOT ADDITION TO AN EXISTING 65,800 SQUARE-

FOOT PRIVATE SCHOOL on 3.03 acres at 1312 Vista Drive (APN 162-06-501-004), R-E (Residence Estates) Zone, Ward 1 (Tarkanian) [PRJ-74719]. Staff recommends DENIAL. The Planning Commission (3-0-1 vote) recommends APPROVAL.

90. SUP-75306 - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT: BAAN THAI MASSAGE ESTABLISHMENT - OWNER: HERD PROPERTIES, LLC - For possible action on an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit FOR A PROPOSED 2,400 SQUARE-FOOT MASSAGE ESTABLISHMENT USE WITH A WAIVER TO ALLOW A 178-FOOT SEPARATION FROM A RESIDENTIALLY ZONED PROPERTY WHERE 400 FEET IS REQUIRED at 1600 South Las Vegas Boulevard, Suite #120 (APN 162-03-210-058), C-2 (General Commercial) Zone, Ward 3 (Coffin) [PRJ-74762]. The Planning Commission (4-2 vote) recommends DENIAL. Staff recommends APPROVAL.

## SET DATE

91. Set date on any appeals filed or required public hearings from the City Planning Commission Meetings and Dangerous Building or Nuisance/Litter Abatements.

## CITIZENS PARTICIPATION

92. Citizens Participation: Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the City Council. No subject may be acted upon by the City Council unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come to the podium and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited.

## COUNCIL MEMBER RECOGNITION

93. Council Member Recognition: Comments made by individual City Council Members during this portion of the agenda will not be acted upon by the City Council unless that subject is on the agenda and scheduled for action.

**********

This meeting has been properly noticed and posted at the following locations:
City Hall, 495 South Main Street, 1st Floor
Clark County Government Center, 500 South Grand Central Parkway
Grant Sawyer Building, 555 East Washington Avenue
City of Las Vegas Development Services Center, 333 North Rancho Drive

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**1**

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**DEPARTMENT: City Clerk**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
Call to Order

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**2**

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**DEPARTMENT: City Clerk**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
Announcement Regarding: Compliance with Open Meeting Law

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**3**

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**DEPARTMENT: City Clerk**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
Invocation – Reverend David Dendy, Mountain View Presbyterian Church

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**4**

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**DEPARTMENT: City Clerk**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
Pledge of Allegiance

# *AGENDA SUMMARY PAGE*

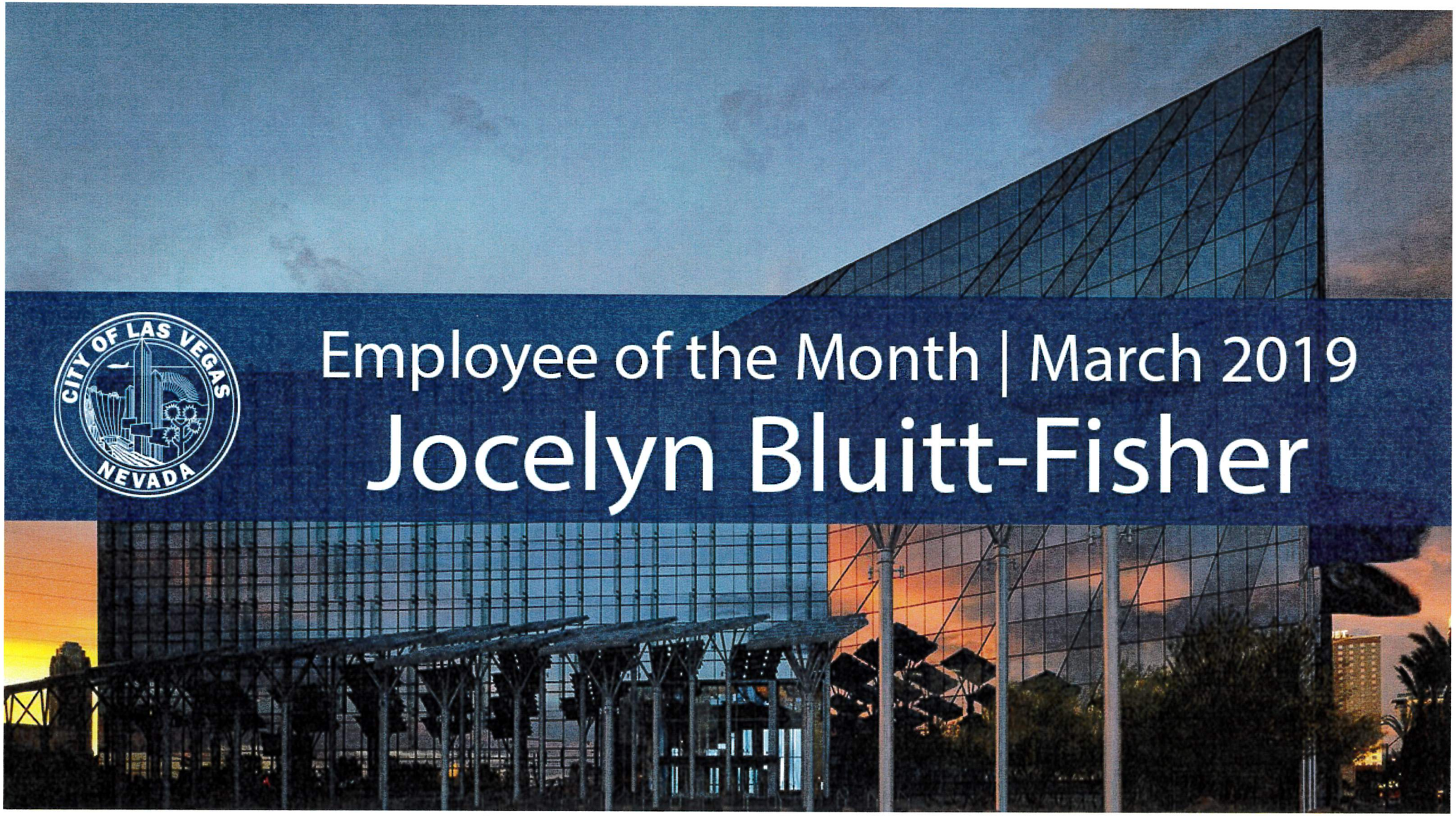
**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**5**

**DEPARTMENT: Communications** **Ceremonial**
**DIRECTOR: David Riggleman**

**SUBJECT:**
Recognition of the Employee of the Month

**BACKUP DOCUMENTATION:**
1. Submitted at Meeting - Employee of the Month Announcement for Jocelyn Bluitt-Fisher


CITY OF LAS VEGAS
NEVADA
Employee of the Month | March 2019
Jocelyn Bluitt-Fisher

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**6**

**DEPARTMENT: Communications** **Ceremonial**
**DIRECTOR: David Riggleman**

**SUBJECT:**
Recognition of the Centennial High School Girls Basketball Team

**BACKUP DOCUMENTATION:**
1. Submitted at Meeting – Copies of Certificates of Recognition for the Centennial High School Girls Basketball 4A State Champions

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Centennial High School Girls Basketball*

### *4A- State Champions*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize the Centennial High School Girls Basketball team on earning their fifth consecutive state championship. On behalf of the city of Las Vegas, we extend our hopes for the team's continued success in representing excellence in our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Jessenia Lawson*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Jessenia Lawson for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Addison Melone*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Addison Melone for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Melanie Isbell*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Melanie Isbell for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Quinece Hatcher*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Quinece Hatcher for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Taylor Bigby*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Taylor Bigby for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Jade Thomas*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Jade Thomas for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Ajanhai Phoumiphat*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Ajanhai Phoumiphat for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Demi Black*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Demi Black for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Aishah Brown*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Aishah Brown for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Daejah Phillips*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Daejah Phillips for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Malia Hunter*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Malia Hunter for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Aaliyah Ibarra*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Aaliyah Ibarra for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Eboni Walker*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Eboni Walker for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Mary Mcmorris*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Mary Mcmorris for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Kalyn Miller*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Kalyn Miller for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Teionni Mcdaniel*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Teionni Mcdaniel for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Cypree Stevens*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Cypree Stevens for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Bryar Tronnier*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Bryar Tronnier for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

## *Kayla Javillo*

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize Kayla Javillo for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# City of Las Vegas

## Office of the City Council

# Certificate of Recognition

### *4A- HS Girls Basketball State Champion*

*Councilwoman Michele Fiore and the Las Vegas City Council would like to recognize for her outstanding achievement. On behalf of the city of Las Vegas, we extend our hopes for your continued success in representing our community. Thank you!*

*March 20, 2019*

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**7**

**DEPARTMENT: Communications** **Ceremonial**
**DIRECTOR: David Riggleman**

**SUBJECT:**
Recognition of the Las Vegas Mayor's Cup International Showcase Local Winners

**BACKUP DOCUMENTATION:**
1. Submitted at Meeting - Copies of Certificates for the Las Vegas Mayor's Cup Tournament Local Winners

# Francesca S. Androvandi

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# Julia C. Gardineer

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# Posie Armstrong

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# Katelyn Ommen

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# Sophie L. Baumgart

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# Caitlynn Nick

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# Anabelle Coe

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# Ella Claggett

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# Allison R. Rabe

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# Kloe A. Abdalla

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# Makayla Bindrup

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

Councilman Bob Coffin

Councilwoman Michele Fiore

Councilman Cedric Crear

# Olivia Petty

## Albion SCLV - 08 Academy DC

*The Mayor and City Council of the City of Las Vegas*
*Thank you for your hard work, dedication, and commitment and*
*Congratulate you for winning the City of Las Vegas Mayor's Cup Tournament!*
*We wish you continued success in all your future endeavors.*

***March 20th, 2019***

Mayor Carolyn G. Goodman

Mayor Pro Tem Lois Tarkanian

Councilman Stavros S. Anthony

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# Samantha Hulet

## Players SC - 09 Elite

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# Addison Dean

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# Savanna A. Malley

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# Alondra Rivera

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# Alexa Sandoval

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# Evelyn Contreras

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# Sophia Sachs

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# Tahmiah Muna

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# Madalynn R. Smith

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# Citlalli Reyes

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# Anyssa Serrato

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# Sophia V. Aragon

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# Adrianna Adam

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# Angelina Adam

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# Chloe I. Andrade

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# Kenya Johnson

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# Yuridia Santoyo

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# Samantha Wong

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# Jordyn M. Terry

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# Allison E. Kleiner

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# Alyssa Barrera

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# Joanna Agu

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# Eva Riley

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# Jasmyn N. Jackson

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# Nellie Brooks

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# Leilani Harworth

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# Aspen Kearney

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# Kaley Houser

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# Ayva Jordan

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# Nai'a N. Pomaikai

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# Nale'a K. Pomaikai

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# Kayla Carrillo

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# Robyn Eara B. Dizon

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# Natalie Collins

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# Tielua Baptista

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# Makayla Nelson

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# Giselle J. Fallon

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# Erica Moreno

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# Evelyn Salazar

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# Tianna Hunsaker

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# Brooklyn M. Fujino

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# Katherine M. Russell

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# Cadence Packer

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# Simone Packer

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# Darien Cox

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# Yareli A. Benitez

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# Abbey Byington

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# Lydia Simpson-Martin

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# Natalia A. Gardner

## Players SC - 05 Elite

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# Galina Prodan

## Players SC - 05 Elite

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# Vanessa Celis

## Players SC - 05 Elite

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# Evelyn Dejesus

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# Lauren D. Yarbro

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# Jessica Rodriguez

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# India Wilson

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# Asia Wilson

## Players SC - 05 Elite

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# Xochitl Mayorga

## Players SC - 05 Elite

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# Darya Morvari

## Players SC - 05 Elite

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# Callie D. Henderson

## Players SC - 05 Elite

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# Sierah A. Mccallum

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# Mia L. Lopez-Hanko

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# Peyton Gomez

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# Mackenzie S. Underwood

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# Nataija Blaylock

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# Blaylock Nataija

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# Cené J. Rogers

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# Amy Reyes Rodriguez

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# Sarah Schultzman

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# Alaina Zappulla

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# Syrena Taylor

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# Natalie A. Wyszomirski

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# Autumn Viscardso

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# Izabella Hottentot

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# Kristi A. Mckinney

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# Tiana Beavers

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# Samantha Embleton

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# Antonette Schone

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# Emily Gutierrez

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# Lauryn Budin

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# Kelvin E. Alvarez

## Heat FC - 09 GR

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# Brandon M. Olson

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# Leonardo Payan

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# Issac I. Araque

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# Brady M. Flickinger

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# Zedan H. Assahouri

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# Elijah Mendoza-Galvan

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# Jett K. Nohara

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# Israel Pelaez Jr.

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# Damian A. Pineda

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# Michael Edwards

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# Bryson A. Miller

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# Christopher Castro

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# Amos Glah

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# Osvaldo Romo

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# Saul Morales

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# Luis E. Morales

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# Brian Giovanni Alvarez

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# Angel Diaz Garcia

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# Anthony Cruz Canete

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# Alvaro Carillo

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# Jadyn Alejandro Llamas

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# Sergio Reyes

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# Omar Guerra Guerra

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# Lex Nain Madrigal

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# Christopher Emanuel Contreras

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# Anthony Pena

## Downtown LVSC - 05 Gold

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# Cristyan Vidrio

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# Juan Frias Silva

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Councilman Cedric Crear

# Isaac Carcamo

## Downtown LVSC - 05 Gold

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# Esteban Saucedo

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# Anthony Medina

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# Sawyer Crisostomo

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# Dax Garrett

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# Kristopher Cordero

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# Anthony Angotti

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# Diego Perez

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# Luis Sarellano

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# Marco Navarro

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# Angel Ornelas Gonzalez

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# Orlando Zurita

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# Curtis-Drake Schell

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# Anthony Carrasco

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# Phillip Camacho

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# Adam Webster

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# Nathan Veith

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# Matthew Vogel

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# Elad Cohen

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# Sheridan Rodrigues

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# Trevor Cason

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# Gregory A. Cook

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# Braden Flannery

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# Joseph J. Satterthwaite

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# Nicholas Walker

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# Tyler J. Moon

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# Richard Antonucci

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# Alexander Troncoso

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# Jonathan Hernandez-Delgado

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# Dominic S. Santaiti

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# Logan S. Burgess

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# Ian W. Kralick

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# Aidan Johnson

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# Ethan Oiknine

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# Joshua K. Turner

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# Joseph (Yusef) A. Chami

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# Ryan Reid

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# Saul Chavez-Ramirez

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# Ethan Foley

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# Zachary R. Dube

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# Jaden Messersmith

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# Marco A. Castaneda

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# Ardazci M. Sosa

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# Ethan Ramirez

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# Jake C. Chang

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# Dalton Rideout

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# Pedro Guicho

## LVSA - 02 Red

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# Emmanuel Aparicio

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# Erik Marquez

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# Jack A. Cowan

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# Hiram Triana Jr

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# Brophy M. Howard

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# Mauricio Muniz

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***March 20th, 2019***

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Councilwoman Michele Fiore

Councilman Cedric Crear

# Nathan J. Zamora

## LVSA - 02 Red

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# Arturo Reveles

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# Jordan E. Kennedy

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# Cole Malm

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# Diego A. Chavez

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# Hector R. Riquelme Ramirez

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# Ethan M. Boone

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# Daniel Mazzeo

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# Jared I. Chavez

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# Luke Mcgee

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# Andy Rodriguez

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# Hudson Huckfeldt

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# Brendin Lane

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# Arturo Carrasco

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# Caden Buckley

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# Jimi Villasenor

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# Hayden Prasad

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# Michael C. Vogel

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# Lincoln Aquino

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# Jonathan Gonzalez

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# Cole Lawrence

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# Ryan Nogues

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# Marcos S. Delgado

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# Anthony Kaskie

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# Benjamin D. Linnert

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# Hayden Madsen-Gross

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# Jesus Ubario

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# Timothy P. Stephens

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# Antonio Gomez

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# Marco Amezquita

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# Cameron S. Kornock

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# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**8**

**DEPARTMENT: City Clerk**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
Public comment during this portion of the Agenda must be limited to matters on the Agenda for action. If you wish to be heard, come to the podium and give your name for the record. The amount of discussion, as well as the amount of time any single speaker is allowed, may be limited.

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**9**

**DEPARTMENT: City Clerk**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
For Possible Action - Any items from the 9 A.M. session that the Council, staff and/or the applicant wish to be stricken, tabled, withdrawn or held in abeyance to a future meeting may be brought forward and acted upon at this time.

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**10**

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**DEPARTMENT: City Clerk**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
For possible action to approve the Final Minutes by reference of the February 6, 2019 Regular City Council Meeting

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**11**

**DEPARTMENT: City Manager** **CONSENT**
**DIRECTOR: Scott Adams**

**SUBJECT:**
ADMINISTRATIVE:

For possible action to approve changes to the conditions contained in the Grant, Bargain, and Sale deed for currently numbered Assessor's Parcels 161-09-801-004 and 161-10-202-001 and commonly known as the Royal Links golf course, located at 5995 East Vegas Valley Drive, in order to allow additional land uses on the property - Clark County

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
In 1997, the City sold Assessor's Parcel Nos. 161-09-801-0002 and 161-10-202-001 to the Golf Club of Illinois, Inc. for the development of the Royal Links golf course. SGGOAKS Royal Links, LLC purchased the Royal Links golf course in 2016. The City received an unsolicited proposal from the Scottsdale Golf Group, a representative SGGOAKS Royal Links, LLC, to pay the City $9,258,085 as consideration for amending the subject to conditions contained in the Grant, Bargain, and Sale deed when the City originally sold the property to the Golf Club of Illinois. The changes to the conditions will allow other land uses on a portion of the current golf course. The City will retain an odor easement over both parcels, and a buffer of 400 feet on the east edge of Assessor's Parcel No. 161-09-801-004, and 200 feet on the south side of Assessor's Parcel No. 161-10-202-001, and require seller's property disclosure statement prior to the sale of the property or any portion thereof. In the buffer area, the conditions in the deed will be amended to restrict residential or commercial uses. Land uses will be restricted to, by way of example, open space, parks, roadways, and utilities corridors. The City will negotiate an agreement to amend the conditions in the Grant, Bargain, and Sale deed, and said agreement shall terminate on December 21, 2020, if the Scottsdale Golf Group is unable to sell the development to a developer. The changes to the deed are subject to approval by the City Attorney.

**RECOMMENDATION:**
Approve as recommended with authority granted to the City Manager to negotiate and execute the agreement to amend the Grant, Bargain, and Sale deed conditions and authority granted to the Mayor to execute the recordable Grant, Bargain, and Sale deed conditions.

**BACKUP DOCUMENTATION:**
None

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**12**

**DEPARTMENT: City Manager** **CONSENT**
**DIRECTOR: Scott Adams**

**SUBJECT:**
ADMINISTRATIVE:

For possible action to approve a Fiscal Year 2020 budget for the City of Las Vegas' nonprofit City Parkway V, Incorporated ($772,916 - City Parkway V, Incorporated existing fund balance) - Ward 5 (Crear)

**FISCAL IMPACT:**
Budget Funds Available
Amount: $772,916
Funding Source: City Parkway V, Incorporated existing fund balance
Dept./Division: Economic and Urban Development

**PURPOSE/BACKGROUND:**
The City Parkway V, Incorporation board of directors has approved the $772,916 budget for fiscal year 2020. This budget primarily reflects planned expenditures related to legal, consulting, insurance, association, utility and auditing fees. The source of funds will be from the existing City Parkway V, Incorporated fund balance.

**RECOMMENDATION:**
Approval

**BACKUP DOCUMENTATION:**
1. City Parkway V, Inc. Fiscal Year 2020 Operating Budget

## City Parkway V, Inc.

## Fiscal Year 2020 Operating Budget

| | | |
|---|---|---|
| Insurance Premiums | $ | 30,000 |
| Accounting and Audits | $ | 5,000 |
| Consulting (Kubat, Kimley Horn, Appraisals, Dickinson Wright, Converse) | $ | 347,000 |
| Utilities | $ | 20,000 |
| Recorders Fees | $ | 500 |
| Supplies | $ | 500 |
| Legal Services | $ | 190,177 |
| Association Fees | $ | 30,000 |
| HWS Master Lease Payment | $ | 139,389 |
| Maintenance of Equipment | $ | 10,000 |
| Banking Services | $ | 350 |
| **Total:** | **$** | **772,916** |

**Source of Funds:** Remaining City Parkway V, Inc. fund balance

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**13**

**DEPARTMENT: City Manager** **CONSENT**
**DIRECTOR: Scott Adams**

**SUBJECT:**
ADMINISTRATIVE:

For possible action to approve a Fiscal Year 2020 budget for the City of Las Vegas's nonprofit 495 Main Corporation ($900 - 495 Main Corporation existing fund balance) - Ward 5 (Crear)

**FISCAL IMPACT:**
Budget Funds Available
Amount: $900
Funding Source: 495 Main Corporation existing fund balance
Dept./Division: Economic and Urban Development

**PURPOSE/BACKGROUND:**
The 495 Main Corporation board of directors has approved the $900 budget for fiscal year 2020. This budget primarily reflects planned expenditures related to insurance premiums and recording fees. The source of funds will be from the existing 495 Main Corporation fund balance.

**RECOMMENDATION:**
Approval

**BACKUP DOCUMENTATION:**
1. 495 Main Corporation Fiscal Year 2020 Operating Budget

| 495 Main Corporation<br><br>Fiscal Year 2020 Operating Budget | | |
|---|---|---|
| Insurance Premiums | $ | 700 |
| Recording Fees | $ | 200 |
| **Total:** | **$** | **900** |

**Source of Funds:** Remaining 495 Main Corporation Fund Balance

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**14**

**DEPARTMENT: City Manager** **CONSENT**
**DIRECTOR: Scott Adams**

**SUBJECT:**
ADMINISTRATIVE:

For possible action to approve a Fiscal Year 2020 budget for the City of Las Vegas's nonprofit Las Vegas Medical District Corporation ($39,700 - Strategic Acquisition and Investments existing fund balance) - Wards 1 and 5 (Tarkanian and Crear)

**FISCAL IMPACT:**
Budget Funds Available
Amount: $39,700
Funding Source: Strategic Acquisition and Investments existing fund balance
Dept./Division: Economic and Urban Development

**PURPOSE/BACKGROUND:**
The Las Vegas Medical District Corporation board of directors has approved the $39,700 budget for fiscal year 2020. This budget primarily reflects planned expenditures related to legal, consulting, insurance, fencing, utility and auditing fees. The source of funds will be from the existing Strategic Acquisition and Investments fund balance.

**RECOMMENDATION:**
Approval

**BACKUP DOCUMENTATION:**
1. Las Vegas Medical District Corporation Fiscal Year 2020 Operating Budget

| Las Vegas Medical District Corporation<br>Fiscal Year 2020 Operating Budget | | |
|---|---|---|
| Insurance Premiums | $ | 2,000 |
| Accounting and Audits | $ | 5,000 |
| Consulting & Professional Service | $ | 10,000 |
| Fencing | $ | 15,000 |
| Recorders Fees | $ | 200 |
| Supplies | $ | 1,500 |
| Banking Services | $ | 3,000 |
| Property Tax | $ | 3,000 |
| **Total:** | **$** | **39,700** |

**Source of Funds: Strategic Acquisition and Investments Fund - 988200/98821**

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**15**

**DEPARTMENT: Administrative Services** **CONSENT**
**DIRECTOR: Ted Olivas**

**SUBJECT:**
For possible action to approve an Interlocal Agreement between Clark County Fire Department and the City of Las Vegas for the transfer of State Emergency Response Commission's Fiscal Year 2020 Operations, Planning, Training and Equipment (OPTE) Grant award funds in the amount of $9,551, which is to be used by the Department of Fire and Rescue to purchase supplies and equipment to respond to and recover from hazardous materials spills - All Wards

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
The subject grant award will provide the City of Las Vegas with funds in the amount of $9,551.00 for the Department of Fire and Rescue to purchase supplies and equipment to respond to and recover from hazardous materials spills. The agreement shall be completed by June 30, 2020.

**RECOMMENDATION:**
Approval

**BACKUP DOCUMENTATION:**
1. Interlocal Agreement Between Clark County Fire Department and the City of Las Vegas
2. Attachment A - Expenditures Eligible for Reimbursement

# INTERLOCAL AGREEMENT
# BETWEEN CLARK COUNTY FIRE DEPARTMENT AND
# THE CITY OF LAS VEGAS

**WHEREAS**, Clark County, Nevada (the "County"), through the Clark County Fire Department (CCFD) has entered into a grant agreement with the State of Nevada, Emergency Response Commission (SERC) for an allocation and implementation of FFY2020 SERC Operations, Planning, Training, and Equipment (SERC OPTE) grant funds; and

**WHEREAS**, the SERC OPTE grant funds will be used to purchase items listed in Attachment A. The City of Las Vegas will purchase an Emergency Response Kit;

**WHEREAS,** the 2020 SERC Operations, Planning, Training, and Equipment (OPTE) grant funds will purchase items listed in the Exhibit "A", "Expenditures Eligible for Reimbursement"; and

**WHEREAS**, NRS 277.180 permits one or more public agencies to contract with any one or more public agencies to perform any governmental service activity or undertaking that any of the public agencies entering into the contract is authorized to perform by law.

**NOW, THEREFORE**, in accordance with NRS 277.180 and related regulations, the Parties hereto agree as follows:

1. The City of Las Vegas shall purchase items listed in Exhibit "A" and will be eligible for reimbursement, the County through its Office of Emergency Management and Homeland Security, (OEMHS) shall provide a maximum of Nine Thousand Five Hundred Fifty One dollars, ($9,551.00) from Fiscal Year 2020 funds from the SERC Operations, Planning, Training, and Equipment Grant Funds.

2. The Sub-recipient will provide (OEMHS) with documentation supporting any and all requests for payment of expenses against the funds encumbered, and will provide any additional documentation requested by OEMHS that may be required of the grant funds.

3. Regardless of any termination of this agreement, the Sub-recipient shall comply with all Federal laws and regulations associated with the receipt of the grant funds for the project identified in this agreement.

4. If the Sub-recipient desires to dispose of the equipment, it shall make a written request to CCFD Office of Emergency Management for permission to dispose of this equipment in accordance with all County, State, and Federal grant requirements.

5. It is specifically understood and agreed by Sub-recipient that the County shall not be obligated to pay any monies to Sub-recipient in the event that such Federal funds for any reason are terminated or withheld from the County or are otherwise not forthcoming, and in such event, County may terminate this agreement.

6. The City of Las Vegas shall allow authorized representatives of the County, or State of Nevada, or independent auditors contracted by the County, to conduct reviews, audits, and on-site monitoring of equipment related to this grant.

7. Sub-recipient shall agree to provide evidence of financial accountability. A copy of sub-recipient's most recent single audit report (OMB 2 C.F.R 200.500) or a letter stating that sub-recipient expended less than $750,000 of Federal funds during the reporting period must be submitted to Clark County. Letters should be addressed to: Karen Taylor, Administrative Specialist, and Clark County Office of Emergency Management & Homeland Security. The Sub-recipient shall allow Clark County Office of Emergency Management and Homeland Security to monitor annually all activities relating to this funding to maintain compliance to all federal OMB requirements and state grant guidance.

8. This agreement shall take effect on the date of execution by both parties and shall continue in full force and effect until the equipment is disposed of in accordance with this agreement or terminated by either party.

9. This agreement may be terminated by any party, for any reason, with written notice of at least 60 days.

10. This agreement and its attachments constitute the entire understanding of the parties concerning the subject matter hereof. This contract may be amended solely by means of written agreement signed by both parties.

ENTERED INTO this _____ day of _____, 2019.

ATTEST:

By: _____
Lynn Marie Goya, County Clerk

Date: 2/5/19

CLARK COUNTY

By: _____
Marilyn Kirkpatrick, Chair
Board of County Commissioners

Date: 2/5/19

APPROVED AS TO FORM:

By: _____
Carolyn Campbell, Deputy District Attorney

By: _____
Luann D Homes, MMC

By: _____
Carolyn G Goodman, Mayor

Date: _____

Date: _____

APPROVED AS TO FORM:

By: John S. Ridilla 2/27/19
~~Teresita L Ponticello, Assistant City Attorney~~

John S. Ridilla
Deputy City Attorney

By: _____

**ATTACHMENT A**

EXPENDITURES ELIGIBLE FOR REIMBURSEMENT
THE CITY OF LAS VEGAS
FFY20 SERC OPERATIONS, PLANNING, TRAINING AND EQUIPMENT GRANT
AWARD #20-SERC-03-01
AWARD PERIOD JULY 01, 2019 – JUNE 30, 2020

| | |
|---|---|
| Emergency Response Kit | $9,551.00 |
| **TOTAL Requesting** | **$9,551.00** |

# *AGENDA SUMMARY PAGE*
**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**16**

**DEPARTMENT: Administrative Services** **CONSENT**
**DIRECTOR: Ted Olivas**

**SUBJECT:**
For possible action to approve a grant agreement with the State of Nevada, Division of Emergency Management, as the funding agency; and the City of Las Vegas, Office of Emergency Management, as grant subrecipient; for the receipt of $421,345.07 from the FY18 United States Department of Homeland Security Emergency Management Performance Grant (EMPG) to support the City of Las Vegas Emergency Management Program - All Wards

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
The grant agreement between the City of Las Vegas and the State of Nevada, Division of Emergency Management, will facilitate the transfer of $421,345.07 in reimbursement funds to the City of Las Vegas in support of the Emergency Management Program. The funding enables the City of Las Vegas to recover Office of Emergency Management staffing and operating costs, as well as dedicate program efforts toward mitigating, planning, responding and recovering from local disasters; and make the City and local community better prepared, safer and more secure.

**RECOMMENDATION:**
Approval

**BACKUP DOCUMENTATION:**
1. FY18 EMPG (Emergency Management Performance Grant) Grant Award
2. Budget Request Detail by Category
3. Standard Assurance for Nevada Division of Emergency Management's (DEM) Federal Grant Programs

Steve Sisolak
*Governor*

Nevada Department of Public Safety

George Togliatti
*Director*

Caleb S. Cage
*Chief*

**Division of Emergency Management**
**Homeland Security**
2478 Fairview Drive
Carson City, Nevada 89701
Telephone (775) 687-0300 • Fax (775) 687-0322 • http://dem.state.nv.us/

February 26, 2019

Mayor Carolyn G. Goodman
City of Las Vegas
495 South Main Street
Las Vegas, NV 89101

Dear Mayor Goodman:

The Nevada Division of Emergency Management (NDEM) is pleased to enclose the Federal Fiscal Year 2018, Emergency Management Performance Grant (EMPG) award in the amount of $421,345.07. This award does not include the equipment category, which was issued in a separate, supplemental award.

The grant performance period is October 1, 2017, through March 31, 2019. The performance period for the personnel category is October 1, 2017, through September 30, 2018. The grant performance period is a condition of this grant award. All grant expenditures and reporting must be completed by the end of the grant performance period to receive reimbursement.

Attached to your award is a copy of the approved budget. Should there be a need for modifications to the approved budget; advance approval is required from this Division through a "Project Change Request" form. The federal assurances, grant management guide along with the grant award documents, have been updated for the FFY 2018 grant cycle. Please review these documents carefully to ensure compliance.

Please sign the original award, confirmation copy, federal assurances, grant management guide and return the original grant award, the signed federal assurances and signed grant management guide to the Nevada Division of Emergency Management, 2478 Fairview Drive, Carson City, Nevada, 89701. Please retain the confirmation copy, budget, a copy of the assurances and a copy of the grant management guide for your records.

If you have any questions, or if we can be of assistance with the administration of this grant, please contact Lorayn Walser, Emergency Management Performance Grant Section, Nevada Division of Emergency Management, at (775) 687-0327.

Best Regards,

Caleb S. Cage

CSC/lw

*Attachments: Grant Award*
*Budget*
*Assurances*
*Grant Management Guide*

# STATE OF NEVADA
## DEPARTMENT OF PUBLIC SAFETY (NDPS)
## DIVISION OF EMERGENCY MANAGEMENT (NDEM)

2478 Fairview Drive, Carson City, Nevada 89701
Telephone (775) 687-0300, Fax (775) 687-0322

| Sub Grant Award | | | |
|---|---|---|---|
| | | **FAIN NUMBER:** | EMF-2018-EP-00010 |
| **SUBGRANTEE:** | **City of Las Vegas Emergency Management** | **CFDA / PROJECT NO:** | 97042.18 |
| **ADDRESS:** | **495 S. Main Street, Las Vegas, NV 89101** | **NDEM DUNS:** | 607025848 |
| **PROGRAM NAME:** | Emergency Management Performance Grant | **SUB-GRANTEE DUNS:** | 30381610 |
| **PROJECT TITLE:** | FFY 2018 Emergency Management Performance Grant (EMPG) | **SUBGRANTEE GRANT FUNDS:** | $421,345.07 |
| **SUBGRANTEE AWARD PERIOD: October 01, 2017 -March 31, 2019** | | **SUBGRANTEE MATCHING FUNDS:** | $421,345.07 |
| **FEDERAL AWARD PERIOD TO DEM: October 01, 2017 - September 30, 2019** | | **TOTAL SUBGRANTEE AWARD:** | $842,690.14 |
| **FEDERAL AWARD AMOUNT TO DEM: $4,536,117.00** | | | |
| **Special Notes:** Personnel Performance Period: October 01, 2017 - September 30, 2018 | | | |

| APPROVED BUDGET FOR PROJECT | | |
|---|---|---|
| CATEGORY | TOTAL PROJECT COSTS | |
| Personnel | | $342,651.67 |
| Consultant/Contractual | | $15,498.50 |
| Travel | | $5,504.40 |
| Supplies/Operating | | $9,437.25 |
| Training | | $2,239.25 |
| | | $0.00 |
| SUPPLEMENTAL PERSONNEL | | $46,014.00 |
| | | |
| **SUBGRANTEE FEDERAL GRANT TOTAL** | | **$421,345.07** |
| **SUB-GRANTEE MATCH TOTAL** | | **$421,345.07** |

This award is subject to the requirements (federal, state, financial and program assurances) established by the Federal Government; the Nevada Department of Public Safety and the Nevada Division of Emergency Management. This award is subject to availability of federal funding.
Special Conditions: (If Applicable) This project is approved subject to such conditions or limitations as set forth on the attached page(s)
ATTACHMENTS: (1) FEDERAL & STATE ASSURANCES (2) FINANCIAL AND PROGRAM ASSURANCES (3) FEDERAL CERTIFICATIONS (4) SCOPE AND TIMELINE OF WORK (5) LINE ITEM DETAILED BUDGET.

| AGENCY APPROVAL | SUBGRANTEE ACCEPTANCE |
|---|---|
| **Caleb S. Cage, Chief** | **Carolyn G. Goodman, Mayor** |
| Name and Title of Appointing Official | Name and Title of Appointing Official |
| X Caleb S. Cage 3/1/19 | X |
| Signature of Approving Official Date: | Signature of Approving Official Date: |

| Internal NDEM Review | |
|---|---|
| | EMPM |
| JC | ASO III |
| | GRM |

**Approved as to form**
John S. Ridilla 3/7/19
**John S. Ridilla Date**
**Deputy City Attorney**

ORIGINAL

**STATE OF NEVADA**
**DEPARTMENT OF PUBLIC SAFETY (NDPS)**
**DIVISION OF EMERGENCY MANAGEMENT (NDEM)**

2478 Fairview Drive, Carson City, Nevada 89701
Telephone (775) 687-0300, Fax (775) 687-0322


| Sub Grant Award | | | |
|---|---|---|---|
| | | **FAIN NUMBER:** | EMF-2018-EP-00010 |
| **SUBGRANTEE:** | **City of Las Vegas Emergency Management** | **CFDA / PROJECT NO:** | 97042.18 |
| **ADDRESS:** | **495 S. Main Street, Las Vegas, NV 89101** | **NDEM DUNS:** | 607025848 |
| **PROGRAM NAME:** | Emergency Management Performance Grant | **SUB-GRANTEE DUNS:** | 30381610 |
| **PROJECT TITLE:** | FFY 2018 Emergency Management Performance Grant (EMPG) | **SUBGRANTEE GRANT FUNDS:** | $421,345.07 |
| **SUBGRANTEE AWARD PERIOD: October 01, 2017 -March 31, 2019** | | **SUBGRANTEE MATCHING FUNDS:** | $421,345.07 |
| **FEDERAL AWARD PERIOD TO DEM: October 01, 2017 - September 30, 2019** | | **TOTAL SUBGRANTEE AWARD:** | $842,690.14 |
| **FEDERAL AWARD AMOUNT TO DEM: $4,536,117.00** | | | |
| **Special Notes:** Personnel Performance Period: October 01, 2017 - September 30, 2018 | | | |

| APPROVED BUDGET FOR PROJECT | | |
|---|---|---|
| CATEGORY | TOTAL PROJECT COSTS | |
| Personnel | | $342,651.67 |
| Consultant/Contractual | | $15,498.50 |
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| Supplies/Operating | | $9,437.25 |
| Training | | $2,239.25 |
| | | $0.00 |
| SUPPLEMENTAL PERSONNEL | | $46,014.00 |
| | | |
| **SUBGRANTEE FEDERAL GRANT TOTAL** | | **$421,345.07** |
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| AGENCY APPROVAL | SUBGRANTEE ACCEPTANCE |
|---|---|
| **Caleb S. Cage, Chief** | **Carolyn G. Goodman, Mayor** |
| Name and Title of Appointing Official | Name and Title of Appointing Official |
| X Caleb S. Cage 3/1/19 | X |
| Signature of Approving Official Date: | Signature of Approving Official Date: |

| Internal NDEM Review | |
|---|---|
| | EMPM |
| | ASO III |
| | GRM |

**Approved as to form**
John S. Ridilla 3/7/19
**John S. Ridilla Date**
**Deputy City Attorney**

**CONFIRMATION COPY**

# City of Las Vegas
## FFY18 Emergency Management Performance Grant

**Fund 201200, Org 20471, Project GM0041 Project No. 9704218**
**Grant Period: October 1, 2017 - March 31, 2019 (Personnel thru Sept 30, 2018)**

| CATEGORY | BASE AWARD BUDGET | SUPPLEMENTAL BUDGET | Combined | DESCRIPTION |
|---|---|---|---|---|
| **PERSONNEL** | 342,651.67 | 46,014.00 | 388,665.67 | Levering, Iverson, DeMarco, Easton |
| | **342,651.67** | **46,014.00** | **388,665.67** | |
| **CONSULTANT/ CONTRACT** | 15,355.00 | | | Airbus Defense & Space - Vesta Solutions |
| | 143.50 | | | Rolladen - Maintenance & Repair for shutters |
| | **15,498.50** | **-** | **15,498.50** | |
| **TRAVEL** | 3,511.82 | | | IAEM Conf Grand Rapids, MI x 4 |
| | 1,869.11 | | | ESRI Conf San Diego, CA - DeMarco |
| | 123.47 | | | EMI Emmitsburg, MD Incidentals x 3 |
| | **5,504.40** | | **5,504.40** | |
| **SUPPLIES / OPERATING** | 6,648.32 | | | Telephone - cellular phone and emerg. notification<br>Telephone - EOC/Office<br>SatCom Global Phone |
| | 1,677.44 | | | General Office - Mitsubishi bulb, Staples (4 invoices) |
| | 905.00 | | | Dues & Sub: IAEM - Thackston, Iverson. NEPA: Iverson, Camin. NGIS: DeMarco |
| | 60.42 | | | Printing/Graphics/Postage - CLV Graphics, FedEx |
| | 146.07 | | | Display Mount, cables, remote - Amazon |
| | **9,437.25** | | **9,437.25** | |
| **EQUIPMENT** | | | | Primary EOC Laptop AEL#04HW-01-1NHW<br>***Moved to FY16 EMPG Equipmt (Supplemental)*** |
| **TRAINING** | 1,674.00 | | | IAEM Conf Registration Grand Rapids, MI x 4 |
| | | | | ESRI Conf Registration San Diego - Paid by IT |
| | 565.25 | | | Other: Interdrone Conference Registration, DeMarco |
| | **2,239.25** | | **2,239.25** | |
| | **375,331.07** | **46,014.00** | **421,345.07** | **Total Direct Costs** |
| | **375,331.07** | **46,014.00** | **421,345.07** | **Total City Match** |
| | **750,662.14** | **92,028.00** | **842,690.14** | **Total Award** |

# City of Las Vegas
## FFY18 Emergency Management Performance Grant

**Fund 201200, Org 20471, Project GM0041 Project No. 9704218**
**Grant Period: October 1, 2017 - March 31, 2019 (Personnel thru Sept 30, 2018)**

| CATEGORY | BASE AWARD BUDGET | SUPPLEMENTAL BUDGET | Combined | DESCRIPTION |
|---|---|---|---|---|
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| | **342,651.67** | **46,014.00** | **388,665.67** | |
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| | 143.50 | | | Rolladen - Maintenance & Repair for shutters |
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| | **5,504.40** | | **5,504.40** | |
| **SUPPLIES / OPERATING** | 6,648.32 | | | Telephone - cellular phone and emerg. notification<br>Telephone - EOC/Office<br>SatCom Global Phone |
| | 1,677.44 | | | General Office - Mitsubishi bulb, Staples (4 invoices) |
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| | 146.07 | | | Display Mount, cables, remote - Amazon |
| | **9,437.25** | | **9,437.25** | |
| **EQUIPMENT** | | | | Primary EOC Laptop AEL#04HW-01-1NHW<br>***Moved to FY16 EMPG Equipmt (Supplemental)*** |
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| | | | | ESRI Conf Registration San Diego - Paid by IT |
| | 565.25 | | | Other: Interdrone Conference Registration, DeMarco |
| | **2,239.25** | | **2,239.25** | |
| | **375,331.07** | **46,014.00** | **421,345.07** | **Total Direct Costs** |
| | **375,331.07** | **46,014.00** | **421,345.07** | **Total City Match** |
| | **750,662.14** | **92,028.00** | **842,690.14** | **Total Award** |

## Standard Assurances for Nevada Division of Emergency Management's (DEM) Federal Grant Programs

APPLICANT: City of Las Vegas Office of Emergency Management

As the duly authorized representative of the Applicant, I Mayor Carolyn G. Goodman, hereby certify that the Applicant has the legal authority to apply for federal grant assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management, and completion of the described project ("Project") within the period of performance.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all of the following requirements:

- Applicable Federal Laws, Regulations, and Guidelines (government cost principles, uniform administrative requirements and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the Office of Management and Budget (OMB) and can be found at http://www.whitehouse.gov/omb/);
- Notice of Funding Opportunity (NOFO);
- Applicable Nevada Statutes, Regulations, and Policies;
- Nevada Department of Public Safety, Division of Emergency Management, Grant Management Guide.

In addition to the above listed requirements, the Applicant hereby agrees to comply with the following provisions of this Agreement:

In addition to the above listed requirements, the Applicant hereby agrees to comply with the following provisions of this Agreement:

## 1. WRITTEN AUTHORIZATION

The Applicant shall obtain a written authorization from its governing body in support of the Project, which specifies that the Applicant agrees:

a. To designate the authorized representative with the authority to bind the governing body;

b. To provide all matching funds required for the Project;

c. That any liability arising out of the performance of the Project and assurances will be the responsibility of the Applicant; and

d. Grant funds shall not be used to supplant expenditures controlled by the Applicant or its governing body.

## 2. ACCESS TO RECORDS

The Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

## 3. PERIOD OF PERFORMANCE

The period of performance for each grant award will be determined by the Division of Emergency Management ("DEM") based upon the deadlines imposed on DEM by the terms of the federal grant. All work on the Project must be completed within the period of performance specified in the grant. DEM will periodically review the expenditures of the grant to ensure sufficient progress is made on the Project. If DEM determines that the Project will not be completed within the period of performance, DEM will terminate the grant and re-obligate the funding to other projects.

## 4. FUNDING RESTRICTIONS

Federal funds made available through an award may be used only for the purpose outlined in the award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal award, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal Government or any other government entity.

## 5. LOBBYING AND POLITICAL ACTIVITIES

The Applicant must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an

employee of a Member of Congress in connection with any Federal action concerning the award or renewal.

The Applicant will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

## 6. DEBARMENT AND SUSPENSION

The Applicant is subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. §200.212, and 2 C.F.R. Part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

The Applicant agrees to comply with the Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions." Proof of debarment search must be provided to DEM.

## 7. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Applicant will comply with all federal statutes relating to non-discrimination. These include, but are not limited to, the following:

a. Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. §2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;

b. Title IX of the Education Amendments of 1972, (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;

c. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. §794), which prohibits discrimination against those with disabilities or access and functional needs;

d. Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs (42 U.S.C. §§ 12101-12213.);

e. Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;

f. Public Health Service Act of 1912 (42 U.S.C. §§ 290), relating to confidentiality of patient records regarding substance abuse treatment;

g. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 *et seq.*), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);

h. Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over $10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin;

i. Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;

j. DHS policy to ensure the equal treatment of faith-based organizations, under which all applicants and recipients must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;

k. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and

l. The requirements of any other nondiscrimination statute(s) which may apply to the application.

**8. DRUG FREE WORKPLACE**

The Applicant must comply with the *Drug-Free Workplace Act of 1988* (41 U.S.C. §§ 701 *et seq.*), which requires all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at 2 C.F.R Part 3001.

**9. ENVIRONMENTAL PROTECTIONS**

The Applicant will comply with environmental standards which may be prescribed pursuant to the following:

a. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;

b. Notification of violating facilities pursuant to EO 11738;

c. Protection of wetlands pursuant to EO 11990;

d. Evaluation of flood hazards in floodplains in accordance with EO 11988;

e. assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 *et seq.*);

f. Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 *et seq.*);

g. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205);

h. Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 *et seq.*) related to protecting components or potential components of the national wild and scenic rivers system;

i. The all sub-grantees will follow the Environmental Historical Protection (EHP) requirements set forth by the Federal granting agency. The sub-grantee will not undertake any project having the potential to impact EHP resources without the prior written approval of the Federal granting agency, including but not limited to ground disturbance, construction, modification of structures, and purchase and use of sonar equipment. Sub-grantees must comply with all conditions placed on the project as a

result of the EHP review. Any change to the approved project scope of work will require a re-evaluation for compliance with these EHP requirements. Any construction or renovation activities defined by the SAA's office that have been initiated without the necessary EHP review and approval will result in a non-compliance funding and will not be eligible for Federal funding. Please see the link provided for Information Bulletin (IB) 371 Environmental Historical Review Process http://www.fema.gov/doc/government/grant/bulletins/info329_final_screening_memo.docx

## 10. PREPAREDNESS FUNDING

The Applicant will comply with the Federal Granting Agency policy regarding the use of preparedness grant funding for sustainment costs. Grant funds may be used to cover only those maintenance agreements, user fees, and other sustainment costs provided during the grant performance period in which the device was purchased.

The Applicant may not use future year preparedness grant funding to pay for additional agreements and user fees, please refer to Information Bulletin (IB) 336 & 379. All ongoing expenses after the performance period has expired are the responsibility of the grantee/sub-grantee and will not be paid for with FEMA preparedness grant funding.

a. Sub-grantees may use FEMA preparedness grant funding to pay for maintenance agreements, user fees, and other sustainment costs as long as:

   1. The equipment was purchased with FEMA preparedness grant funding. (if applicable);
   2. The sustainment costs fall within the performance period of the grant that was used to purchase the equipment.

b. Sustainment costs are eligible under the equipment category unless the equipment is Management & Administration (M&A) related (grants management equipment).

## 11. FEDERAL EMERGENCY MANAGEMENT GRANT PROGRAM DIRECTORATE INFORMATION BULLETINS

The Grant Programs Directorate (GPD) Information Bulletins (IBs) section provides access to GPD IBs released since 2012. IBs provide stakeholders with administrative instructions and guidelines critical to supporting the effectiveness and efficient delivery of FEMA Grant Programs. The Applicant will comply with all GPD IBs. **https://www.fema.gov/grant-programs-directorate-information-bulletins**

## 12. CONFLICTS OF INTEREST

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

## 13. AUDITS

The Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements, if Applicant expends $750,000 or more in federal grant funds annually,

The Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

## 14. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The Department of Homeland Security released the National Incident Management System (NIMS) as required by Homeland Security Presidential Directive (HSPD) 8 Management of Domestic Incidents and Preparedness. HSPD-5 established and designated the National Integration Center (NIC) Incident Management Systems Division as the lead Federal entity to coordinate NIMS compliance.

In order to be eligible to receive grant funding, the Applicant must meet NIMS compliance requirements. State, Territory, Tribal, and local governments are considered to be in full NIMS compliance if they have adopted and/or implemented compliance activities, as determined by the National Incident Management System Capability Assessment Support Tool (NIMSCAST) or other accepted means. Additional information on achieving compliance is available at http://www.fema.gov/emergency/nims/

## 15. INTERGOVERNMENTAL PERSONNEL ACT

The Applicant will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

## 16. HUMAN TRAFFICKING

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

## 17. CONSTRUCTION PROJECTS

For construction projects, the Applicant will:

a. Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in

the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;

b. Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and

c. Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

**18. LABOR STANDARDS**

The Applicant will comply with the following federal labor standards:

a. The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts; and

b. The Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

**19. WORKER COMPENSATION**

The Applicant will comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Project, as per the workers compensation laws set forth in NRS 616A, NRS 616B, NRS 616C, NRS 616D, and NRS 617.

**20. REAL PROPERTY**

If applicable to the type of project funded by this federal award, the Applicant will:

a. Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;

b. Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more;

c. Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 *et seq.*); and

d. Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

## 21. CONTROLLED EQUIPMENT AND EQUIPMENT MANAGEMENT

The Applicant is subject to compliance with Information Bulletin (IB) 407, 407a, and 414. Use of Grant Funds for Controlled Equipment under EO 13688, Federal Support for Local Law Enforcement Equipment Acquisition issued January 16, 2015, and the recommendations pursuant to the EO 13688, which collectively establishes a Prohibited Equipment List and Controlled Equipment List and identified actions necessary to improve Federal support for the appropriate acquisition, use, and transfer of controlled equipment by state, local, tribal, territorial, and private grant recipients. The Applicant must adhere to IB 407 and must follow the established pre-approval processes in place per this guidance.

Effective control and accountability must be maintained for all equipment acquired with Federal funds. The Applicant must adequately safeguard all such equipment and must assure that it is used solely for authorized purposes as described in the guidance. The Applicant will use, manage, and dispose of such property in accordance with 2 CFR Part 200.

## 22. DUPLICATION OF BENEFITS

The Applicant acknowledges that any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E, may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

## 23. NEVADA PUBLIC RECORDS ACT AND THE FREEDOM OF INFORMATION ACT

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the Nevada Public Records Law, contained in Chapter 239 of the Nevada Revised Statutes.

## 24. HUMAN SUBJECTS

The Applicant will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

## 25. INTERGOVERNMENTAL PERSONNEL ACT

The Applicant will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

**26. SAFECOM**

The Applicant will comply with the SAFECOM Guidance for Emergency Communication Grants.

**27. WHISTLEBLOWER PROTECTION ACT**

The Applicant will comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

**28. USE OF DHS SEAL, LOGO AND FLAGS**

The Applicant will obtain permission from their financial assistance office, prior to using the Department of Homeland Security (DHS) seal(s), logos, crests or reproductions of flags or likenesses of the DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

**29. USA PATRIOT ACT OF 2001**

The Applicant will comply with requirements of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act* (USA PATRIOT Act).

**30. UNIVERSAL IDENTIFIER AND SYSTEM OF AWARD MANAGEMENT (SAM)**

The Applicant will comply with the requirements set forth in the government-wide Award Term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference in the terms and conditions of your award.

**31. TERRORIST FINANCING**

The Applicant will comply with EO 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Applicant to ensure compliance with the Order and laws.

**32. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION**

The Applicant understands and acknowledges that in order to sub-subaward grant funding, written permission must be granted by DEM in advance of the sub-subaward.

The Applicant will comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the terms and conditions of your award.

**33. PATENTS AND INTELLECTUAL PROPERTY RIGHTS**

Unless otherwise provided by law, the Applicant is subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. §§ 200 *et seq*. The Applicant is subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

## 34. NOTICE OF FUNDING OPPORTUNITY REQUIREMENTS

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the terms and conditions of your award. The Applicant will comply with any such requirements set forth in the program NOFO.

## 35. NON-SUPPLANTING REQUIREMENT

The Applicant acknowledges that supplanting is prohibited by law and will ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources

## 36. HOTEL AND MOTEL FIRE SAFETY ACT OF 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. § 2225a, the Applicant must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, 15 U.S.C. § 2225.

## 37. AMERICA ACT OF 1974

The Applicant will comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

## 38. BEST PRACTICES FOR COLLECTION AND USE OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. The Applicant will have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. The Applicants may also find as a useful resource the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template respectively.

## 39. ACTIVITIES CONDUCTED ABROAD

The Applicant will ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

## 40. ACKNOWLEDGMENT OF FEDERAL FUNDING FROM DHS

The Applicant must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds

## 41. FEDERAL LEADERSHIP ON REDUCING TEXT MESSAGING WHILE DRIVING

The Applicant is encouraged to adopt and enforce policies that ban text messaging while driving as described in EO 13513, including conducting initiatives described in Section 3(a) of the Order when on official Government business or when performing any work for or on behalf of the federal government.

**42. FEDERAL DEBT STATUS**

The Applicant is required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

**43. FALSE CLAIMS ACT AND PROGRAM FRAUD CIVIL REMEDIES**

The Applicant will comply with the requirements of 31 U.S.C. §§ 3729-3733 which prohibits the submission of false or fraudulent claims for payment to the Federal Government. See 31 U.S.C. §§ 3801-3812, which detail the administrative remedies for false claims and statements made.

**44. ENERGY POLICY AND CONSERVATION ACT**

The Applicant will comply with the requirements of 42 U.S.C. § 6201 which contains policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

**45. DUPLICATION OF BENEFITS**

Any cost allocable to a particular Federal award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the Applicant from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal award.

**46. DRUG-FREE WORKPLACE REGULATIONS**

The Applicant will comply with the *Drug-Free Workplace Act of 1988* (41 U.S.C. §§ 701 *et seq.*), which requires all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at 2 C.F.R Part 3001.

**47. COPYRIGHT**

The Applicant will affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards.

**48. OWNERSHIP OF INFORMATION**

Any publication, invention, patent, photograph, negative, book, drawing, record, document, or other material prepared by the Applicant in the performance of its obligations under this grant shall follow 2 CFR Appendix A Part 220 and 2 CFR 200.315. All publication, invention, patent, photograph, negative, book, drawing, record, document, or other material prepared by the Applicant in the performance of its obligations under this grant shall be provided to the State of Nevada for review and archival in the grant file.

Whenever possible equipment, real property, public service announcements, etc., should reflect, "made possible by the Nevada Department of Public Safety Division of Emergency Management and paid for by FEMA/DHS." (example only applies to Homeland Security Grant Program grants, for other grants please see DEM). In order to be reimbursable, all items above must be approved prior to procurement. Federal granting agency retains ownership of all publications, inventions, patents, photographs, negatives, books, drawings, records, documents or other material prepared by the sub-grantee in the performance of its obligations to the grant.

**49. SUBGRANTEE MONITORING**

The Applicant agrees to participate in DEM's annual monitoring visits and to follow up and take corrective action on all identified non-conformances and observations with action, which includes, but is not limited to, the submission and implementation of corrective action plans to the DEM.

**50. ASSIGNMENT AND DELEGATION**

The Applicant shall neither assign, transfer, nor delegate any rights, obligations or duties under this Notice of Grant Award without prior approval of the DEM, which includes sub-sub granting funds without prior knowledge or written approval of DEM.

**51. INDEMNIFICATION AND DEFENSE**

To the fullest extent permitted by law, the Applicant shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any breach of the obligations of Applicant under this Agreement, or any alleged negligent or willful acts or omissions of the Applicant, its officers, employees and agents. The Applicant's obligation to indemnify the State shall apply in all cases except for claims arising solely from the State's own negligence or willful misconduct. The Applicant waives any rights of subrogation against the State. The Applicant's duty to defend begins when the State requests defense of any claim arising from this Agreement.

**52. TERMINATION**

The DEM retains the right to terminate a sub-grant, for cause, at any time before completion of the grant period when it has determined that the sub-grantee has failed to comply with the conditions of these assurances.

a. The DEM reserves the right to terminate the grant in whole or in part due to the failure of the sub-grantee to comply with any term or condition of the signed and agreed upon assurances, failure to implement audit/monitoring recommendations within the prescribed period of time, failure to communicate with or respond to any State Administrative Agency (SAA) request or communication, to acquire and maintain all required insurance policies, bonds, licenses, permits and certifications or to make satisfactory progress in performing the program, financial and administrative requirements of the grant.

As the duly authorized representative of the Applicant for the City of Las Vegas Office of Emergency Management, I hereby certify that the Applicant will comply with the above assurances and certifications.

NAME: Carolyn G. Goodman TITLE: Mayor

SIGNATURE: _____ DATE: _____

Approved as to form
John S. Ridilla 3/7/17
John S. Ridilla Date
Deputy City Attorney

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**17**

**DEPARTMENT: Community Services** **CONSENT**
**DIRECTOR: Kathi Thomas-Gibson**

**SUBJECT:**
For possible action to approve the allocation of $100,000 of Community Development Block Grant Funds to the City of Las Vegas Lead Hazard Control & Healthy Homes Program in an effort to provide for healthy homes that previously contained lead-based paint hazards - All Wards

**FISCAL IMPACT:**
Budget Funds Available
Amount: $100,000.00
Funding Source: FY18/19 Community Development Block Grant Funds
Dept./Division: Office of Community Services/Community Resources

**PURPOSE/BACKGROUND:**
The City receives funding for Lead Hazard Control Program that allows for the abatement of Lead Hazards in homes built prior to 1978. The families must income qualify as well as meet other program requirements. The Lead Hazard Control program will not allow for the repair of other Healthy Home hazards including, inoperable air conditioning or heating units, missing windows or door locks, and electrical and fire hazards. The allocated funding will be used for the repair of the Healthy Home issues. The goal of the program is to provide healthy housing solutions and improve homes that previously contained lead-based paint hazards to ensure that they are safe for families and children.

**RECOMMENDATION:**
Staff recommends that the City Council approve the allocation and authorizes the Mayor to sign any and all related documents following approval as to form by the City Attorney.

**BACKUP DOCUMENTATION:**
None

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**18**

**DEPARTMENT: Cultural Affairs** **CONSENT**
**DIRECTOR: Ally Haynes-Hamblen**

**SUBJECT:**
For possible action to approve a Memorandum of Understanding (MOU) between the City of Las Vegas and J. Dapper, Developer, to conduct a feasibility study for the use of Huntridge Circle Park, located at the intersection of East Charleston Boulevard and South Maryland Parkway, for an outdoor sculpture exhibit and creation of a children's park area within the park - Ward 3 (Coffin)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
During the six (6) month term of this MOU, the developer will assist the city with the reuse of the park including technical feasibility, financial analysis and urban planning activities. The scope of project will include developing design concepts for a children's and sculpture park; a business plan to identify construction and installation cost estimates for the project; identify public-private partnership opportunities for the long-term operation of project; raise funding to purchase and install city approved playground equipment/turf and incur all financial obligations associated with the research, planning and development of this project.

**RECOMMENDATION:**
Staff recommends that the City Council approve the Memorandum of Understanding and authorizes the Mayor to execute any and all documents related following approval as to form by the City Attorney's Office.

**BACKUP DOCUMENTATION:**
1. Memorandum of Understanding for Huntridge Circle Park

**MEMORANDUM OF UNDERSTANDING**
**FOR HUNTRIDGE CIRCLE PARK**

This MEMORANDUM OF UNDERSTANDING ("**MOU**") is made by and between the CITY OF LAS VEGAS, a Nevada municipal corporation (the "**City**") and J DAPPER, an individual ("**Developer**"). City and Dapper sometimes collectively referred to herein as the "**Parties**."

This Agreement is effective on the date signed by the City and Developer, whichever date is later, as long as the date signed by the second party is within thirty (30) calendar days of signature by the first party (the "**Effective Date**").

**RECITALS**

WHEREAS, City is the owner of that certain real property located south of the intersection of East Charleston Boulevard and South Maryland Parkway commonly known as Huntridge Circle Park (the "**Park**");

WHEREAS, Developer desires to utilize the Park for the creation of a Children's Park (the "**Children's Park**") and an outdoor sculpture exhibit (the "**Sculpture Park**"); and

WHEREAS, the Parties desire to enter this MOU to design and equip the Children's Park and to determine the feasibility of the Sculpture Park (collectively, the "**Project**"); and

NOW, THEREFORE, for and in consideration of the mutual covenants, and obligations contained herein, the receipt of which is hereby acknowledged, the Parties hereto agree as follows:

**AGREEMENT**

**ARTICLE I**
**DEVELOPER AGREES:**

1. to assist the City with the reuse of the Park, including technical feasibility, financial analysis, and urban planning activities, including but not limited to:

A. developing design concepts for the Children's Park and the Sculpture Park; and

B. developing a business plan to identify construction and installation cost estimates for the Project; and

C. preparing a management and operations plan for the Project; and

D. identifying public-private partnership management opportunities for the long-term operation of the Project.

2. to participate in City organized neighborhood outreach meetings for the purposes of gaining community feedback for reuse plans for the Park.

3. to raise funds to purchase and install City approved playground equipment and Astroturf slide pursuant to City guidelines and standards.

4. to incur all financial obligations associated with the research, planning, and development described herein for the Term, as defined herein, of this MOU.

## ARTICLE II
## CITY AGREES:

1. to provide to Developer any City documents requested by the Developer related to the Park and the area around the Park that would otherwise not be considered a public record pursuant to Nevada Revised Statute Chapter 239.

2. to allow Developer to access the Park during business hours for Developer's due diligence work related to the Project, and to keep the Sculpture Park portion of the Park closed to the public for the duration of this MOU.

3. as part of the Project, to construct and install fencing surrounding the Children's Park portion of the Park.

4. as part of the Project, to retain responsibility for the Children's Park perimeter landscape operations and maintenance.

5. to retain responsibility for the security and maintenance of the Park for the duration of this MOU.

6. to facilitate neighborhood outreach meetings for the purposes of gaining community feedback on the Project.

## ARTICLE III
## IT IS MUTUALLY AGREED:

1. that this MOU is effective upon the Effective Date as defined herein and shall remain in full force and effect for six (6) months (the "**Term**"). This MOU may be terminated, without cause, by either party upon thirty (30) days written notice, which notice shall be delivered as required hereunder.

2. that during the Term, the Parties will engage in exclusive good faith negotiations for the reuse of the Park. To wit, the Developer shall not initiate negotiations to locate the Project anywhere other than the Park, and the City shall not initiate negotiations for the reuse of the Park with any party other than Developer. This exclusive obligation shall terminate upon the expiration or other termination of this Agreement as provided hereunder.

2. that approximately twenty percent (20%) of the Park will incorporate a children's play area and eighty percent (80)% of the Park will be dedicated to sculpture exhibits.

3. that in order to carry out and fulfill the objectives of this MOU, each party will appoint appropriate staff to represent its organization and to coordinate the implementation of objectives of this MOU. City and Developer will meet regularly to discuss progress and Project activities.

4. that neither party shall incur any financial commitments or obligations to provide funding or other monies for the planning, design, or construction of the Project to the other party unless mutually agreed to under separate agreement executed by the Parties.

## ARTICLE IV
## MISCELLANEOUS

1. INCORPORATION OF RECITALS AND EXHIBITS. The above Recitals and all Exhibits attached hereto, if any, are incorporated by this reference and expressly made part of this Agreement.

2. FORCE MAJEURE. No party shall be in breach of this Agreement if it fails to perform as required hereunder due to labor disputes, civil commotion, war, warlike operation, terrorist acts, sabotage,

governmental regulations or control, fire or other casualty, inability to obtain any materials, or other causes beyond such party's reasonable control (financial inability excepted).

3. NOTICES. All notices required or permitted under this Agreement shall be given in writing and shall be deemed effectively given (i) upon personal delivery to the party to be notified, (ii) three (3) days after deposit with the United States Post Office, by registered or certified mail, postage prepaid and addressed to the party to be notified at the address for such party, or (iii) one (1) day after deposit with a nationally recognized air courier service such as FedEx. Either party hereto may change its address by giving ten (10) days' advance notice to the other party as provided herein. Phone numbers are listed for information only.

If to City: ATTN: City Manager
City of Las Vegas, 7th Floor
495 South Main Street
Las Vegas, NV 89101
(702) 229-6501

with copy to: ATTN: City Attorney
City Attorney's Office
City of Las Vegas, 6th Floor
495 South Main Street
Las Vegas, NV 89101
(702) 229-6629

If to Developer: ATTN: J. Dapper
Dapper Companies Corporation
9985 White Drive, Suite 100
Las Vegas, NV 89119

4. CHOICE OF LAW; VENUE; WAIVER OF JURY TRIAL. The laws of the State of Nevada shall govern the validity, construction, performance and effect of this Agreement, without giving effect to its conflict of law provisions. Each party hereto consents to, and waives any objection to, Clark County, Nevada as the proper and exclusive venue for any disputes arising out of or relating to this Agreement or any alleged breach thereof. The Parties hereto hereby waive trial by jury in any action, proceeding or counterclaim brought by either of them against the other on any matters whatsoever arising out of or in any way connected with this Agreement, the relationship of the Parties hereto, and/or any claim of injury or damage.

5. SEVERABILITY. If any term, covenant, condition, or provision of this Agreement, or the application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction, or rendered by the adoption of a statute invalid, void or unenforceable, the remainder of the terms, covenants, conditions or provisions of this Agreement, or the application thereof to any person or circumstance, shall remain in full force and effect and hall in no way be affected, impaired or invalidated thereby.

6. RELATIONSHIP OF THE PARTIES. Nothing contained herein shall constitute any party hereto as being the agent or legal representative of the other for any purpose whatsoever, nor shall this Agreement be deemed to create any form or business organization between the Parties hereto, nor is any party hereto granted the right or authority to assume or create any obligation or responsibility on behalf of the other party, nor shall either party hereto be in any way liable for any debt of the other.

7. NO THIRD PARTY BENEFICIARIES. Nothing expressed or implied in this Agreement is intended, or should be construed, to confer upon or give any person or entity not a party to this Agreement any third-party beneficiary rights, interests, or remedies under or by reason of any term, provision, condition, undertaking, warranty, representation, or agreement contained in this Agreement.

8. ATTORNEY'S FEES. In the event that any party hereto institutes an action or proceeding relating to or arising out of this Agreement, or the transactions contemplated hereby, or in the event any party hereto is in default of its obligations pursuant thereto, whether or not suit is filed or prosecuted to final judgment, the prevailing party shall be entitled to its reasonable attorneys' fees and to all court costs incurred, in addition to any other damages or relief forwarded.

9. ENTIRE AGREEMENT. This Agreement contains the entire agreement between the Parties hereto pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written. No supplement, modification, waiver or termination of this Agreement shall be binding unless executed in writing by the party to be bound. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provisions, whether or not similar, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.

10. AUTHORIZATION. All necessary actions shall have been taken under the parties' organizational documents to authorize the individuals signing this Agreement on their respective behalves to do so.

11. INTERPRETATION. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s). Whenever in this Agreement any words of obligations or duty are used in connection with either party, such words shall have the same force and effect as though framed in the form of express covenants on the part of the party obligated. This Agreement shall not be construed either for or against either party hereto, but this Agreement shall be interpreted in accordance with the general tenor of its language.

12. TIME CALCULATIONS. All references to "days" herein shall mean calendar days unless otherwise stated. The terms "business days" shall mean Monday thru Friday, exclusive of holidays observed by the State of Nevada. Should the calculation of any of the various time periods provided for herein result in an obligation becoming due on a Saturday, Sunday, or legal holiday, then the due date of such obligation or scheduled time of occurrence of such event shall be delayed until the next business day.

13. FURTHER ASSURANCES. Each party hereto shall, from time to time after the execution of this Agreement, execute and deliver such instruments, documents, and assurances and take such further acts as the other party may reasonably request to carry out the purpose and intent of this Agreement without undue delay.

14. COUNTERPARTS; ELECTRONIC DELIVERY. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original as against any party hereto whose signature appears thereon, and all of which shall together constitute one and the same instrument. This Agreement shall become binding when one or more counterparts hereof, individually or taken together, shall bear the signatures of all of the parties reflected hereon as the signatories. Executed copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and binding upon the Parties, regardless of whether originals are delivered thereafter.

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IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date as defined herein.

**CITY OF LAS VEGAS**

By: _____

Carolyn G. Goodman, Mayor

Date: _____

Attest:

By: _____

LuAnn D. Holmes, MMC Date
City Clerk

Approved as to Form:

By: John S. Ridilla 3/4/19

John S. Ridilla Date
Deputy City Attorney

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**MEMORANDUM OF UNDERSTANDING**

Signature Page

**J. DAPPER**

By: 
J. Dapper

Title: PRINCIPAL

Date: 2/27/15

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**19**

**DEPARTMENT: Finance** **CONSENT**
**DIRECTOR: Venetta Appleyard**

**SUBJECT:**
For possible action to approve award of Bid No. 18.53541.03-DD, WPCF Effluent Dechlorination Improvements Projects located at 6005 East Vegas Valley Drive, to the lowest responsive and responsible bidder and the construction conflicts and contingency reserve - Department of Public Works - Award recommended to: SLETTEN CONSTRUCTION OF NEVADA, INC. ($2,549,000 - Sanitation Enterprise Fund) - Clark County

**FISCAL IMPACT:**
Budget Funds Available
Amount: $2,549,000
Funding Source: Sanitation EF
Dept./Division: Public Works

**PURPOSE/BACKGROUND:**
The work to be performed includes demolition and renovation in the existing blower building, relocation of all tanks, and composite samplers. Also includes Installation of pumps, analyzers and modification to sodium bisulfite feed system. Sletten Construction of Nevada Inc. is located in Las Vegas, Nevada.

**RECOMMENDATION:**
Approve award as recommended and construction conflicts and contingency reserve. Signature authority is granted to the Purchasing Manager per R-20-2017.

**BACKUP DOCUMENTATION:**
1. Bid Abstract

**BID ABSTRACT**
**18.53541.03-DD WPCF Effluent Dechlorination Improvements Project**
**Bid Date: 1/22/19**

**City of Las Vegas - Finance Department**
**Puchasing & Contracts Division**
**495 S. Main Street, 3rd Floor**
**Las Vegas, Nevada 89101**

| DESCRIPTION | Sletten Construction of Nevada | J.A. Tiberti Construction Company, Inc. | MMC, Inc. |
|---|---|---|---|
| **BASE BID: All Work indicated in the Drawings and Specifications in accordance with the General Conditions of the Contract.** | **$2,549,000.00** | $2,749,000.00 | $3,193,147.00 |
| **Total Base Bid Amount** | **$2,549,000.00** | **$2,749,000.00** | **$3,193,147.00** |
| **% Greater than Low Base Bid** | | 7.8% | |
| **Bidder's Preference Received** | **No** | No | |
| **Responsive Bidder** | **Yes** | | |
| **Responsible Bidder** | **Yes** | | |
| **Department Evaluation Complete** | **Yes** | | |
| **Award to Low Bidder Recommended** | **Yes** | | |
| **Base Bid Estimate: $1,600,000** | | | |

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**20**

**DEPARTMENT: Finance** **CONSENT**
**DIRECTOR: Venetta Appleyard**

**SUBJECT:**
For possible action to approve award of General Services Contract No. 180188-HM, Wastewater Sludge Hauling and Reprocessing - Department of Public Works - Award recommended to: WESTERN ELITE (Not-to-Exceed $350,000 Annually - Sanitation Enterprise Fund)

**FISCAL IMPACT:**
Budget Funds Available
Amount: $350,000
Funding Source: Sanitation EF
Dept./Division: Public Works/Environmental

**PURPOSE/BACKGROUND:**
The City of Las Vegas is currently utilizing a franchise agreement between Republic Silver State Disposal, Inc. and Republic Dumpco, Inc. for sewage waste (sludge) collection and hauling. Per the franchise agreement, the City may use another source to collect and haul away no more than 30% of the annual per tonnage of sludge. This contract is to provide hauling and reprocessing for one year with four one-year renewal options upon mutual agreement. The vendor will also remit to the City a 5% recycling rebate on all sludge collected, transported, reprocessed and disposed of. Western Elite was chosen through a competitive Request for Proposals process and is located in Las Vegas, Nevada.

**RECOMMENDATION:**
Approve as recommended with signature authority granted to the Purchasing Manager per R-20-2017.

**BACKUP DOCUMENTATION:**
1. Contract No. 180188-HM

# GENERAL SERVICES CONTRACT
## Wastewater Sludge Hauling and Reprocessing

THIS Contract for General Services is being entered into this _____ day of _____, 2019, by and between the City of Las Vegas (the "City"), a municipal corporation in the State of Nevada, and Western Elite (the "Supplier"), a corporation organized and existing under the laws of the State of Nevada.

**WITNESSETH:**

**WHEREAS**, the City desires a sustainable method for the Supplier to haul, reuse, recycle or repurpose the Sludge in an environmentally approved manner; and

**WHEREAS**, the Sludge has commercial value for both the City and the Supplier.

**NOW, THEREFORE**, in consideration of the above, the parties hereto agree to the following:

## SECTION A – Contract Overview

### A-1 Summary of Contract

(a) This Contract sets forth the terms and conditions for the performance of the Services described herein, and the execution hereof by the parties hereto forms a legally binding contract. The City may order, and the Supplier is obligated to perform, the Services in accordance with the terms and conditions of this Contract. This is a non-exclusive Contract.

(b) This Contract covers the City's estimated need for the Services on an annual basis. At the time of execution of this Contract, precise service levels cannot be fixed but will vary based on the City's annual needs, and the Contract is therefore based on the City's past annual usages. Notwithstanding the execution of this Contract, the City is under no obligation to order or maintain any minimum or maximum level of service under this Contract.

(c) The City of Las Vegas, Nevada (City) owns and operates the Water Pollution Control Facility (WPCF), a wastewater treatment facility, located at 6005 East Vegas Valley Drive, Las Vegas, Nevada 89142. The WPCF produces Sludge, which is a solid or semi-solid material removed after the City's respective treatment process. The Sludge generally contains 20-25% biosolids, but there is no guarantee of the percent of biosolids due to operational variances. The WPCF uses mesophilic anaerobic Sludge digestion for stabilization, but cannot guarantee a Class B Biosolids rating due to the operational need to dewater some or all activated Sludge waste without digestion. The Supplier is generally responsible for certain testing as herein described, Sludge hauling, the state permitting process, landowner contracts, compliance with permit requirements regarding land application, and reprocessing the Sludge in an environmentally acceptable method.

### A-2 Performance Period [CAO-01/20/16] R

(a) The City may request service under this Contract from the Award Date through and including March 31, 2020.

(b) The City may, upon mutual agreement between the City and the Supplier, extend the performance period for up to four (4) one-year periods beyond April 30, 2020. The City shall provide written notice to the Supplier of such extension(s), and the Supplier may not assume an automatic renewal. Exercise of a one-year option does not commit the City to exercise further options.

(c) The City reserves the right to exercise an option to temporarily extend this Contract for up to one hundred eighty (180) calendar days from the expiration date, for any reason.

## SECTION B – Basic Terms

### B-1 Definitions [CAO-01/20/16]

The following definitions apply to this Contract:

(a) *"Award Date"* means the date that a Contract becomes effective. It is the date entered into the first paragraph of the Contract upon execution by an authorized representative of the City.

(b) *"Cash receipts"* means all receipts derived from the collection, transportation, reprocessing and disposal of the City's wastewater Sludge and includes, by way of illustration and not limitation, all cash, credits, property or other consideration of any kind derived directly or indirectly by Supplier (or any of it's authorized agents or affiliates) for the collection, transportation, reprocessing and disposal of the City's wastewater Sludge.

(c) *"Contract"* means this document, consisting of Sections A through E and the exhibits and attachments attached hereto, which is binding and effective only upon execution by the City.

(d) *"Contract Amount"* means the maximum amount of compensation that may be paid to the Supplier for performance of the Contract, which includes, without limitation, compensation for all direct and indirect expenses.

(e) *"Deliverable"* means any report, software, hardware, data, documentation or other tangible item that the Supplier is required to provide to the City under the terms of the Contract.

(f) *"Prompt Payment Discount"* means the price discount offered by the Supplier which applies to the purchase price of the Services if the City elects to pay an invoice in less than its normal thirty (30) day payment cycle time.

(g) *"Purchase Order (or P.O.)"* means the administrative document issued by the City to facilitate the ordering of and payment for the Services purchased pursuant to this Contract.

(h) *"Services"* means the work to be performed by the Supplier, which is listed or described in "Section C".

(i) *"Sludge"* means the solid or semi-solid material generated from the operation of the City's water pollution control facility.

## SECTION C – SCOPE OF WORK

### C-1 Scope of Services

(a) The Supplier shall provide all necessary equipment, materials, labor and fuel to load, transport and reprocess the Sludge by environmentally acceptable methods.

(b) The Supplier shall load the Sludge and shall be completely responsible for the Sludge once it has been loaded onto its vehicle. The Supplier shall maintain all records, properly haul, and reuse/dispose of the Sludge in strict accordance with state and/or federal regulations.

(c) The Supplier shall develop and have approved by the City, an emergency spill control plan. The Supplier will follow all aspects of the plan while conducting operations. The plan shall provide for prompt cleanup of spills in compliance with all applicable requirements under the permit and state and federal regulations. The plan should be available at the land application site as well as in all vehicles transporting biosolids. All spills shall be reported to the City immediately, if on City property, or within 12 hours, if not on City property. Supplier shall be responsible for all additional reporting of such spills, or fees, required by the state or federal regulations.

(d) The Supplier shall assure trucks leaving the WPCF are sufficiently clean as to not create hazardous or nuisance situations. It shall be the responsibility of the Supplier to provide any other utility service it may require.

(e) If the Supplier fails to pick up its shared part of the Sludge at the agreed upon designated day and time, resulting in the City having to call upon another party for an emergency collection, the Supplier shall be responsible for any fees assessed to the City for such emergency collection services.

(f) The Supplier shall allow and assist in the inspection of its activities by the City.

(g) The Supplier is responsible for cleaning up waste materials generated in its work areas. The Supplier shall maintain its work areas in such a manner to protect the health and safety of all individuals using the area and to avoid any environmental contamination.

(h) The WPCF currently is only able to produce Class B biosolids some of the time but not continuously, whereas the Sludge may be in either a wet or drier form. It shall be the Contractor's responsibility to provide the labor, truck, and necessary pumping/loading equipment to load the Sludge.

(i) The Supplier shall have sufficient land or other environmentally safe space available to accommodate the Sludge that is hauled from the WPCF. The Supplier must have all applicable agreements, permits and approvals to store and reprocess Sludge.

(j) The Supplier shall coordinate its work with the WPCF's daily operation and, where a conflict exists, the WPCF's operation shall take precedence.

(k) If the Supplier determines that the Sludge is unsuitable for reprocessing, the Supplier understands that it may only dispose of the Sludge at Apex within the Clark County limits. Any disposal of unsuitable Sludge outside of Clark County, Nevada must be done at a duly permitted facility and certification/report of such must be submitted to the City. The Supplier will be responsible for any costs associated with the disposal of Sludge that is not reprocessed by the Supplier.

(l) The estimated quantity of Sludge for reprocessing is projected to be between 12,000 and 16,000 wet tons per year. This is 30% of the WPCF's annual hauled Sludge, whereas the remaining 70% shall be hauled and disposed by Republic Services. Pursuant to Section 5, Subsection MM, of the City's Franchise Agreement for Collection, Transportation and Disposal of Solid Waste with Republic Services, the City will work with Republic Services and the Supplier to coordinate a schedule whereby the Contractor can collect up to a certain percentage of the Sludge ("Excluded Sewage Waste") from the WPCF on a daily basis.

(m) If the Supplier's reprocessing methods extract any precious metals and/or rare elements, including but not limited to copper, gold, silver, palladium, platinum or vanadium, or any other substance of substantial value, notwithstanding any provision of the City's Franchise Agreement with Republic Services, the Supplier shall pay the City fifty (50%) percent of the net proceeds of the sale of such metals and substances.

(n) The Supplier shall not sell the Sludge to any third party.

(o) The Supplier shall submit to the City Representative a certified weight ticket either from the Contractor, if scale is available, or from a third party weigh station. This shall be submitted within 24 hours of leaving the WPCF for accountability of the weight/volume hauled and taken for reprocessing.

(p) A City representative has the right to inspect all trucks leaving the WPCF and the Supplier shall cooperate to the fullest extent.

(q) The Supplier shall obtain and maintain, at the Supplier's expense, a valid City of Las Vegas business license at all times during the term of this contract.

(r) The Supplier may be requested to make presentations on the status or accomplishments of the contract to the City management and City Council and the Supplier shall cooperate to the fullest extent possible.

(s) The Supplier shall maintain adequate staff levels to ensure all services outlined in the Contract are provided in an efficient, timely and professional manner, including ensuring that staff members are adequately trained and the training is ongoing.

(t) The Supplier will be required to provide a copy of a Sludge reprocessing or disposal reports upon request.

## SECTION D – Special Conditions

**D-1 City/Supplier Representative** [CAO-01/20/16]

(a) All routine Supplier inquiries should be directed to the person identified by the City on the Purchase Order.

(b) The Supplier designates Scott Seastrand as the Supplier Representative, who shall have full authority to act for the Supplier on all matters arising under or relating to this Contact until written notice to the City is provided by the Supplier of any change in the person acting in this capacity.

**D-2 Pricing and Payment** [CAO-01/20/16] R

(a) The City will pay the Supplier $20.00 per wet ton for actual tons of Sludge hauled away from the City's property by the Supplier.

(b) The prices shall include all costs associated with delivering and tendering the Services to the City, including loading, hauling, and reprocessing/disposing of all Sludge and complying with all terms of this Contract.

(c) Prior to submitting payment, the Supplier shall email the City's Representative with a written report that includes the wet tons of all Sludge loaded and hauled off City property, reprocessing reports or disposal receipts listing the weight, and the agreed upon per ton total amount due to the City for their approval.

(d) The City's Representative will review the report, and if acceptable, will notify the Supplier of their approval. At that time the Supplier will prepare to issue payment.

(e) Supplier will pay a recycling rebate to the City, equivalent to five percent (5%) of its cash receipts from the collection, transportation, reprocessing and disposal of the City's wastewater Sludge. The recycling rebate shall be paid quarterly by the Supplier to the City and is due no later than forty five (45) days after the end of each calendar quarter. If the recycling rebate is received by the City after such due date, a late fee of three (3%) percent per month (or fraction thereof) of the delinquent amount will be assessed to Supplier for such recycling rebate that was delinquent.

(f) Supplier must submit with recycling rebate quarterly a sworn statement verifying the amount of cash receipts upon which the recycling rebate is based, and the resulting calculation.

(g) Payments shall be sent with a statement that includes the following information:

- Supplier name and address
- Date of load and haul
- Total weights of loaded and hauled Sludge
- Wet tons reprocessed x Agreed upon price = Total Payment

**D-3 Insurance** [CAO-04/08/15]

(a) The Supplier shall procure and maintain, at its own expense, during the entire term of the Contract, the following coverage(s):

(i) Industrial/Workers' Compensation Insurance protecting the Supplier and the City from potential Supplier employee claims based upon job-related sickness, injury, or accident, during performance of this Contract, and must submit proof of such insurance on a certificate of insurance issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with NRS 616A-616D, inclusive. If Supplier is a sole proprietor, it will be required to submit an affidavit indicating that the Supplier has elected not to be included in the terms, conditions and provisions of NRS 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. The Supplier's Workers' Compensation policy shall have a waiver of subrogation endorsement in favor of the City of Las Vegas.

(ii) Commercial General Liability Insurance (bodily injury, property damage) with respect to the Supplier's agents assigned to the activities performed under this Contract in a policy limit of not less than One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) in the aggregate, for bodily injury, products, completed operations, personal injury and property damages. Such coverage shall be on an "occurrence" basis and not on a "claims made" basis, and be provided on either a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad form CGL endorsement) insurance form. The form must be written on an ISO Form CG 00 01 10 01, or an equivalent form. The Supplier's General Liability policy shall

have a waiver of subrogation endorsement in favor of the City of Las Vegas, and shall be endorsed to include the City, its officers, and employees as additional insured.

(iii) Commercial Automobile Liability Insurance of limits no less than One Million Dollars ($1,000,000) combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Supplier and any auto used in the performance of services under this Contract. The policy must insure all vehicles **owned** by the Supplier and include coverage for **hired** and **non-owned** vehicles. If the services requested do not require the use of the vehicle to perform, the Commercial Automobile Liability Insurance requirements as described in this paragraph do not apply. The Supplier's Automobile Liability policy shall have a waiver of subrogation endorsement in favor of the City of Las Vegas, and shall be endorsed to include the City, its officers, and employees as additional insured.

(b) The Supplier must provide required insurance certificates and endorsements to Insurance Tracking Services (ITS) immediately upon notification of selection. Award is conditional upon verification by ITS that all insurance requirements have been met. All required aggregate limits must be disclosed and amounts entered on the certificate(s) of insurance. The certificates must identify the Contract number and the Contract description. The Supplier shall maintain coverage for the duration of this Contract, and any renewal periods if applicable. The Supplier shall annually provide ITS with a certificate of insurance and endorsements as evidence that all insurance requirements have been met. The Supplier and/or insurance carrier shall provide the City with a thirty (30) day advance notice of policy modification, cancellation or erosion of insurance limits, sent by certified mail "return receipt requested".

Submit certificates of insurance to:

City of Las Vegas
C/O Insurance Tracking Services, Inc. (ITS)
P.O. Box 21919
Long Beach, CA 90801

Account Manager: Michael Palacios
Phone: (888) 435-2955 ext. 503 • Fax: 562-435-2999
Email: michael.palacios@instracking.com

A certified, true and exact copy of each of the project specific insurance policies (including renewal policies) required under this Section shall be provided to the City if so requested.

(c) The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer and licensed by the State of Nevada. Each insurance carrier's rating as shown in the latest Best's Key Rating Guide shall be fully disclosed and entered on the required certificate of insurance. The City requires insurance carriers to maintain a Best's Key minimum rating of A- VII, A- VIII, A- IX, A- X, or higher. The adequacy of the insurance supplied by the Supplier, including the rating and financial health of each insurance carrier providing coverage, is subject to the approval of the City.

(d) All deductibles and self-insurance retentions shall be fully disclosed in the certificate of insurance. No deductible or self-insured retention may exceed Fifty Thousand ($50,000) without the prior written approval of the City.

(e) **Suppliers requesting increased deductibles or self-insured retentions must provide the City a written request stating the desired amounts along with recent audited financial statements for review. The City will review the request and determine if the requested deductibles or self-insured retentions are acceptable. In the event the request for increased deductibles or self-insured retentions is denied, the Supplier is obligated to provide the deductibles or self-insured retentions established in the Contract at no additional expense to the City.**

(f) If the Supplier fails to carry the required insurance, the City may (i) order the Supplier to stop further performance hereunder, declare the Supplier in breach pursuant to Section E-5, terminate the Contract if the breach is not remedied and, if permitted, assess liquidated damages, or (ii) purchase replacement insurance and withhold the costs or premium payments made from the payments due to the Supplier or charge the replacement insurance costs back to the Supplier.

(g) Any subcontractor or subconsultant approved by the City shall be required to procure, maintain and submit proof of insurance to the City of the same insurance requirements as specified above, and as required in this paragraph.

(h) The Supplier is encouraged to purchase any additional insurance it deems necessary.

(i) The Supplier is required to remedy all injuries to persons and damage or loss to any property of the City caused in whole or in part by the Supplier, its subcontractors or anyone employed, directed or supervised by the Supplier.

**D-4 Warranty – Services** [CAO-5/2/12]

(a) The Supplier warrants that the services shall be performed in full conformity with this Contract, with the professional skill and care that would be exercised by those who perform similar services in the commercial marketplace, and in accordance with accepted industry practice. In the event of a breach of this warranty, or in the event of non-performance or failure of the Supplier to perform the services in accordance with this Contract, the Supplier shall, at no cost to the City, re-perform or perform the services so that the services conform to the warranty.

**D-5 Liquidated Damages** [CAO-01/20/16]

(a) The Supplier hereby acknowledges that time is of the essence in the performance of Services under this Contract. The Supplier further acknowledges that in the event the Services are not provided by the agreed upon timeframe, resulting in the City having to call for an "emergency collection" from Republic Services, that the City will suffer damages which are difficult to ascertain.

(b) The liquidated damages are intended to compensate for the uncertain damages suffered by the City for failure to provide the Services in a timely manner and is intended to be in addition to, and not in lieu of, any increased cost which may be incurred by the City in procuring substitute Services (the recovery of which is provided for in Section E-6, "Termination for Default". The Supplier will not be charged with liquidated damages when the delay in performance is beyond the control and without the fault or negligence of the Supplier as defined in Section E-6, "Termination for Default". If liquidated damages are assessed, the City will provide notice to the Supplier pursuant to Section E-1, "Legal Notice", and a credit will be issued against any unpaid Supplier invoice(s) after notice is sent to the Supplier. If the Supplier disputes the amount of liquidated damages assessed by the City, the dispute is subject to resolution under Section E-2, "Disputes".

(c) The parties agree that the amount of the liquidated damages has been determined by the following calculation: Republic Services Franchise Agreement current per wet ton price plus $2.55 per wet ton plus any additional fee.

## SECTION E – General Conditions

**E-1 Legal Notice** [CAO-01/08/15]

(a) All legal notices required pursuant to the terms and conditions of this Contract shall be in writing, unless an emergency situation dictates otherwise. Any notice required to be given under the terms of this Contract shall be deemed to have been given when (i) received by the party to whom it is directed by hand delivery or personal service, (ii) transmitted by facsimile with confirmation of transmission, (iii) transmitted by email with confirmation of receipt by addressee, or (iv) sent by U.S. mail via certified mail-return receipt requested at the following addresses:

FOR THE CITY:
Manager, Purchasing and Contracts
City of Las Vegas
495 South Main Street, 3rd Floor
Las Vegas, Nevada 89101-2986
Fax: (702) 384-9964
Email: purchasing@lasvegasnevada.gov

FOR THE SUPPLIER:
Attn: Derek Muaina
Western Elite
2745 N Nellis Blvd
Las Vegas, NV 89115
Fax: 702-459-3742
Email: derekm@westernelite.com

(b) The parties shall provide written notification of any change in the information stated above.

(c) An original signed copy, via U. S. Mail, shall follow facsimile transmissions.

(d) For purposes of this Contract, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Contract.

(e) Routine correspondence should be directed to the Buyer or the Supplier Representative, as appropriate.

**E-2 Disputes** [CAO-08/01/13]

(a) For each claim or dispute arising between the parties under this Contract, the parties shall attempt to resolve the matter through escalating levels of management. In the event the matter cannot be successfully resolved in this manner, the City is granted the right, regardless of which party is asserting the claim or dispute, to determine between arbitration and litigation as the forum in which the party desiring to proceed further shall file to resolve the claim or dispute. For any and all claims or disputes asserted by the Supplier, the Supplier shall notify the City of its intent to proceed further with the claim or dispute and in response thereto, the City shall notify the Supplier as to its selected forum for resolution. For any and all claims or disputes asserted by the City, the City shall notify the Supplier in the notice of its intent to proceed with further resolution whether it has selected arbitration or litigation as the forum to resolve the claim or dispute. In the event arbitration is the designated forum, such arbitration shall be binding on the parties.

(b) If arbitration is selected by the City as the forum for further resolution, the claim or dispute shall be filed with the American Arbitration Association under its then current Commercial Arbitration Rules, Expedited Procedures, regardless of the amount of the claim or dispute.

(c) The laws of the State of Nevada shall govern this Contract and the venue for purposes of such litigation or arbitration shall be the Eighth Judicial District Court, Clark County, Nevada.

**E-3 Notice of Delay** [CAO-7/24/08]

(a) If timely performance by the Supplier is jeopardized by the non-availability of City provided personnel, data, or equipment, the Supplier shall notify the City immediately in writing of the facts and circumstances causing such delay. Upon receipt of this notification, the City will advise the Supplier in writing of the action which will be taken to remedy the situation.

(b) The Supplier shall advise the City in writing of an impending failure to meet established milestones or delivery dates based on the Supplier's failure to perform. Notice shall be provided as soon as the Supplier is aware of the situation; however, such notice shall not relieve the Supplier from any existing obligations regarding performance or delivery.

**E-4 Termination for Convenience** [CAO-5/2/12]

The City shall have the right at any time to terminate further performance of this Contract, in whole or in part, for any reason whatsoever (including no reason). Such termination shall be effected by written notice from the City to the Supplier specifying the extent and effective date of the termination. On the effective date of the termination, the Supplier shall terminate all work and take all reasonable actions to mitigate expenses. The Supplier shall submit a written request for incurred costs for services performed through the date of termination, and shall provide any substantiating documentation requested by the City. In the event of such termination, the City agrees to pay the Supplier within thirty (30) days after receipt of a correct, adequately documented written request. The City's sole liability under this Section is for payment of costs for services requested by the City and actually performed by the Supplier.

**E-5 Event of Default** [CAO-01/20/16]

(a) If, during the term of this Contract, the Supplier (i) fails to deliver Services that comply with the specifications, (ii) fails to provide the Services within the time specified in the Purchase Order or any extension thereof, (iii) fails to make progress so as to endanger the performance of this Contract, (iv) becomes insolvent, bankrupt or makes an assignment for the benefit of creditors, or if a receiver or trustee in bankruptcy is appointed for the Supplier, or if any proceeding in bankruptcy, receivership, or liquidation is instituted against the Supplier and is not dismissed within thirty (30) days following commencement thereof, or (v) fails to perform any of the other obligation or requirement of this Contract, then any of the aforementioned failures shall constitute an "Event of Default" under this Contract.

(b) If there occurs an Event of Default, the Supplier shall be entitled to ten (10) calendar days from written notice thereof to remedy the Event of Default, provided, however, such is capable of being remedied within that period. If the Event of Default can be remedied, but the remedy cannot be completed within the ten day period, the Supplier may be allowed such additional time as may be reasonably necessary to remedy the Event of Default, provided, however, the remedy is commenced within the ten day period and is diligently pursued to completion. If the Event of Default is incapable of

remediation, or is not remedied as required herein, the City may, in addition to any other remedies available in law or equity, invoke any of the remedies provided for under Section E-6, "Termination for Default", below.

**E-6 Termination for Default** [CAO-01/20/16]

(a) If the Event of Default is not remedied as required pursuant to Section E-5, "Event of Default", the City may, by written notice to the Supplier pursuant to Section E-1, "Legal Notice", terminate this Contract in whole or in part.

(b) If this Contract is terminated in whole or in part because the Supplier has failed to provide Services in compliance with the specifications by the deadline of remediation period, the City may acquire, under reasonable terms and in a manner it considers appropriate, replacement goods that are comparable to the Services that the Supplier failed to provide to the City, and the Supplier shall be liable to the City for any excess costs related thereto. If the City terminates this Contract only in part, the Supplier shall continue to perform the un-terminated obligations or portions of this Contract.

(c) The Supplier shall not be liable for any excess costs if the failure to perform the Contract arises from circumstances beyond the control of, and without the fault or negligence on the part of, the Supplier. These circumstances are limited to such causes as (i) acts of God or of the public enemy, (ii) acts of governmental bodies, (iii) fires, (iv) floods, (v) epidemics, (vi) quarantine restrictions, (vii) labor strikes, (viii) freight embargoes, or (ix) unusually severe weather. The time of performance of the Supplier's obligations under this Contract shall be extended by such period of enforced delay; provided, however, that such reasonably extended time period shall not exceed sixty (60) days. If the foregoing circumstances result in a delay greater than 60 days, the City may terminate the affected portion of the Contract pursuant to the terms of Section E-4, "Termination for Convenience".

(d) The City retains the right to terminate for default immediately if the Supplier fails to maintain the required levels of insurance, fail to comply with applicable local, state, and Federal statutes governing performance of these services, or fail to comply with statutes involving health or safety.

(e) If the City fails to perform any of its obligations required under this Contract, and the City does not remedy the failure after notice thereof is provided to the City by the Supplier pursuant to the requirements of Section E-1, "Legal Notice" above, the Supplier shall have the right to treat the failure as a claim or dispute subject to the resolution provisions of E-2, "Disputes" of this Contract. During the period of such resolution, the Supplier shall continue with its performance under the Contract.

**E-7 Entire Contract, Section and Paragraph Headings** [CAO-7/24/08]

(a) This Contract represents the entire and integrated agreement between the City and the Supplier. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Contract.

(b) The section and paragraph headings appearing in this Contract are inserted for the purpose of convenience and ready reference. They do not purport to define, limit or extend the scope or intent of the language of the sections and paragraphs to which they pertain.

**E-8 Order of Precedence** [CAO-7/24/08]

In the event of a conflict between the specific language set forth in Sections A through E of this Contract and any Attachment or Exhibit, the specific language in Sections A through E shall prevail. Any exception to this order of precedence will be addressed through specific language elsewhere in Sections A through E.

**E-9 Severability** [CAO-7/24/08]

The invalidity, illegality, or unenforceability of any provision of this Contract or the occurrence of any event rendering any portion or provision of this Contract void shall in no way affect the validity or enforceability of any other portion or provision of this Contract. Any void provision shall be deemed severed from this Contract, and the balance of this Contract shall be construed and enforced as if this Contract did not contain the particular portion or provision held to be void. The parties further agree to amend this Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this clause shall not prevent this entire Contract from being void should a provision which is of the essence of this Contract be determined void.

**E-10 Waiver** [CAO-7/24/08]

Waiver of any of the terms of this Contract shall not be valid unless it is in writing signed by each party. The failure of the City to enforce any of the provisions of this Contract, or to require performance of any of the provisions herein, shall not in any way be construed as a waiver of such provisions or to affect the validity of any part of this Contract, or to affect the right of the City to thereafter enforce each and every provision of this Contract. Waiver of any breach of this Contract shall not be held to be a waiver of any other or subsequent breach of this Contract.

**E-11 Modification/Amendment** [CAO-7/24/08]

This Contract shall not be modified or amended except by the express written agreement of the parties, signed by a duly authorized representative for each party. Any other attempt to modify or amend this Contract shall be null and void, and may not be relied upon by either party.

**E-12 Assignment** [CAO-7/24/08]

Neither party may assign their rights nor delegate their duties under this Contract without the written consent of the other party. Such consent shall not be withheld unreasonably. Any assignment or delegation shall not relieve any party of its obligations under this Contract.

**E-13 Indemnification** [CAO-5/2/12]

(a) In addition to the insurance requirements set forth in Section D-3, "Insurance", the Supplier shall protect, indemnify and hold harmless the City, its officers, employees, agents, and consultants (collectively herein the "City") from any and all claims, liabilities, damages, losses, suits, actions, decrees, and judgments including, attorney's fees, court costs or other expenses of any and every kind or character (collectively herein the "Liabilities") which may be recovered from or sought against the City, as a result of, by reason of, or as a consequence of, any act or omission, negligent or otherwise, on the part of the Supplier, its officers, employees, or agents in the performance of the terms, conditions and covenants of the Contract, regardless of whether the Liabilities were caused in part by the City.

(b) If a third party claim against the City for negligent performance by the Supplier is within the limits of its liability insurance, and the insurance company has accepted the City's tender of defense, then the City will pay the Supplier what is due and owing to them within the payment method specified in this Contract. However, if the claim is greater than the coverage amount, the City, for its protection, may retain any money due and owing the Supplier under this Contract, until the claim has been resolved. In the event no money is due and owing, the surety, if required, of the Supplier, may be held until all of the Liabilities have been settled and suitable evidence to that effect furnished to the City.

(c) It is expressly agreed that the Supplier shall defend the City against the Liabilities and in the event that the Supplier fails to do so, the City shall have the right, but not the obligation, to defend the same and to charge all direct and incidental costs, including attorney's fees and court costs, to the Supplier.

**E-14 Audit of Records** [CAO-5/2/12]

(a) The Supplier agrees to maintain the financial books and records (including supporting documentation) pertaining to the performance of this Contract according to standard accounting principles and procedures. The books and records shall be maintained for a period of three (3) years after completion of this Contract, except that books and records which are the subject of an audit finding shall be retained for three (3) years after such finding has been resolved. If the Supplier goes out of business, the Supplier shall forward the books and records to the City to be retained by the City for the period of time required herein.

(b) The City or its designated representative(s) shall have the right to inspect and audit (including the right to copy and/or transcribe) the books and records of the Supplier pertaining to the performance of this Contract during normal business hours. The City will provide prior written notice to the Supplier of the audit and inspection. If the books and records are not located within Clark County, the Supplier agrees to deliver them to the City, or to an address designated by the City within Clark County. In lieu of such delivery, the Supplier may elect to reimburse the City for the cost of travel (including transportation, lodging, meals and other related expenses) to inspect and audit the books and records at the Supplier's office. If the books and records provided to the City are incomplete, the Supplier agrees to remedy the deficiency after written notice thereof from the City, and to reimburse the City for any additional costs associated therewith including, without limitation, having to revisit the Supplier's office. The Supplier's failure to remedy the deficiency shall constitute a material breach of this Contract. The City shall be entitled to its costs and reasonable attorney fees in enforcing the provisions of this Section.

(c) If at any time during the term of this Contract, or at any time after the expiration or termination of the Contract, the City or the City's designated representative(s) find the dollar liability is less than payments made by the City to the Supplier, the Supplier agrees that the difference shall be either: (i) repaid immediately by the Supplier to the City or (ii) at the City's option, credited against any future billings due the Supplier.

**E-15 Confidentiality – City Information** [CAO-7/24/08]

(a) All information, including but not limited to, oral statements, computer files, databases, and other material or data supplied to the Supplier is confidential and privileged. The Supplier shall not disclose this information, nor allow to it be disclosed to any person or entity without the express prior written consent of the City. The Supplier shall have the right to use any such confidential information only for the purpose of providing the services under this Contract, unless the express prior, written consent of the City is obtained. Upon request by the City, the Supplier shall promptly return to the City all confidential information supplied by the City, together with all copies and extracts.

(b) The confidentiality requirements shall not apply where (i) the information is, at the time of disclosure by the City, then in the public domain; (ii) the information is known to the Supplier prior to obtaining the same from the City; (iii) the information is obtained by the Supplier from a third party who did not receive the same directly or indirectly from the City; or (iv) the information is subpoenaed by court order or other legal process, but in such event, the Supplier shall notify the City. In such event the City, in its sole discretion, may seek to quash such demand.

(c) The obligations of confidentiality shall survive the termination of this Contract.

**E-16 Marketing Restrictions** [CAO-7/24/08]

The Supplier may not publish or sell any information from or about this Contract without the prior written consent of the City. This restriction does not apply to the use of the City's name in a general list of customers, so long as the list does not represent an express or implied endorsement of the Supplier or its services.

**E-17 Intellectual Property Rights** [CAO-7/24/08]

All deliverables produced under this Contract, as well as all data, notes and documentation collected on behalf of the City, are exclusively the property of the City.

**E-18 Taxes/Compliance with Laws** [CAO-08/01/13]

(a) The City is exempt from paying Sales and Use Taxes under the provisions of Nevada Revised Statutes 372.325(4), and Federal Excise Tax, under Registry Number 88-87-0003k. The Supplier shall pay all taxes, levies, duties and assessments of every nature and kind which may be applicable to any work under this Contract. The Supplier shall make any and all payroll deductions required by law. The Supplier agrees to indemnify and hold the City harmless from any liability on account of any and all such taxes, levies, duties, assessments and deductions.

(b) The Supplier, in the performance of the obligations of this Contract, shall comply with all applicable laws, rules and regulations of all governmental authorities having jurisdiction over the performance of this Contract including, but not limited to, the Federal Occupational Safety and Health Act.

**E-19 Licenses/Registrations** [CAO-01/20/16]

During the entire performance period of this Contract, the Supplier shall maintain all federal, state, and local licenses, certifications and registrations applicable to the work performed under this Contract, including maintaining an active City of Las Vegas business license as required by Las Vegas Municipal Code 6.02.060.

**E-20 Non-Discrimination and Fair Employment Practices** [07/31/13]

(a) Discrimination: The City of Las Vegas is committed to promoting full and equal business opportunity for all persons doing business in Las Vegas. The Supplier acknowledges that the City has an obligation to ensure that public funds are not used to subsidize private discrimination. Supplier recognizes that if the Supplier or their subcontractors or subconsultants are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin, or any other legally protected status; City may declare the Supplier in breach of contract and terminate Contract.

(b) Fair Employment Practices: In connection with the performance of work under this Contract, the Supplier agrees not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, national origin, or any other legally protected status. Such agreement shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

(c) The Supplier further agrees to insert this provision in all subcontracts hereunder. Any violation of such provision by a Supplier shall constitute a material breach of this Contract.

**E-21 Employment of Unauthorized Aliens** [CAO-01/20/16]

In accordance with the Immigration Reform and Control Act of 1986, the Supplier agrees that it will not employ unauthorized aliens in the performance of this Contract.

**E-22 Conforming Services** [CAO-7/24/08]

The services performed under this Contract shall conform in all respects with the requirements set forth in this Contract. The Supplier shall furnish the City with sufficient data and information needed to determine if the services performed conform to all the requirements of this Contract.

**E-23 Independent Contractor** [CAO-7/24/08]

In the performance of services under this Contract, the Supplier and any other person employed by it shall be deemed to be an independent contractor and not an agent or employee of the City. The Supplier shall be liable for the actions of any person, organization or corporation with which it subcontracts to fulfill this Contract. The City shall hold the Supplier as the sole responsible party for the performance of this Contract. The Supplier shall maintain complete control over its employees and all of its subcontractors. Nothing contained in this contract or any subcontract awarded by the Supplier shall create a partnership, joint venture or agency with the City. Neither party shall have the right to obligate or bind the other party in any manner to any third party.

**E-24 Official, Agent and Employees of the City Not Personally Liable** [CAO-01/20/16]

It is agreed by and between the parties of this Contract, that in no event shall any official, officer, employee, or agent of the City in any way be personally liable or responsible for any covenant or agreement therein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this Contract.

**E-25 Conflict of Interest (City Officials)** [CAO-5/2/12]

(a) An official of the City, who is authorized on behalf of the City to negotiate, make, accept or approve, or take part in negotiating, making, accepting, or approving this Contract, payments under this Contract, or work under this Contract, shall not be directly or indirectly interested personally in this Contract or in any part hereof. No officer, employee, architect, attorney, engineer or inspector of, or for the City, who is authorized on behalf of the City to exercise any legislative, executive, supervisory or other similar functions in connection with this Contract, shall become directly or indirectly interested personally in this Contract or in any part hereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to this Contract.

(b) Each party represents that it is unaware of any financial or economic interest of any public officer or employee of the City relating to this Contract. Notwithstanding any other provision of this Contract, if such interest becomes known, the City may immediately terminate this Contract for default or convenience, based on the culpability of the parties.

**E-26 Public Records** [CAO-5/2/12]

The City is a public agency as defined by state law. As such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). The City's Records are public records, which are subject to inspection and copying by any person (unless declared by law to be confidential). This Contract and all supporting documents are deemed to be public records.

**E-27 Use By Other Government Entities** [CAO-01/20/16]

A governing body or its authorized representative and the State of Nevada may join or use the contracts of local governments located within or outside this State with the authorization of the contracting vendor. In the event the Supplier

allows another governmental entity to join the Contract, it is expressly understood that the City shall in no way be liable for the obligations of the joining governmental entity.

**E-28 Counterpart Signatures** [CAO-9/24/08]

This Contract may be executed in counterparts. All such counterparts will constitute the same contract and the signature of any party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and binding upon the parties hereto, regardless of whether originals are delivered thereafter.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized representatives.

**CITY OF LAS VEGAS**

EDWARD O'NEAL
Manager, Purchasing and Contracts — Date

ATTEST:

LUANN D. HOLMES, MMC
City Clerk — Date

APPROVED AS TO FORM:

Deputy City Attorney — 2/20/19 Date

**WESTERN ELITE**

Scott Seastrand, Vice President — 2/28/19 Date

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**21**

**DEPARTMENT: Finance** **CONSENT**
**DIRECTOR: Venetta Appleyard**

**SUBJECT:**
For possible action to approve award of Contract No.180351-SK for Parking Services Annual Audit Services - Economic and Urban Development - Award recommended to: WALKER PARKING CONSULTANTS/ENGINEERS, DBA WALKER CONSULTANTS (Not-to-Exceed $65,000 Annually - Municipal Parking Enterprise Fund)

**FISCAL IMPACT:**
Budget Funds Available
Amount: $65,000
Funding Source: Municipal Parking EF
Dept./Division: Economic and Urban Development - Parking

**PURPOSE/BACKGROUND:**
This contract provides for a procedural audit of the Parking Services Division and their contracted parking service vendors for the City's various parking garages and parking lots, for a three year period with one (1) two-year renewal option. Walker Parking Consultants is located in Greenwood Village, Colorado.

**RECOMMENDATION:**
Approve as recommended with signature authority granted to the Purchasing Manager per R-20-2017.

**BACKUP DOCUMENTATION:**
1. Contract No. 180351-SK
2. Disclosure of Ownership/Principals

# PROFESSIONAL SERVICES CONTRACT
# FOR 180351-SK PARKING SERVICES ANNUAL AUDIT SERVICES

THIS CONTRACT is being entered into this _____ day of _____, 2019, by and between the CITY OF LAS VEGAS (hereinafter the "City"), a municipal corporation within the State of Nevada having its principal office at 495 South Main Street, Las Vegas, Nevada 89101, and Walker Parking Consultants/Engineers, DBA Walker Consultants, (hereinafter the "Company"), a corporation organized and existing under the laws of the State of Colorado, having its principal office at 5350 S. Roslyn St., Suite 220, Greenwood Village, CO 80111.

## SECTION A – Contract Overview

### A-1 Summary of Contract [CAO-01/20/16]

(a) The subject matter of this Contract is audit services for the Parking Services Division. This Contract sets forth the terms and conditions for the performance of services described herein, and the execution hereof by the parties hereto forms a legally binding contract.

(b) The Contract type is fixed fee. This is a Non-Exclusive Contract.

(c) The following documents are hereby incorporated into this Contract:

(i) Exhibit A - Scope of Work
(ii) Exhibit B - Work Plan
(iii) Exhibit C - Pricing Proposal
(iv) Attachment 1 - Certificate - Disclosure of Ownership/Principals

### A-2 Contract Amount

The Contract Amount shall not exceed $57,200.00 per year fixed fee, Not to Exceed $7,800.00 per year reimbursable expenses, as allowed.

### A-3 Performance Period [CAO-01/20/16]

(a) The performance period commences from Award Date and continues through three years from the award date, anticipated to be no later than February 28, 2022, unless extended in writing in accordance with Section E-13 "Modification/Amendment".

(b) The performance period may be extended for up to one (1) two-year period beyond February 28, 2022. The City shall provide written notice to the Company of such extension(s), and the Company may not assume an automatic renewal. Exercise of a two-year option does not commit the City to exercise further options.

(c) The City reserves the right to exercise an option to temporarily extend this Contract for up to one hundred eighty (180) calendar days from the expiration date, for any reason.

## SECTION B – Basic Terms

### B-1 Definitions [CAO-01/20/16]

The following definitions apply to this Contract:

(a) *"Award Date"* means the date that a Contract becomes effective. It is the date entered into the first paragraph of a Contract upon execution by an authorized representative of the City.

(b) *"Contract"* means this document, consisting of Sections A through E, which is binding and effective only upon execution by the City.

(c) *"Contract Amount"* means the maximum amount of compensation that may be paid to the Company for performance of the Contract, which includes, without limitation, compensation for all direct and indirect expenses.

(d) *"Deliverable"* means any report, software, hardware, data, documentation or other tangible item that the Company is required to provide to the City under the terms of the Contract.

(e) *"Non-Exclusive Contract"* means a Contract under which the City agrees to obtain some, but not necessarily all, of the City's requirements for a particular service.

## SECTION C – Statement of Work

### C-1 Scope of Work / Deliverables

(a) Services and Deliverables will be provided in accordance with Scope of Work and Work Plan attached as Exhibits A&B.

## SECTION D – Special Conditions

### D-1 Project Manager/Company Representative [CAO-7/24/08]

(a) The City designates Luis Maldonado as the Project Manager for this Contract. The City will provide written notice to the Company should there be a subsequent Project Manager change. The Project Manager will be the Company's principal point of contact at the City regarding any matters relating to this Contract, will provide all general direction to the Company regarding Contract performance, and will provide guidance regarding the City's goals and policies. The Project Manager is not authorized to waive or modify any material scope of work changes or terms of the Contract.

(b) The Company designates Will Rhodin as the Company Representative for this Contract. The Company will provide written notice to the City should there be a subsequent Company Representative change. The City has the right to assume that the Company Representative has full authority to act for the Company on all matters arising under or relating to this Contract.

### D-2 Pricing and Payment [CAO-01/20/16]

(a) Payment. Payment to the Company will be made only for the actual Services performed and accepted by the City, upon receipt of an invoice submitted in accordance with Section D-4, "Invoices".

(b) The City will pay the Company in accordance with the pricing set forth in "Exhibit C – Pricing Proposal" to this Contract, with the exception of Task 6 : City Council Presentation, Task 6 is deleted.

(c) Reimbursable Expenses. Reimbursable Expenses are not to exceed $7,800 inclusive of travel and per diem.

### D-3 Pricing Revisions [CAO-01/20/16]

For the term of this Contract, pricing shall remain firm.

### D-4 Invoices [CAO-01/20/16]

(a) The Company will submit a detailed invoice to the City monthly, for work performed to date. Each invoice shall contain the following information:

(i) the date of the invoice and invoice number;
(ii) the purchase order number;
(iii) the Contract Item(s) against which charges are made; and,
(iv) performance dates covered by the invoice.

Upon reconciliation of all errors, corrections, credits, and disputes, payment to the Company will be made in full within 30 calendar days. **Invoices received without a valid purchase order number will be returned unpaid.** The Company shall submit the original invoice to:

ATTN: Accounts Payable
Department of Finance
City of Las Vegas
495 South Main Street, 4th Floor
Las Vegas, NV 89101 – 2986

(b) The Company shall forward a copy of the invoice to the City's Project Manager, identified in Section D-1, "Project Manager/Company Representative", with the following items:

(i) receipts for any Reimbursable Expenses, if applicable, associated with the invoice; and

(ii) copy of the applicable Deliverable associated with the invoice

**D-5 Insurance** [CAO-04/08/15]

(a) The Company shall procure and maintain, at its own expense, during the entire term of the Contract, the following coverage(s):

(i) Industrial/Workers' Compensation Insurance protecting the Company and the City from potential Company employee claims based upon job-related sickness, injury, or accident, during performance of this Contract, and must submit proof of such insurance on a certificate of insurance issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with NRS 616A-616D, inclusive. If Company is a sole proprietor, it will be required to submit an affidavit indicating that the company has elected not to be included in the terms, conditions and provisions of NRS 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions. The Company's Workers' Compensation policy shall have a waiver of subrogation endorsement in favor of the City of Las Vegas.

(ii) Commercial General Liability Insurance (bodily injury, property damage) with respect to the Company's agents assigned to the activities performed under this Contract in a policy limit of not less than $1,000,000.00 per occurrence and $2,000,000.00 in the aggregate, for bodily injury, products, completed operations, personal injury and property damages. Such coverage shall be on an "occurrence" basis and not on a "claims made" basis, and be provided on either a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad form CGL endorsement) insurance form. The form must be written on an ISO Form CG 00 01 10 01, or an equivalent form. The Company's General Liability policy shall have a waiver of subrogation endorsement in favor of the City of Las Vegas, and shall be endorsed to include the City, its officers, and employees as additional insured.

(iii) Commercial Automobile Liability Insurance of limits no less than $1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by Company and any auto used in the performance of services under this Contract. The policy must insure all vehicles **owned** by the Company and include coverage for **hired** and **non-owned** vehicles. If the services requested do not require the use of vehicle to perform, Commercial Automobile Liability Insurance requirements, as described in this paragraph do not apply. The Company's Automobile Liability policy shall have a waiver of subrogation endorsement in favor of the City of Las Vegas, and shall be endorsed to include the City, its officers, and employees as additional insured.

(iv) Professional Liability Insurance of limits no less than $1,000,000, combined single limit and in the aggregate. If coverage is on a "claims made" basis, then it must continue for a period of two years beyond the completion or termination of this Contract. Any retroactive coverage must coincide with or predate the beginning of this Contract and may not be changed without the consent of the City.

(b) Company must provide required insurance certificates and endorsements to Insurance Tracking Services (ITS) immediately upon notification of selection. Award is conditional upon verification by ITS that all insurance requirements have been met. All required aggregate limits must be disclosed and amounts entered on the certificate(s) of insurance. The certificates must identify the Contract number and the Contract description. The Company shall maintain coverage for the duration of this Contract, and any renewal periods if applicable. The Company shall annually provide ITS with a certificate of insurance and endorsements as evidence that all insurance requirements have been met. The Company and/or insurance carrier shall provide the City with a 30 day advance notice of policy modification, cancellation or erosion of insurance limits, sent by certified mail "return receipt requested".

Submit certificates of insurance to:

City of Las Vegas
C/O Insurance Tracking Services, Inc. (ITS)
P.O. Box 21919
Long Beach, CA 90801

Account Manager: Michael Palacios
Phone: (888) 435-2955 ext. 503 ● Fax: 562-435-2999
Email: michael.palacios@instracking.com

A certified, true and exact copy of each of the project specific insurance policies (including renewal policies) required under this Section shall be provided to the City if so requested.

(c) The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer and licensed by the State of Nevada. Each insurance carrier's rating as shown in the latest Best's Key Rating Guide shall be fully disclosed and entered on the required certificate of insurance. The City requires insurance carriers to maintain a Best's Key rating of A- VII or higher, (i.e., A- VII, A- VIII, A- IX, A- X, etc.). The adequacy of the insurance supplied by the Company, including the rating and financial health of each insurance carrier providing coverage, is subject to the approval of the City.

(d) All deductibles and self-insurance retentions shall be fully disclosed in the certificate of insurance. No deductible or self-insured retention may exceed $25,000.00 without the prior written approval of the City.

(e) **Companies requesting increased deductibles or self-insured retentions must provide the City a written request stating the desired amounts along with recent audited financial statements for review. The City will review the request and determine if the requested deductibles or self-insured retentions are acceptable. In the event the request for increased deductibles or self-insured retentions is denied, the Company is obligated to provide the deductibles or self-insured retentions established in the Contract at no additional expense to the City.**

(f) If the Company fails to carry the required insurance, the City may (i) order the Company to stop further performance hereunder, declare the Company in breach, pursuant to Section E-5, terminate the Contract if the breach is not remedied and, if permitted, assess liquidated damages, or (ii) purchase replacement insurance and withhold the costs or premium payments made from the payments due to the Company or charge the replacement insurance costs back to the Company.

(g) Any subcontractor or subconsultant approved by the City shall be required to procure, maintain and submit proof of insurance to the City of the same insurance requirements as specified above, and as required in this paragraph.

(h) The Company is encouraged to purchase any additional insurance it deems necessary.

(i) The Company is required to remedy all injuries to persons and damage or loss to any property of the City caused in whole or in part by the Company, its subcontractors or anyone employed, directed or supervised by the Company.

**D-6 Warranty – Services** [CAO-5/2/12]

The Company warrants that the services shall be performed in full conformity with this Contract, with the professional skill and care that would be exercised by those who perform similar services in the commercial marketplace, and in accordance with accepted industry practice. In the event of a breach of this warranty, or in the event of non-performance or failure of the Company to perform the services in accordance with this Contract, the Company shall, at no cost to the City, re-perform or perform the services so that the services conform to the warranty.

## SECTION E – General Conditions

**E-1 Legal Notice** [CAO-01/08/15]

(a) All legal notices required pursuant to the terms and conditions of this Contract shall be in writing, unless an emergency situation dictates otherwise. Any notice required to be given under the terms of this Contract shall be deemed to have been given when (i) received by the party to whom it is directed by hand delivery or personal service,

(ii) transmitted by facsimile with confirmation of transmission, (iii) transmitted by email with confirmation of receipt by addressee, or (iv) sent by U.S. mail via certified mail-return receipt requested at the following addresses:

| | |
|---|---|
| FOR THE CITY: | Manager, Purchasing and Contracts<br>City of Las Vegas<br>495 South Main Street, 3rd Floor<br>Las Vegas, Nevada 89101-2986<br>Fax: (702) 384-9964<br>Email: purchasing@lasvegasnevada.gov |
| FOR THE COMPANY: | Attn: Robert Stanley<br>Walker Consultants<br>5350 S. Roslyn St. Ste. 220<br>Greenwood Village, CO 80111<br>Email: Bstanley@walkerconsultants.com |

(b) The parties shall provide written notification of any change in the information stated above.

(c) An original signed copy, via U. S. Mail, shall follow facsimile transmissions.

(d) For purposes of this Contract, legal notice shall be required for all matters involving potential termination actions, litigation, indemnification, and unresolved disputes. This does not preclude legal notice for any other actions having a material impact on the Contract.

(e) Routine correspondence should be directed to the Project Manager or the Company Representative, as appropriate.

**E-2 Disputes** [CAO-08/01/13]

(a) For each claim or dispute arising between the parties under this Contract, the parties shall attempt to resolve the matter through escalating levels of management. In the event the matter cannot be successfully resolved in this manner, the City is granted the right, regardless of which party is asserting the claim or dispute, to determine between arbitration and litigation as the forum in which the party desiring to proceed further shall file to resolve the claim or dispute. For any and all claims or disputes asserted by the Company, the Company shall notify the City of its intent to proceed further with the claim or dispute and in response thereto, the City shall notify the Company as to its selected forum for resolution. For any and all claims or disputes asserted by the City, the City shall notify the Company in the notice of its intent to proceed with further resolution whether it has selected arbitration or litigation as the forum to resolve the claim or dispute. In the event arbitration is the designated forum, such arbitration shall be binding on the parties.

(b) If arbitration is selected by the City as the forum for further resolution, the claim or dispute shall be filed with the American Arbitration Association under its then current Commercial Arbitration Rules, Expedited Procedures, regardless of the amount of the claim or dispute.

(c) The laws of the State of Nevada shall govern this Contract and the venue for purposes of such litigation or arbitration shall be the Eighth Judicial District Court, Clark County, Nevada.

**E-3 Notice of Delay** [CAO-01/20/16]

(a) If timely performance by the Company is jeopardized by the non-availability of City provided personnel, data, or equipment, the Company shall notify the City immediately in writing of the facts and circumstances causing such delay. Upon receipt of this notification, the City will advise the Company in writing of the action which will be taken to remedy the situation.

(b) The Company shall advise the City in writing of an impending failure to meet established milestones or delivery dates based on the Company's failure to perform. Notice shall be provided as soon as the Company is aware of the situation; however, such notice shall not relieve the Company from any existing obligations regarding performance or delivery.

**E-4 Termination for Convenience** [CAO-5/2/12]

The City shall have the right at any time to terminate further performance of this Contract, in whole or in part, for any reason whatsoever (including no reason). Such termination shall be effected by written notice from the City to the Company specifying the extent and effective date of the termination. On the effective date of the termination, the Company shall terminate all work and take all reasonable actions to mitigate expenses. The Company shall submit a written request for incurred costs for services performed through the date of termination, and shall provide any substantiating documentation requested by the City. In the event of such termination, the City agrees to pay the Company within thirty (30) days after receipt of a correct, adequately documented written request. The City's sole liability under this Section is for payment of costs for services requested by the City and actually performed by the Company.

**E-5 Event of Default** [CAO-01/20/16]

(a) If, during the term of this Contract, the Company (i) fails to deliver services that comply with the specifications, (ii) fails to deliver the services within the time specified in the Purchase Order or any extension thereof, (iii) fails to make progress so as to endanger the performance of this Contract, (iv) becomes insolvent, bankrupt or makes an assignment for the benefit of creditors, or if a receiver or trustee in bankruptcy is appointed for the Company, or if any proceeding in bankruptcy, receivership, or liquidation is instituted against the Company and is not dismissed within thirty (30) days following commencement thereof, or (v) fails to perform any of the other obligation or requirement of this Contract, then any of the aforementioned failures shall constitute an "Event of Default" under this Contract.

(b) If there occurs an Event of Default, the Company shall be entitled to ten (10) calendar days from written notice thereof to remedy the Event of Default, provided, however, such is capable of being remedied within that period. If the Event of Default can be remedied, but the remedy cannot be completed within the ten day period, the Company may be allowed such additional time as may be reasonably necessary to remedy the Event of Default, provided, however, the remedy is commenced within the ten day period and is diligently pursued to completion. If the Event of Default is incapable of remediation, or is not remedied as required herein, the City may, in addition to any other remedies available in law or equity, invoke any of the remedies provided for under Section E-6, "Termination for Default", below.

**E-6 Termination for Default** [CAO-01/20/16]

(a) If the Event of Default is not remedied as required pursuant to Section E-5, "Event of Default", the City may, by written notice to the Company pursuant to Section E-1, "Legal Notice", terminate this Contract in whole or in part.

(b) If this Contract is terminated in whole or in part because the Company has failed to provide services in compliance with the specifications by the deadline of remediation period, the City may acquire, under reasonable terms and in a manner it considers appropriate, replacement goods that are comparable to the services that the Company failed to deliver to the City, and the Company shall be liable to the City for any excess costs related thereto. If the City terminates this Contract only in part, the Company shall continue to perform the un-terminated obligations or portions of this Contract.

(c) The Company shall not be liable for any excess costs if the failure to perform the Contract arises from circumstances beyond the control of, and without the fault or negligence on the part of, the Company. These circumstances are limited to such causes as (i) acts of God or of the public enemy, (ii) acts of governmental bodies, (iii) fires, (iv) floods, (v) epidemics, (vi) quarantine restrictions, (vii) labor strikes, (viii) freight embargoes, or (ix) unusually severe weather. The time of performance of the Company's obligations under this Contract shall be extended by such period of enforced delay; provided, however, that such reasonably extended time period shall not exceed sixty (60) days. If the foregoing circumstances result in a delay greater than 60 days, the City may terminate the affected portion of the Contract pursuant to the terms of Section E-4, "Termination for Convenience".

(d) The City retains the right to terminate for default immediately if the Company fails to maintain the required levels of insurance, fails to comply with applicable local, state, and Federal statutes governing performance of these services, or fails to comply with statutes involving health or safety.

(e) If the City fails to perform any of its obligations required under this Contract, and the City does not remedy the failure after notice thereof is provided to the City by the Company pursuant to the requirements of Section E-1, "Legal Notice" above, the Company shall have the right to treat the failure as a claim or dispute subject to the resolution provisions of E-2, "Disputes" of this Contract. During the period of such resolution, the Company shall continue with its performance under the Contract.

**E-7 Limitation of Funding** [CAO-7/24/08]

The City reserves the right to reduce estimated or actual quantities, in whatever amount necessary, without prejudice or liability to the City, if funding is not available or if legal restrictions are placed upon the expenditure of monies for the services required under this Contract.

**E-8 Changes – Fixed-Price Goods or Services** [CAO-11/30/15]

(a) The City may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this Contract in any one or more of the following:

(i) Description of services to be performed or goods to be provided.
(ii) Time of performance (i.e., hours of the day, days of the week, etc.).
(iii) Place of performance of the services.
(iv) Time or place of delivery of goods

(b) If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this Contract, whether or not changed by the order, the City shall make an equitable adjustment in the Contract price, the delivery schedule, or both, and shall modify the Contract.

(c) The Company must assert its right to an adjustment under this clause within thirty (30) days from the date of receipt of the written order; however, if the City decides that the facts justify, the City may receive and act upon a proposal submitted before final payment of the Contract.

(d) If the Company's proposal includes the cost of property made obsolete or excess by the change, the City shall have the right to prescribe the manner of the disposition of the property.

(e) Failure to agree to any adjustment shall be a dispute under Section E-2, "Disputes"; however, nothing in this clause shall excuse the Company from proceeding with the Contract as changed.

(f) The Company shall provide current, complete, and accurate documentation to the City in support of any request for equitable adjustment. Failure to provide adequate documentation, within a reasonable time after a request from the City, will be deemed a waiver of the Company's right to dispute the equitable adjustment proposed by the City, where such equitable adjustment has a reasonable basis at the time it is determined by the City.

**E-9 Entire Contract, Section and Paragraph Headings** [CAO-7/24/08]

(a) This Contract represents the entire and integrated agreement between the City and the Company. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Contract.

(b) The section and paragraph headings appearing in this Contract are inserted for the purpose of convenience and ready reference. They do not purport to define, limit or extend the scope or intent of the language of the sections and paragraphs to which they pertain.

**E-10 Order of Precedence** [CAO-7/24/08]

In the event of a conflict between the specific language set forth in Sections A through E of this Contract and any Attachment or Exhibit, the specific language in Sections A through E shall prevail. Any exception to this order of precedence will be addressed through specific language elsewhere in Sections A through E.

**E-11 Severability** [CAO-7/24/08]

The invalidity, illegality, or unenforceability of any provision of this Contract or the occurrence of any event rendering any portion or provision of this Contract void shall in no way affect the validity or enforceability of any other portion or provision of this Contract. Any void provision shall be deemed severed from this Contract, and the balance of this Contract shall be construed and enforced as if this Contract did not contain the particular portion or provision held to be void. The parties further agree to amend this Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this clause shall not prevent this entire Contract from being void should a provision which is of the essence of this Contract be determined void.

**E-12 Waiver** [CAO-7/24/08]

Waiver of any of the terms of this Contract shall not be valid unless it is in writing signed by each party. The failure of the City to enforce any of the provisions of this Contract, or to require performance of any of the provisions herein, shall not in any way be construed as a waiver of such provisions or to affect the validity of any part of this Contract, or to affect the right of the City to thereafter enforce each and every provision of this Contract. Waiver of any breach of this Contract shall not be held to be a waiver of any other or subsequent breach of this Contract.

**E-13 Modification/Amendment** [CAO-7/24/08]

This Contract shall not be modified or amended except by the express written agreement of the parties, signed by a duly authorized representative for each party. Any other attempt to modify or amend this Contract shall be null and void, and may not be relied upon by either party.

**E-14 Assignment** [CAO-7/24/08]

Neither party may assign their rights nor delegate their duties under this Contract without the written consent of the other party. Such consent shall not be withheld unreasonably. Any assignment or delegation shall not relieve any party of its obligations under this Contract.

**E-15 Indemnification** [CAO-5/2/12]

(a) In addition to the insurance requirements set forth in Section D-6, "Insurance", the Company shall protect, indemnify and hold harmless the City, its officers, employees, (collectively herein the "City") from any and all claims, liabilities, damages, losses, suits, actions, decrees, and judgments including, attorney's fees, court costs or other expenses of any and every kind or character (collectively herein the "Liabilities") which may be recovered from or sought against the City, as a result of, by reason of, or as a consequence of, any act or omission, negligent or otherwise, on the part of the Company, its officers, employees, or agents in the performance of the terms, conditions and covenants of the Contract, regardless of whether the Liabilities were caused in part by the City.

(b) If a third party claim against the City for negligent performance by the Company is within the limits of its liability insurance, and the insurance company has accepted the City's tender of defense, then the City will pay the Company what is due and owing to them within the payment method specified in this Contract. However, if the claim is greater than the coverage amount, the City, for its protection, may retain any money due and owing the Company under this Contract, until the claim has been resolved. In the event no money is due and owing, the surety, if required, of the Company, may be held until all of the Liabilities have been settled and suitable evidence to that effect furnished to the City.

(c) It is expressly agreed that the Company shall defend the City against the Liabilities and in the event that the Company fails to do so, the City shall have the right, but not the obligation, to defend the same and to charge all direct and incidental costs, including attorney's fees and court costs, to the Company.

**E-16 Patent Indemnity** [CAO-7/24/08]

The Company hereby indemnifies and shall defend and hold harmless the City and its representatives respectively from and against all claims, losses, costs, damages, and expenses, including attorney's fees, incurred by City and its representatives, respectively, as a result of or in connection with any claims or actions based upon infringement or alleged infringement of any patent and arising out of the use of the equipment or materials furnished under the contract by the Company, or out of the processes or actions employed by, or on behalf of the Company in connection with the performance of the Contract. The Company shall, at its sole expense, promptly defend against any such claim or action unless directed otherwise by the City or its representative; provided that the City or its representatives shall have notified the Company upon becoming aware of such claims or actions, and provided further that the Company's aforementioned obligations shall not apply to equipment, materials, or processes furnished or specified by the City or its representatives.

**E-17 Audit of Records** [CAO-5/2/12]

(a) The Company agrees to maintain the financial books and records (including supporting documentation) pertaining to the performance of this Contract according to standard accounting principles and procedures. The books and records shall be maintained for a period of three (3) years after completion of this Contract, except that books and records which are the subject of an audit finding shall be retained for three (3) years after such finding has been resolved. If the Company goes out of business, the Company shall forward the books and records to the City to be retained by the City for the period of time required herein.

(b) The City or its designated representative(s) shall have the right to inspect and audit (including the right to copy and/or transcribe) the books and records of the Company pertaining to the performance of this Contract during normal business hours. The City will provide prior written notice to the Company of the audit and inspection. If the books and records are not located within Clark County, the Company agrees to deliver them to the City, or to an address designated by the City within Clark County. In lieu of such delivery, the Company may elect to reimburse the City for the cost of travel (including transportation, lodging, meals and other related expenses) to inspect and audit the books and records at the Company's office. If the books and records provided to the City are incomplete, the Company agrees to remedy the deficiency after written notice thereof from the City, and to reimburse the City for any additional costs associated therewith including, without limitation, having to revisit the Company's office. The Company's failure to remedy the deficiency shall constitute a material breach of this Contract. The City shall be entitled to its costs and reasonable attorney fees in enforcing the provisions of this Section.

(c) If at any time during the term of this Contract, or at any time after the expiration or termination of the Contract, the City or the City's designated representative(s) find the dollar liability is less than payments made by the City to the Company, the Company agrees that the difference shall be either: (i) repaid immediately by the Company to the City or (ii) at the City's option, credited against any future billings due the Company.

**E-18 Confidentiality – City Information** [CAO-7/24/08]

(a) All information, including but not limited to, oral statements, computer files, databases, and other material or data supplied to the Company is confidential and privileged. The Company shall not disclose this information, nor allow to it be disclosed to any person or entity without the express prior written consent of the City. The Company shall have the right to use any such confidential information only for the purpose of providing the services under this Contract, unless the express prior, written consent of the City is obtained. Upon request by the City, the Company shall promptly return to the City all confidential information supplied by the City, together with all copies and extracts.

(b) The confidentiality requirements shall not apply where (i) the information is, at the time of disclosure by the City, then in the public domain; (ii) the information is known to the Company prior to obtaining the same from the City; (iii) the information is obtained by the Company from a third party who did not receive the same directly or indirectly from the City; or (iv) the information is subpoenaed by court order or other legal process, but in such event, the Company shall notify the City. In such event the City, in its sole discretion, may seek to quash such demand.

(c) The obligations of confidentiality shall survive the termination of this Contract.

**E-19 Marketing Restrictions** [CAO-7/24/08]

The Company may not publish or sell any information from or about this Contract without the prior written consent of the City. This restriction does not apply to the use of the City's name in a general list of customers, so long as the list does not represent an express or implied endorsement of the Company or its services.

**E-20 Intellectual Property Rights** [CAO-7/24/08]

All deliverables produced under this Contract, as well as all data, notes and documentation collected on behalf of the City, are exclusively the property of the City.

**E-21 Taxes/Compliance with Laws** [CAO-08/01/13]

(a) The City is exempt from paying Sales and Use Taxes under the provisions of Nevada Revised Statutes 372.325(4), and Federal Excise Tax, under Registry Number 88-87-0003k. The Company shall pay all taxes, levies, duties and assessments of every nature and kind which may be applicable to any work under this Contract. The Company shall make any and all payroll deductions required by law. The Company agrees to indemnify and hold the City harmless from any liability on account of any and all such taxes, levies, duties, assessments and deductions.

(b) The Company, in the performance of the obligations of this Contract, shall comply with all applicable laws, rules and regulations of all governmental authorities having jurisdiction over the performance of this Contract including, but not limited to, the Federal Occupational Safety and Health Act.

**E-22 Licenses/Registrations** [CAO-01/20/16]

During the entire performance period of this Contract, the Company shall maintain all federal, state, and local licenses, certifications and registrations applicable to the work performed under this Contract, including maintaining an active City of Las Vegas business license if required by Las Vegas Municipal Code 6.02.060.

**E-23 Non-Discrimination and Fair Employment Practices** [CAO-07/31/13]

(a) Discrimination: The City of Las Vegas is committed to promoting full and equal business opportunity for all persons doing business in Las Vegas. The Company acknowledges that the City has an obligation to ensure that public funds are not used to subsidize private discrimination. Company recognizes that if the Company or their subcontractors or subconsultants are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin, or any other legally protected status; City may declare the Company in breach of contract and terminate Contract.

(b) Fair Employment Practices: In connection with the performance of work under this Contract, the Company agrees not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, national origin, or any other legally protected status. Such agreement shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

(c) The Company further agrees to insert this provision in all subcontracts hereunder. Any violation of such provision by a Company shall constitute a material breach of this Contract.

**E-24 Employment of Unauthorized Aliens** [CAO-01/20/16]

In accordance with the Immigration Reform and Control Act of 1986, the Company agrees that it will not employ unauthorized aliens in the performance of this Contract.

**E-25 Conforming Services** [CAO-7/24/08]

The services performed under this Contract shall conform in all respects with the requirements set forth in this Contract. The Company shall furnish the City with sufficient data and information needed to determine if the services performed conform to all the requirements of this Contract.

**E-26 Independent Contractor** [CAO-7/24/08]

In the performance of services under this Contract, the Company and any other person employed by it shall be deemed to be an independent contractor and not an agent or employee of the City. The Company shall be liable for the actions of any person, organization or corporation with which it subcontracts to fulfill this Contract. The City shall hold the Company as the sole responsible party for the performance of this Contract. The Company shall maintain complete control over its employees and all of its subcontractors. Nothing contained in this contract or any subcontract awarded by the Company shall create a partnership, joint venture or agency with the City. Neither party shall have the right to obligate or bind the other party in any manner to any third party.

**E-27 Official, Agent and Employees of the City Not Personally Liable** [CAO-01/20/16]

It is agreed by and between the parties of this Contract, that in no event shall any official, officer, employee, or agent of the City in any way be personally liable or responsible for any covenant or agreement therein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this Contract.

**E-28 Conflict of Interest (City Officials)** [CAO-5/2/12]

(a) An official of the City, who is authorized on behalf of the City to negotiate, make, accept or approve, or take part in negotiating, making, accepting, or approving this Contract, payments under this Contract, or work under this Contract, shall not be directly or indirectly interested personally in this Contract or in any part hereof. No officer, employee, architect, attorney, engineer or inspector of, or for the City, who is authorized on behalf of the City to exercise any legislative, executive, supervisory or other similar functions in connection with this Contract, shall become directly or

indirectly interested personally in this Contract or in any part hereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to this Contract.

(b) Each party represents that it is unaware of any financial or economic interest of any public officer or employee of the City relating to this Contract. Notwithstanding any other provision of this Contract, if such interest becomes known, the City may immediately terminate this Contract for default or convenience, based on the culpability of the parties.

(c) The Company represents and warrants that it has, in accordance with the current policy of the City, disclosed the ownership and principals of the Company on Attachment 1 (Certificate – Disclosure of Ownership/Principals), and that it has a continuing obligation to update this disclosure whenever there is a material change in the information contained therein.

**E-29 Public Records** [CAO-5/2/12]

The City is a public agency as defined by state law. As such, it is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). The City's Records are public records, which are subject to inspection and copying by any person (unless declared by law to be confidential). This Contract and all supporting documents are deemed to be public records.

**E-30 Use By Other Government Entities** [CAO-01/20/16]

A governing body or its authorized representative and the State of Nevada may join or use the contracts of local governments located within or outside this State with the authorization of the contracting vendor. In the event the Company allows another governmental entity to join the Contract, it is expressly understood that the City shall in no way be liable for the obligations of the joining governmental entity.

**E-31 Certification – No Israel Boycott** [CAO 6/11/18]

By signing this Contract, Company certifies that, at the time of Contract signature, it is not engaged in, and agrees for the duration of the Contract not to engage in, a boycott of the State of Israel per NRS 332.065.

"Boycott of Israel" means refusing to deal or conduct business with, abstaining from dealing or conducting business with, terminating business or business activities with or performing any other action that is intended to limit commercial relations with Israel; or a person or entity doing business in Israel or in territories controlled by Israel, if such an action is taken in a manner that discriminates on the basis of nationality, national origin or religion. It does not include an action which is based on a bona fide business or economic reason; is taken pursuant to a boycott against a public entity of Israel if the boycott is applied in a nondiscriminatory manner; or is taken in compliance with or adherence to calls for a boycott of Israel if that action is authorized in 50 U.S.C. § 4607 or any other federal or state law.

**E-32 Counterpart Signatures** [CAO-9/24/08]

This Contract may be executed in counterparts. All such counterparts will constitute the same contract and the signature of any party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and binding upon the parties hereto, regardless of whether originals are delivered thereafter.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized representatives.

**CITY OF LAS VEGAS**

EDWARD O'NEAL Date
Manager, Purchasing and Contracts

**WALKER CONSULTANTS**

Robert Stanley
Vice President/Contracting Officer Date

ATTEST:

LUANN D. HOLMES, MMC Date
City Clerk

APPROVED AS TO FORM:

Seth T. Floyd
Deputy City Attorney 2/13/19

Deputy City Attorney Date

**STATEMENT OF WORK REVISED PER ADDENDUM 1**

# 180351-SK PARKING SERVICES DIVISION ANNUAL AUDIT SERVICES

# SCOPE OF WORK

## 1. General – Project Description and Background

### A. Overview

1) The City of Las Vegas, EUD, Parking Services Division, seeks proposals to provide audit services. The term of the contract will be 3-years with an optional 2-year renewal.

2) The audit/examination must include review and observation of processes and procedures, documents and records, fund collection, internal controls, accounting procedures, disposition, and reporting for the Parking Services Division and its Contracted Parking Operator, and any other auditing measures as the Company considers necessary for the audit.

3) The Company will provide Deliverables in the form of reports and meetings throughout the term of the Contract as described in the Scope of Work.

### B. Operations

The City of Las Vegas owns three parking garages and one surface parking lot, and operates an additional 18 surface parking lots in partnership with various private landowners in Downtown Las Vegas. In addition, the City currently owns and manages approximately 250 multi-space parking meters, provides field-parking sales for special events, and administers a monthly parking program and a citation program that consists of parking enforcement and citation collections.

### C. Budget

The Parking Services Division's overall operating budget is approximately $8.8 million with revenues of $10.6 million for FY 2019.

### D. Project Location

1) Evaluation locations will include:

a) Parking Services Offices

Main St. 89101, Las Vegas

b) City Center Parking Structure

3rd St. 89101, Las Vegas

c) Neonopolis Parking Structure

Fremont St. 89101, Las Vegas

d) Parking Facility Operator's location

11035 Lavender Hill Dr, Suite 160-150, Las Vegas 89135

e) See spreadsheet of Properties Leased or Owned attached as "EXHIBIT A".

2) Locations may be added or deleted by contract amendment as needed.

### E. Project Timeline

The initial years audit will commence on the date of award and be completed within 120 days. Subsequent audits are to be completed within 180 days, commencing from the beginning of each Fiscal Year (July 1st) and ending on the date that the final report is accepted by the City.

## 2. Scope of Work

### A. General

1) The Company's audit shall include the processes and procedures of the Parking Division, the City's Contracted Parking Facility Operator, and any lease or enforcement agreements held by the Parking Division.

    a) Lease agreements may include:
        (i) Where the City leases and operates and/or enforces parking
        (ii) Where another party leases and operates the City's parking asset
        (iii) Where the City leases parking spaces to individuals or Companies

2) The Company shall assign a Project Manager/Supervisor with a minimum of three years audit experience and enough team members to complete the audits within the allotted time frame per the Timeframe listed above.

3) The Company shall provide reports and suggested corrections or solutions to audit findings through reports and by attending meetings either in person or electronically as Deliverables, listed below.

### B. Services To Be Provided

1) Parking Services Division Audit

a) Review and/or observe all processes and procedures, documents and records, fund collection, internal controls, accounting procedures, disposition, reporting, and any other auditing measures as the Contractor considers necessary for the audit

b) Determine compliance with the Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC), or any other laws or ordinances applicable to the performance of the Parking Division's work.

c) The audit review should include but not be limited to the following areas:
    (i) Cash handling
    (ii) Cash control
    (iii) Segregation of duties
    (iv) Fund reconciliation and reporting including: front office sales, citation payments, field sales, back office, credit cards, payment machines including PARCS, parking meters, POF machines and other electronic payments
    (v) Review of front office sales procedures, field sales procedures, cash machine fill and collection procedures, cash counting, and other electronic payments
    (vi) Bank deposits, internal deposits, armored carrier processes
    (vii) Third party processes, software integrations or exchange of information (collection agency export/import, general ledger exports, etc.)
    (viii) Change fund processes

2) Parking Facility Operator Audit

a) Determine Contract Compliance through review and/or observation of all processes and procedures, documents and records, fund collection, internal controls, accounting procedures, disposition, reporting, and any other auditing measures as the Company considers necessary.

b) Determine accuracy and validity of Operator's reports.

**C. Deliverables**

1) Reporting/Updates

a) Each location shall have a separate report, along with an overview of the general operation.

b) Progress updates shall be provided to the Project Manager on a bi-weekly basis and should include but not be limited to: schedule, location and area of audit, and/or any required access.

c) Critical or egregious findings in fund processes, disposition, reporting, or any other areas found while conducting the audits should be reported to the Project Manager immediately.

d) Reports shall include but not be limited to the following information:
   (i) Detailed description of process and/or procedure.
   (ii) Opinion of effectiveness.
   (iii) Suggestions for improvement if any
   (iv) Financial reporting.
   (v) Supporting data.
   (vi) Any discovered deficiencies.

e) Reports shall detail each finding separately with suggested solution(s)

f) A Post Audit Presentation/Executive Summary shall be given by the Company within 30 days of the completion of the audit. Detailed findings and opinions for each audit area shall be included in this summary, including any recommendations for removing deficiencies or improving procedures, which the Company believes, will be of value to the City.

**D. Acceptance and Payment**

1) Criteria for Acceptance of Services

a) Parking Services (P.S.) Management will review each location report submitted by the Company. Such review may include meeting with the Company for clarification of issues, and/or may require the Company to edit the report for accuracy or specified content.

b) The report shall not be considered as accepted by the City unless signed and dated by a member of the P.S. Management Team (Parking Services Manager or Designee).

2) Billing and Payment

a) The Company must submit all billing/payment requests to the Project Manager for approval at least 14 days prior to payment due date.

b) Payments will only be approved for remittance based on the acceptance criteria listed above.

# WALKER'S PROJECT APPROACH

## SCOPE OF SERVICES

### TASK 1 – STAFF INTERVIEWS

To ascertain the City's goal of process improvement, Walker proposes the following Scope of Services for interviews of the City Parking and Enforcement Staff.

- Conduct one-on-one or small group staff meetings with parking management, enforcement team, maintenance staff, and third-party operator staff identified by the City to analyze the current operating methodology of the System. Interviews may take place in person (preferred method) or via video conference call.
- Based on input obtained from staff interviews, develop recommendations to improve the City's process and procedures as it relates to parking operations. Recommendations may include staffing changes, technology implementation, segregation of duties, and/or restructuring of the Parking and Enforcement Department.

### TASK 2 – OPERATIONS AUDIT (MANAGEMENT LOCATIONS)

To achieve the City's annual auditing request, Walker proposes the following Scope of Services to be performed at each third-party managed structure:

- Review process for managing and operating the facilities.
- Review and comment on the existing parking agreement.
- Review and comment on the monthly parking reports for the past twelve months.
- Reconcile all monthly parking sales to the monthly statement for a test month.
- Reconcile the paid and authorized free monthly parkers to the number of active key cards in the system for a test month.
- Review the monthly parking accounts receivable reports for a test month.
- Where applicable, reconcile payroll tax charges to the monthly statement for a test month.
- Where applicable, reconcile workers' compensation charges to the monthly statement for a test month.
- Where applicable, reconcile all group health and life insurance charges to the monthly statement for a test month.
- Review all other operating invoices submitted for a test month.
- Reconcile the invoices to the monthly statement for a test month.
- Recommend corrections, solutions, or improvements to current operating methodology.
- Review current policies and procedures to determine if the current practice aligns with current industry best practice. Walker will review the following operations:
    - On-boarding or terminating monthly parkers, validations, and online sales;
    - Cash handling and deposits;
    - Credit card handling and deposits;
    - Employee access to cash and PARCS;
    - Management access to cash and PARCS;
    - Segregation of employee, management, and third-party responsibilities;
    - Customer complaints; and,
    - Employee and management scheduling.

# WALKER'S PROJECT APPROACH

## TASK 3 – OPERATIONS AUDIT (LEASED LOCATIONS)

To achieve the City's annual auditing request, Walker proposes the following Scope of Services to be performed at each leased structure:

- Review process for managing and operating the facilities.
- Review and comment on the existing parking lease agreement.
- Review and comment on the monthly parking reports for the past twelve months.
- Reconcile the paid and authorized free monthly parkers to the number of active key cards in the system for a test month.
- Review all other operating invoices submitted for a test month, if applicable.
- Reconcile the invoices to the monthly statement for a test month, if applicable.
- Recommend corrections, solutions, or improvements to current operating methodology.

## TASK 4 – ENFORCEMENT AUDIT

The City is keenly focused on the improvement of processes and procedures as it relates to the Enforcement Program. The following Scope of Services is proposed:

- Comprehensive review of the current enforcement operation including:
  - Order & Control of Citation Stock;
  - Control of Handheld Enforcement Devices;
  - Governor & Processing of Issued Citations;
  - Pursuit of Delinquent Citations;
  - Monitoring & Auditing of Parking Permit Operations; and,
  - Follow Up to Public Reports of Parking Abuse.
- Devote up to two (2) days in the field, shadowing enforcement officers and management. Field data collection will include observations of daily enforcement and compliance with existing procedures.
- Benchmark City's enforcement policies and procedures to industry best practices.
- Recommend corrections, solutions, or improvements to current operating methodology.

## TASK 5 – REPORT & RECOMMENDATIONS

- Prepare and submit draft report in PDF format. Meet with representatives of the City via teleconference to review the draft report. Receive one consolidated set of comments from City representatives and address these comments, as necessary.
- Submit final report via email in PDF format.

## REPORTS AND SCHEDULE

We are prepared to begin work within three (3) weeks of receiving a signed contract. Walker proposes to complete Tasks 1 through 5 within eight (8) weeks of project commencement. A final project schedule reflecting date of project initiation, key milestones, and report submission will be prepared and distributed to the project team prior to the project kickoff meeting in Las Vegas.

# PROFESSIONAL FEE

## PROFESSIONAL FEE

We propose to provide the Scope of Services for this project on a lump sum and reimbursable expense basis as described in the following table. Each task will be performed in accordance with the terms of this proposal and the City of Las Vegas Agreement.

| Task | Proposed Fee |
|---|---|
| Task 1: Staff Interviews | $9,200 |
| Task 2: Operations Audit (Management Locations) | $18,300 |
| Task 3: Operations Audit (Leased Locations) | $9,500 |
| Task 4: Enforcement Audit | $17,200 |
| Task 5: Report and Recommendations | $3,000 |
| Total Fee: | $57,200 |

As billable hours are expected to decrease in years two and three, pricing will remain firm throughout the term of the contract to offset any increase in fees. Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, renderings, document reproduction, postage and delivery costs, and all other project related expenses. Reimbursable travel related expenses are budgeted at $7,800 on an annual basis.

## ATTACHMENT 1 - CERTIFICATE - DISCLOSURE OF OWNERSHIP/PRINCIPALS

### 1. Definitions

*"City"* means the City of Las Vegas.

*"City Council"* means the governing body of the City of Las Vegas.

*"Contracting Entity,"* means the individual, partnership, or corporation seeking to enter into a contract with the City of Las Vegas.

"*Principal"* means, for each type of business organization, the following: (a) sole proprietorship – the owner of the business; (b) corporation – the directors and officers of the corporation; but not any branch managers of offices which are a part of the corporation; (c) partnership – the general partner and limited partners; (d) limited liability company – the managing member as well as all the other members; (e) trust – the trustee and beneficiaries.

### 2. Policy

In accordance with Resolutions 79-99, 105-99 and RA-4-99, adopted by the City Council, Contracting Entities seeking to enter into certain contracts with the City of Las Vegas must disclose information regarding ownership interests and principals. Such disclosure generally is required in conjunction with a Request for Proposals (RFP). In other cases, such disclosure must be made prior to the execution of a contract.

### 3. Instructions

The disclosure required by the Resolutions referenced above shall be made through the completion of this Certificate. The Contracting Entity shall complete Block 1, Block 2, and Block 3. The Contracting Entity shall complete either Block 4 or its alternate in Block 5. Specific information, which must be provided, is highlighted.

### 4. Incorporation

An updated and notarized Certificate shall be incorporated into the resulting contract, if any, between the City and the Contracting entity. Upon execution of such contract, the Contracting Entity is under a continuing obligation to notify the City in writing of any material changes to the information in this Certificate. This notification shall be made within fifteen (15) days of the change. Failure to notify the City of any material change may result, at the option of the City, in a default termination (in whole or in part) of the contract, and/or a withholding of payments due the Contracting Entity.

| **Block 1: Contracting Entity** | |
|---|---|
| **Name:** | |
| **Address:** | **City / ST / Zip:** |
| **Telephone:** | **EIN or DUNS :** |
| **Block 2: Description / Subject Matter of Contract** | |
| **Services for:** Annual Audit Services for the Parking Services Division | **Project Number:** 180351-SK |

**Block 3:** **Type of Business**

☐ Individual ☐ Partnership ☐ Limited Liability Company ☒ Corporation ☐ Trust ☐ Other:

## CERTIFICATE – DISCLOSURE OF OWNERSHIP/PRINCIPALS (CONTINUED)

**Block 4: Disclosure of Ownership and Principals**

In the space below, the Contracting Entity must disclose all principals (including partners) of the Contracting Entity, as well as persons or entities holding more than one-percent (1%) ownership interest in the Contracting Entity.

| | FULL NAME/TITLE | BUSINESS ADDRESS | BUSINESS PHONE |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

The Contracting Entity shall continue the above list on a sheet of paper entitled "Disclosure of Ownership/Principals – Continuation" until full and complete disclosure is made. If continuation sheets are attached, please indicate the number of sheets: _____

**Block 5: Disclosure of Ownership and Principals – Alternate**

If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 4 above. A description of such disclosure documents must be included below.

Name of Attached Document: _____

Date of Attached Document: _____ Number of Pages: ____

**Contracting Party Certification** ***(Notarized signature required in event of contract award per section 4, "Incorporation")***

I certify under penalty of perjury, that all the information provided in this Certificate is current, complete and accurate. I further certify that I am an individual authorized to contractually bind the above named Contracting Entity.

_____
Signature

_____
Date

Subscribed and sworn to before me this _____day of _____, 20_____

_____
Notary Signature

## ATTACHMENT 1 - CERTIFICATE - DISCLOSURE OF OWNERSHIP/PRINCIPALS

### 1. Definitions

*"City"* means the City of Las Vegas.

*"City Council"* means the governing body of the City of Las Vegas.

*"Contracting Entity,"* means the individual, partnership, or corporation seeking to enter into a contract with the City of Las Vegas.

"*Principal"* means, for each type of business organization, the following: (a) sole proprietorship – the owner of the business; (b) corporation – the directors and officers of the corporation; but not any branch managers of offices which are a part of the corporation; (c) partnership – the general partner and limited partners; (d) limited liability company – the managing member as well as all the other members; (e) trust – the trustee and beneficiaries.

### 2. Policy

In accordance with Resolutions 79-99, 105-99 and RA-4-99, adopted by the City Council, Contracting Entities seeking to enter into certain contracts with the City of Las Vegas must disclose information regarding ownership interests and principals. Such disclosure generally is required in conjunction with a Request for Proposals (RFP). In other cases, such disclosure must be made prior to the execution of a contract.

### 3. Instructions

The disclosure required by the Resolutions referenced above shall be made through the completion of this Certificate. The Contracting Entity shall complete Block 1, Block 2, and Block 3. The Contracting Entity shall complete either Block 4 or its alternate in Block 5. Specific information, which must be provided, is highlighted.

### 4. Incorporation

An updated and notarized Certificate shall be incorporated into the resulting contract, if any, between the City and the Contracting entity. Upon execution of such contract, the Contracting Entity is under a continuing obligation to notify the City in writing of any material changes to the information in this Certificate. This notification shall be made within fifteen (15) days of the change. Failure to notify the City of any material change may result, at the option of the City, in a default termination (in whole or in part) of the contract, and/or a withholding of payments due the Contracting Entity.

| **Block 1: Contracting Entity** | |
|---|---|
| **Name:** Walker Parking Consultants/Engineers, Inc. dba Walker Consultants | |
| **Address:** 5350 S. Roslyn Street, Suite 220 | **City / ST / Zip:** Greenwood Village, CO 80111 |
| **Telephone:** 303-694-6622 | **EIN or DUNS :** 38-1782774 |
| **Block 2: Description / Subject Matter of Contract** | |
| **Services for:** Annual Audit Services for the Parking Services Division | **Project Number:** 180351-SK |

**Block 3:** **Type of Business**

☐ Individual ☐ Partnership ☐ Limited Liability Company ☒ Corporation ☐ Trust ☐ Other:

## CERTIFICATE – DISCLOSURE OF OWNERSHIP/PRINCIPALS (CONTINUED)

**Block 4: Disclosure of Ownership and Principals**

In the space below, the Contracting Entity must disclose all principals (including partners) of the Contracting Entity, as well as persons or entities holding more than one-percent (1%) ownership interest in the Contracting Entity.

| | FULL NAME/TITLE | BUSINESS ADDRESS | BUSINESS PHONE |
|---|---|---|---|
| 1 | See complete principal list attached | See complete address list attached | Included on both lists |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

The Contracting Entity shall continue the above list on a sheet of paper entitled "Disclosure of Ownership/Principals – Continuation" until full and complete disclosure is made. If continuation sheets are attached, please indicate the number of sheets: _____

**Block 5: Disclosure of Ownership and Principals – Alternate**

If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 4 above. A description of such disclosure documents must be included below.

Name of Attached Document: _____

Date of Attached Document: _____ Number of Pages: ____

**Contracting Party Certification** ***(Notarized signature required in event of contract award per section 4, "Incorporation")***

I certify under penalty of perjury, that all the information provided in this Certificate is current, complete and accurate. I further certify that I am an individual authorized to contractually bind the above named Contracting Entity.

Robert E Stanley
Signature

2-19-19
Date

Subscribed and sworn to before me this 19th day of February, 20 19

Notary Signature
Heather F. Zubieni - Notary Public - State of Colorado

Digitally signed by Heather F. Zubieni - Notary Public - State of Colorado
DN: C=US, E=hzubieni@gmail.com, O="Notary ID 20154007374 ", OU="My Commission Expires Feb. 19, 2023", CN=Heather F. Zubieni - Notary Public - State of Colorado
Date: 2019.02.19 15:11:03-07'00'

| Full Name | Title | Work Location | Work Phone |
|---|---|---|---|
| Bushman, John K. | Chairman of the Board | Tampa | 813.888.5800 |
| Wagner, Kenneth C. | Executive Vice President | Houston | 281.280.0068 |
| Reiter, William C. | Executive Vice President | Philadelphia | 610.995.0260 |
| Hunt, Matthew C. | Principal | Ann Arbor | 734.663.1070 |
| Carwile, Randall W. | Principal | Atlanta | 678.534.3860 |
| Kupferman, Daniel W. | Principal | Boston | 617.350.5040 |
| Rowland, Joey D. | Principal | Charlotte | 704.247.6230 |
| Faith, Brian A. | Principal | Denver | 303.694.6622 |
| Navarro, Bradley F. | Principal | Chicago West | 847.697.2640 |
| Kruger, Paul A. | Principal | Chicago West | 847.697.2640 |
| Jeppesen, Richard L. | Principal | Kalamazoo | 269.381.6080 |
| Jain, Anurag | Principal | Los Angeles | 213.488.4911 |
| Turoff, Steffen I. | Principal | Los Angeles | 213.488.4911 |
| Schneeman, Carl L. | Principal | Minneapolis | 952.595.9116 |
| Neiderer, Gregory J. | Principal | Philadelphia | 610.995.0260 |
| Ivanov, Vladimir I. | Principal | Seattle | 206.745.9555 |
| Preston, Brian K. | Principal | Tampa | 813.888.5800 |
| Cebra, Stephen A. | Senior Vice President | Boston | 617.350.5040 |
| Shiu, Kwok-Nam | Senior Vice President | Chicago | 312.633.4260 |
| Hannula, Thomas L. | Senior Vice President | Chicago West | 847.697.2640 |
| Smith, Mary S. | Senior Vice President | Indianapolis | 317.842.6890 |
| Dorsett, John W. | Senior Vice President | Indianapolis | 317.842.6890 |
| Vander Wal, David J. | Senior Vice President | New York | 212.288.2501 |
| Orchard, James A. | Senior Vice President | Tampa | 813.888.5800 |
| Johns, Daniel R. | Vice President | Ann Arbor | 734.663.1070 |
| Klein, Rick G. | Vice President | Ann Arbor | 734.663.1070 |
| Stadig, Arthur G. | Vice President | Boston | 617.350.5040 |
| Stanley, Robert E. | Vice President | Denver | 303.694.6622 |
| Dib, James H. | Vice President | Dubai | 971.4.277.5969 |
| Moser, Daniel E. | Vice President | Chicago West | 847.697.2640 |
| Koch, Gary H. | Vice President | Chicago West | 847.697.2640 |
| Ahmed, Rashid | Vice President | Chicago West | 847.697.2640 |
| Ryan, David W. | Vice President | Chicago West | 847.697.2640 |
| Warner, James E. | Vice President | Houston | 281.280.0068 |
| Bustamante, Alfredo E. | Vice President | Houston II | 281.280.0068 |
| Lohman, Todd A. | Vice President | Indianapolis | 317.842.6890 |
| Landeros, Rise' L. | Vice President | Kalamazoo | 269.381.6080 |
| Hakkola, Terrence A. | Vice President | Minneapolis | 952.595.9116 |
| Froemming, Scott R. | Vice President | Minneapolis | 952.595.9116 |
| Krasnow, Carolyn H. | Vice President | New York | 212.288.2501 |
| Pudleiner, James W. | Vice President | Philadelphia | 610.995.0260 |
| Albers, Michael P. | Vice President | Philadelphia | 610.995.0260 |
| Rider, Gary S. | Vice President | Tampa | 813.888.5800 |
| Iraheta, Victor M. | Vice President | Tampa | 813.888.5800 |

## WALKER LOCATIONS

**ANN ARBOR**
525 Avis Dr
Suite 1
Ann Arbor MI 48108
734.663.1070

**ATLANTA**
One Glenlake Pkwy
Suite 650
Atlanta GA 30328
678.534.3860

**BOSTON**
20 Park Plaza
Suite 1202
Boston MA 02116
617. 350.5040

**CHARLOTTE**
13860 Ballantyne Corporate Pl
Suite 140
Charlotte NC 28277
704.247.6230

**CHICAGO EAST**
850 W Jackson Blvd
Suite 310
Chicago IL 60607
312.633.4260

**CHICAGO WEST**
2895 Greenspoint
Suite 600
Hoffman Estates IL 60169
847.697.2640

**DALLAS**
1201 Elm St
Suite 4000
Dallas TX 75270
469.917.5968

**DENVER**
5350 S. Roslyn St
Suite 220
Greenwood Village CO 80111
303.694.6622

**DUBAI**
Mazaya Business Ave
Tower BB1, Suite #2602
PO Box 336442, Jumeirah Lakes Tower
Dubai, UAE
971.4.277.5969
Fax 888.502.5726

**HOUSTON EAST** (Clear Lake)
2525 Bay Area Blvd
Suite 400
Houston TX 77058

**HOUSTON WEST** (Galleria)
5851 San Felipe
Suite 475
Houston TX 77057
281.280.0068

**INDIANAPOLIS**
6602 E 75th St
Suite 210
Indianapolis IN 46250
317.842.6890

**KALAMAZOO**
151 S Rose St
Suite 800
Kalamazoo MI 49007
269.381.6080

**LOS ANGELES**
606 S Olive St
Suite 1100
Los Angeles CA 90014
213.488.4911

**MINNEAPOLIS**
1660 S Highway 100
Suite 545
Minneapolis MN 55416
952.595.9116

**NEW YORK CITY**
49 W 38th St
9th FloorNew York NY 10018
212.288.2501

**ORANGE COUNTY**
16441 Scientific Way
Suite 100
Irvine, CA 92618
949.234.6031

**PHILADELPHIA**
565 E Swedesford Rd
Suite 300
Wayne PA 19087
610.995.0260

**SAN FRANCISCO**
601 California St
Suite 820
San Francisco CA 94108
415.644.0630

**SEATTLE**
2101 Fourth Ave
Suite 1210
Seattle WA 98121
206.745.9555

**TAMPA**
4904 Eisenhower Blvd
Suite 150
Tampa FL 33634
813 888.5800

**WASHINGTON D.C.**
199 E. Montgomery Ave
Suite 100
Rockville, MD 20850
202.510.9366 x 1450

## FAX CENTRAL
888.502.5726
HR Secure Fax 888.352.7028

## TOLL FREE NUMBERS
800.860.1579 (Boston)
866.972.2640 (Chicago West)

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**22**

**DEPARTMENT: Operations & Maintenance** **CONSENT**
**DIRECTOR: Jerry Walker**

**SUBJECT:**
For possible action to approve an Interlocal Agreement between the City of Las Vegas and the Clark County School District for the continued use of a private driveway for school traffic and shared property fence located at 1600 and 1800 Rock Springs Drive, APN's 138-22-801-001 and -002 - Ward 1 (Tarkanian)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
The City and the Clark County School District (CCSD) entered into the Open Schools Open Doors Community Access Agreement providing for joint development use of certain facilities, buildings and properties of CCSD and for the City to provide students and the general public additional parks, recreational and cultural opportunities. CCSD constructed baseball fields on CCSD property known as the Edythe and Lloyd Katz Elementary School, and on a portion of City property, known as Woofter Park. CCSD is building an addition to the school and adding a new parking lot on CCSD property which the baseball field will be demolished. The City is now taking back our land that was encroached upon. CCSD wishes to continue their use and maintenance of the private access drive on City property subject to the terms of the Interlocal Agreement.

**RECOMMENDATION:**
Approval

**BACKUP DOCUMENTATION:**
1. Interlocal Agreement

**INTERLOCAL AGREEMENT BETWEEN**
**THE CITY OF LAS VEGAS**
**AND**
**THE CLARK COUNTY SCHOOL DISTRICT**
**FOR THE CONTINUED USE OF A PRIVATE DRIVEWAY**
**FOR SCHOOL TRAFFIC AND SHARED PROPERTY FENCE**

This Interlocal Agreement ("Agreement") is made and entered into this _____ day of _____, 2019 ("Effective Date") by and between the City of Las Vegas, a municipal corporation with the State of Nevada ("City") and the Clark County School District, a political subdivision of the State of Nevada ("District"). The City and the District may hereinafter be individually referred to as "Party" and\or collectively, the "Parties".

## RECITALS

**WHEREAS**, pursuant to Nevada Revised Statute ("NRS") 277.180 any one or more public agencies may contract with any one or more 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**, pursuant to NRS 277.045, any two or more political subdivisions may enter into a interlocal agreement for the performance of any governmental function; such an agreement may include the furnishing or exchange of personal property, equipment, property or facilities of any kind, or the payment of money; and

**WHEREAS**, the District was conveyed approximately 8.68 acres of real property located at 1800 Rock Springs Drive, Las Vegas, NV 89128, Assessor's Parcel Number 138-22-801-001, by the Bureau of Land Management, ("BLM") pursuant to Patent Number 27-92-0021 ("District Property"), and more commonly known as the location of Edythe and Lloyd Katz Elementary School ("School"), as depicted on Exhibit "A"; and

**WHEREAS**, the City was conveyed approximately 9.22 acres of real property located at 1600 Rock Springs Drive, Las Vegas, NV 89128, Assessor's Parcel Number 138-22-801-002, by the BLM pursuant to Patent Number 27-99-0054 ("City Property"), and more commonly known as the location of Woofter Park ("Park"), as depicted on Exhibit "B"; and

**WHEREAS**, the Property and the Park were originally BLM lands and the Parties entered into an agreement on the 23rd day of April, 1991, providing for the development and joint and reciprocal use of a portion of the Park ("Joint Agreement"); and

**WHEREAS**, the Parties on the 6th day of September, 1995, entered into that certain Open Schools Open Doors Community Access Agreement, ("OSOD Agreement") providing for joint development and reciprocal use of certain facilities, buildings, and properties of the District and of the City, and to provide students and the general public additional parks, recreational and cultural opportunities; and

**WHEREAS**, the use of such facilities in accordance with said OSOD Agreement has worked to the mutual benefit of both of Parties and to the benefit of the citizens of the City and the students of the District; and

**WHEREAS,** the District designed and constructed baseball fields for the benefit of the community and the School on District Property and a portion of the City Property and installed a chain-link fence separating the baseball fields from the remainder of the Park as set forth in the Joint Agreement; and

**WHEREAS,** the Joint Agreement also stipulated the encroachment of City Property along the west boundary of the Park for the District to construct and maintain a private driveway for access to the School ("Private Access Drive"); and

**WHEREAS,** the District is now placing an addition to the School and new parking lot on District Property as depicted in Exhibit "C", which necessitates the baseball fields to be demolished and certain other improvements to be made to District Property and City Property as set forth in this Agreement; and

**WHEREAS,** the Parties also wish to continue the District's use and maintenance, including cleaning, of the Private Access Drive on City Property as set forth in this Agreement; and

**WHEREAS**, the Parties to this Agreement are public agencies and authorized to enter into this Agreement in accordance with Nevada law; and

**WHEREAS**, the Parties have agreed to enter into this Agreement subject to the terms and conditions set forth herein.

**NOW THEREFORE**, for and in consideration of the promises and of the mutual covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1) **PURPOSE.** The purpose of this Agreement is to set forth the respective rights and obligations of the Parties hereto in connection with the improvements on District Property and City Property. In addition, it sets forth the mutual agreement of the Parties for the continued use of the Private Access Drive servicing the School.

2) **RESPONSIBILITIES.**

The City hereby agrees to do to all of the following:

A. Allow the District to continue the use and maintenance, including cleaning, of the thirty-foot (30') wide Private Access Drive located on City Property along the west boundary of the Park from Vegas Drive to the south property line of the District Property and depicted in Exhibit "D" as set forth in more detail in this Agreement.
B. Take over ownership, including maintenance, of the three (3) light posts that are on the City of Las Vegas property along the Private Access Drive, as depicted in Exhibit "E". The City shall re-route the conduit for the lights at its own cost and expense.
C. To reimburse the District for one half (1/2) the cost of the CMU fence separating the property line between the City Property and District Property date as depicted in Exhibit "F".
D. Not remove the existing fencing separating the Private Access Drive from the Park along the west boundary of the Park, as depicted in Exhibit "D".
E. Allow the District to install and maintain a gate in the chain link fence located on the property line at their sole cost.
F. Remove, at its sole cost, expense and liability, five (5) baseball field lights from District Property. The City shall coordinate with the District prior to the removal of the baseball field lighting.
G. City shall give District minimum one (1) week notice of when the baseball field lighting will be removed.
H. After the Effective Date, the City shall have no obligation to perform any maintenance activities, including without limitation, cleaning and turf maintenance, at the District Property.

The District hereby agrees to do all of the following:

A. Maintain, including any cleaning, of the existing thirty-foot (30') wide Private Access Drive depicted in Exhibit "D".
B. Relinquish to the City the (3) light posts located along the Private Access Drive on City Property.
C. Install and maintain chain-link fence at the property line at the Districts sole expense.
D. Allow the City to access District Property to remove five (5) baseball field lights. District shall remove and dispose of the footings/base of the lights only after the City removes the light poles and wiring.
E. Construct a CMU wall and 6-foot chain-link fence, including an access gate in the chain-link fencing, not later than January of 2019 separating the property line between the City Property and District Property as depicted in Exhibit "F".
F. Maintain the CMU wall separating the property line between the City Property and District Property as depicted in Exhibit "F".
G. To remove the light bases, footings, and conduit associated with the baseball field lights as part of their construction project.

The City and District hereby agree to do all of the following:

A. File an updated plan of development for Patent Numbers 27-92-0021 and 27-99-0054.
B. Evenly split all costs associated with the construction the CMU wall separating the property line between the City Property and District Property.

3) **LICENSE TO ENTER DISTRICT PROPERTY.** District agrees to permit the City, including any employee, contractor, or authorized agent and representative of City, to enter District Property on a non-exclusive basis for any lawful and reasonable purpose related to the performance of the City's obligations under this Agreement. Upon completion of said entry, City shall leave District Property in as neat and presentable condition as existed prior to entry, with all fences, structures, landscaping and other property intact, and replace and/or repair any damage caused to District Property and/or School. District Property shall not be accessed or disturbed without minimum one (1) week notice of entry and District approval of entry.

4) **INSURANCE.** Each Party hereto shall carry commercial general liability insurance, or shall self-insure, in accordance with Nevada Revised Statutes (NRS). Such insurance shall be written by a company licensed by the State of Nevada.

5) **LIABILITY.** Up to the limitation of law, including, but not limited to, NRS Chapter 41 liability limitations, each Party shall be responsible for all liability, claims, actions, damages, losses and expenses caused by the negligence, errors, omissions, recklessness or intentional misconduct of its own officers, employees and agents. The Parties do not waive and intend to assert all available NRS Chapter 41 liability limitations in all cases. Any liability of either Party shall not be subject to punitive damages. Each party shall bear its own attorneys' fees and court costs in connection with any legal proceeding hereunder. Any liability of either Party shall not be subject to punitive damages. This section shall survive any termination or natural expiration of this Agreement.

6) **ASSIGNMENT.** The Parties shall not assign or transfer this Agreement or any rights hereunder nor shall District mortgage, pledge, hypothecate or encumber the rights granted herein to the Private Access Drive without the prior written consent of the City. Any attempt so to assign or transfer the rights granted under this Agreement without such written consent shall be null and void and of no force or effect. This Agreement shall be binding upon the Parties hereto and their respective heirs, successors and assigns.

7) **GENERAL CONDITIONS.** The laws of the State of Nevada will govern as to the interpretation, validity and effect of this Agreement. The courts of Clark County, situated in Las Vegas, Nevada, shall have sole and exclusive jurisdiction over any action or proceeding brought under or pursuant to this Agreement. This Agreement is intended only to benefit the Parties hereto and does not create any right, benefits or causes of action for any other person, entity or member of the general public.

The Parties are associated with each other only for the purposes and to the extent set forth in this Agreement, and in respect to performance of services pursuant to this Agreement, the Parties are and shall be public agencies separate and distinct from the other. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other.

Pursuant to NRS 239.010, documents in connection with this Agreement may be open to public inspection and copying. The Parties will have the duty to disclose those documents unless a particular record is confidential by law or a common law balancing of interests. Should any part of this Agreement be rendered void, invalid, or unenforceable by any court of law, for any reason, such determination shall not render void, invalid, or unenforceable any other part of this Agreement.

8) **NOTICES.** All notices required to be given hereunder shall be in writing and personally delivered (which delivery may be by reputable overnight commercial courier services such as Federal Express), sent by electronic mail or sent by certified United States mail, return receipt requested, postage prepaid, to the following address or telephone number. Each Party may designate from time to time, another address in place of the address below set forth by notifying the other Parties in the same manner as provided in this paragraph.

| | |
|---|---|
| To City of Las Vegas: | City of Las Vegas<br>Real Estate Division<br>333 N. Rancho Drive, 8th Floor<br>Las Vegas, NV 89106<br>Attn: Teresa Boyce<br>Phone: (702) 229-1022<br>Email: tboyce@lasvegasnevada.gov |
| To Clark County School District: | Clark County School District<br>Real Property Management<br>1180 Military Tribute Place<br>Henderson, NV 89074<br>Attn: Linda K. Perri, Director<br>Phone: (702) 799-5214<br>Email: lkperri@nv.ccsd.net |
| With a copy to: | Clark County School District<br>Office of the General Counsel<br>5100 W. Sahara Avenue<br>Las Vegas, Nevada 89146<br>Attn: Eleissa Lavelle, Esq.<br>Phone: (702) 799-5373<br>Email: @nv.ccsd.net |

Edythe and Lloyd Katz Elementary School
1800 Rock Springs Drive
Las Vegas, NV 89128
Attn: Kelly Reed, Principal
Phone: (702) 799-4330
Email: reedka@nv.ccsd.net

9) **TERM OF THIS AGREEMENT.** The Term of this Agreement shall commence upon the Effective Date and shall expire on the date, which is twenty-five (25) years from the Effective Date; District and City agree that this Agreement cannot be terminated without mutual consent from both Parties. District and City further agree that this Agreement can be extended upon written agreement executed by both District and City.

10) **APPROVAL BY BOARD OF SCHOOL TRUSTEES AND LAS VEGAS CITY COUNCIL.** This Agreement must be approved by the Board of School Trustees and the Las Vegas City Council prior to acceptance of terms by District. For the purposes of this Agreement, Effective Date shall be the date of which the Board of School Trustees or the Las Vegas City Council has approved and authorized the execution of this Agreement, whichever is later.

11) **HEADINGS; EXHIBITS; CROSS-REFERENCES.** The headings and captions used in this Agreement are for convenience and ease of reference only and shall not be used to construe, interpret, expand or limit the terms of this Agreement. All exhibits attached to this Agreement and the recitals at the front of this Agreement are incorporated herein by the references thereto contained herein. Any term used in an exhibit hereto shall have the same meaning as in this Agreement unless otherwise defined in such exhibit. All references in this Agreement to sections and exhibits shall be to sections and exhibits of or to this Agreement, unless otherwise specified.

12) **COUNTERPARTS; ELECTRONIC DELIVERY.** This Agreement may be executed in counterparts, all such counterparts will constitute the same Agreement and the signature of any Party to any counterpart will deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and biding upon the Parties hereto, regardless of whether originals are delivered thereafter.

This Agreement encompasses the full agreement between the Parties and supersedes all prior agreements and understandings between the Parties, including the Open Schools Open Doors Joint Agreement. By executing this document, District and City acknowledge and accept the terms, conditions, and covenants provided herein. In addition, Parties acknowledge and agree to cooperate with one another in order to achieve the purposes of this Agreement and to take all actions and execute and deliver all documents whether or not specifically described herein that may be required to carry out purposes and intent of this Agreement.

[LEFT BLANK INTENTIONALLY AND SIGNATURE PAGES FOLLOW]

**DISTRICT**
CLARK COUNTY SCHOOL DISTRICT, a political subdivision of the State of Nevada

By: _____

Name: Blake Cumbers

Title: Associate Superintendent

Date: _____

STATE OF NEVADA )
)ss.
COUNTY OF CLARK )

This instrument was acknowledged before me on the _____ day of _____, 2019, by

_____ as _____ of Clark County School District, a political

subdivision of the State of Nevada.

_____
NOTARY PUBLIC

APPROVED AS TO FORM:

By: _____ Date: 1-16-19
, General Counsel

**CITY**
**City of Las Vegas, a political subdivision of the State of Nevada:**

By: _____
Carolyn G. Goodman, Mayor

Date: _____

ATTEST:

By: _____
LuAnn D. Holmes, MMC, City Clerk

APPROVED:

By: John S. Ridilla 2/21/19
John S. Ridilla Date
Deputy City Attorney

STATE OF NEVADA )
)ss.
COUNTY OF CLARK )

This instrument was acknowledged before me on the _____ day of _____, 2019, by Carolyn G. Goodman as Mayor of the City Las Vegas, Nevada, a political subdivision of the State of Nevada.

_____
NOTARY PUBLIC

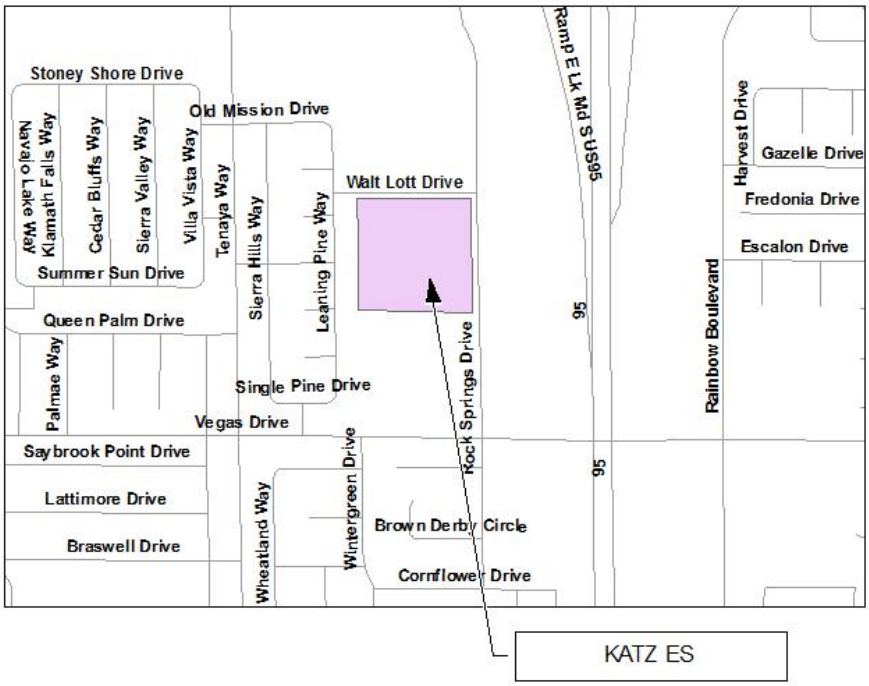
**EXHIBIT A**

DESCRIPTION AND DEPICTION OF KATZ ELEMENTARY SCHOOL

Legal Description

APN: 138-22-801-001
The Northeast Quarter (NE 1/4) of the Southwest Quarter (SW 1/4) of the Southeast Quarter (SE 1/4) of Section 22, Township 20 South, Range 60 East, M.D.M. Clark County, Nevada. Excluding the north 60 feet and the east 30 feet dedicated to the City of Las Vegas as rights-of-way.

The site contains approximately 8.68 acres.




INTERLOCAL AGREEMENT BETWEEN
THE CITY OF LAS VEGAS AND
THE CLARK COUNTY SCHOOL DISTRICT
FOR THE CONTINUED USE OF A PRIVATE DRIVEWAY
FOR SCHOOL TRAFFIC AND SHARED PROPERTY FENCE

N

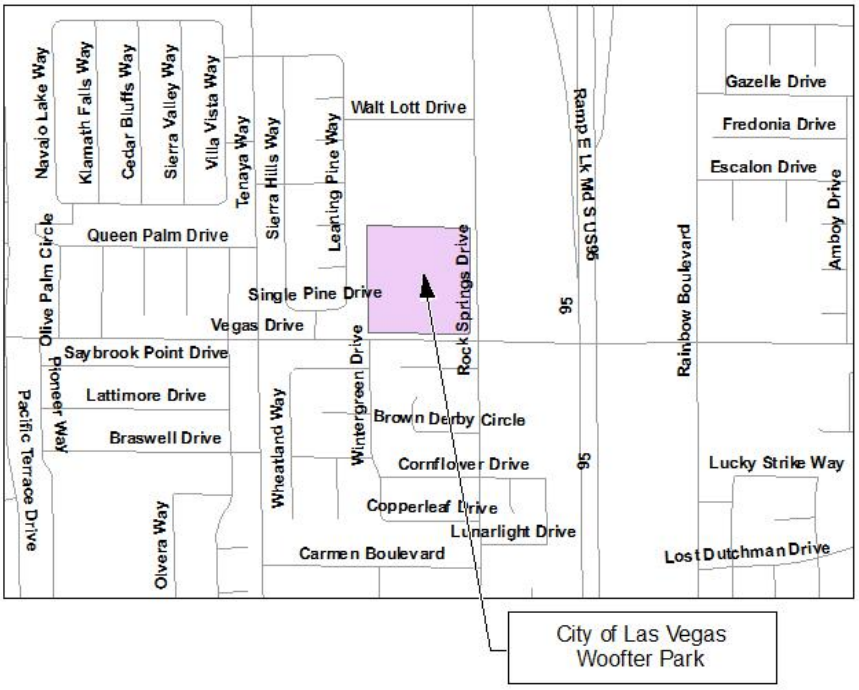
**EXHIBIT B**

DESCRIPTION AND DEPICTION OF THE CITY OF LAS VEGAS PARK

Legal Description

APN: 138-22-801-002
The Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) of the Southeast Quarter (SE 1/4) of Section 22, Township 20 South, Range 60 East, M.D.M. Clark County, Nevada. Excluding the east 30 feet and the south 40 feet dedicated as rights-of-way.

The site contains approximately 9.22 acres.

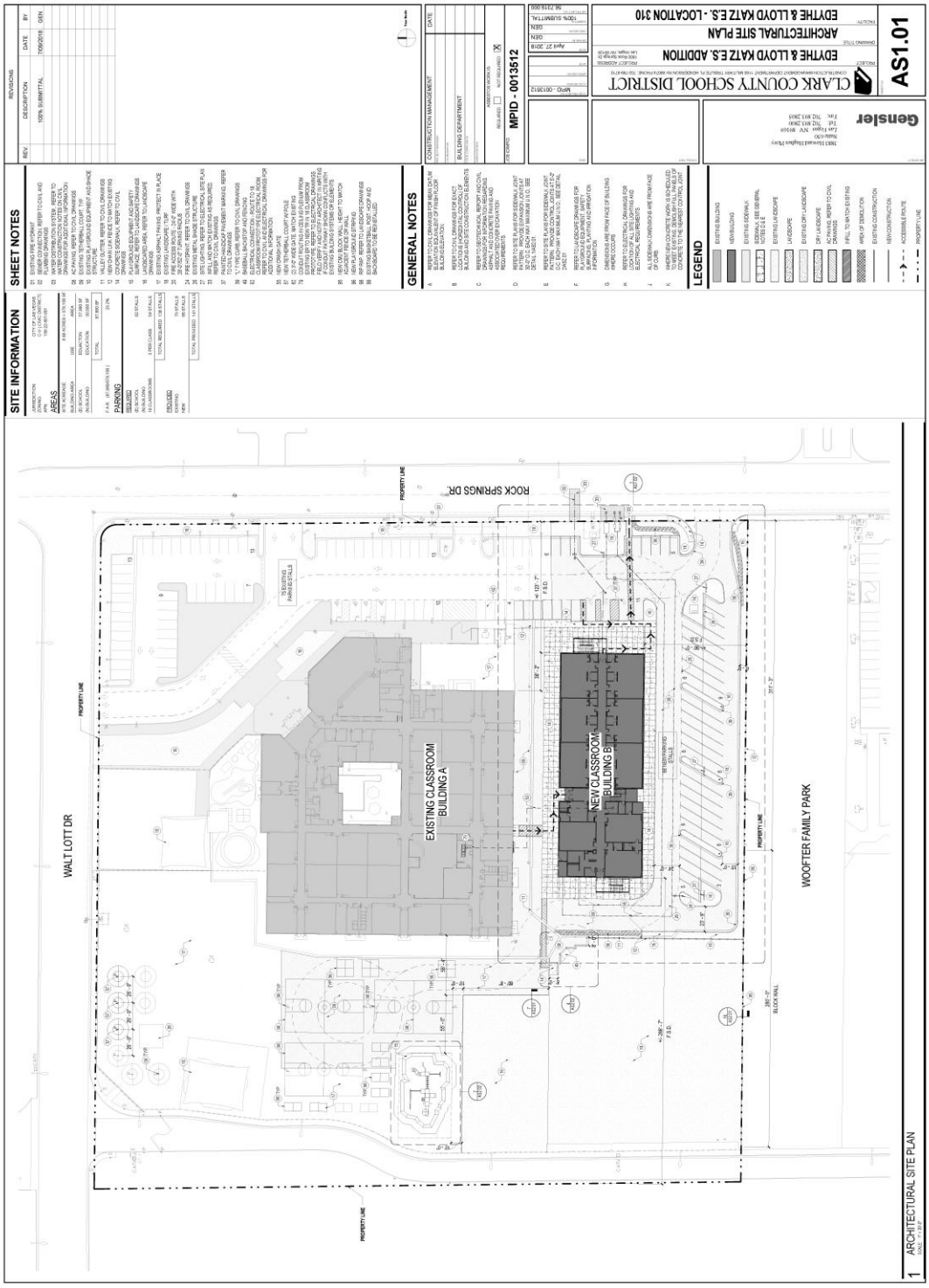



INTERLOCAL AGREEMENT BETWEEN
THE CITY OF LAS VEGAS AND
THE CLARK COUNTY SCHOOL DISTRICT
FOR THE CONTINUED USE OF A PRIVATE DRIVEWAY
FOR SCHOOL TRAFFIC AND SHARED PROPERTY FENCE

N

APN(s): 138-22-801-001

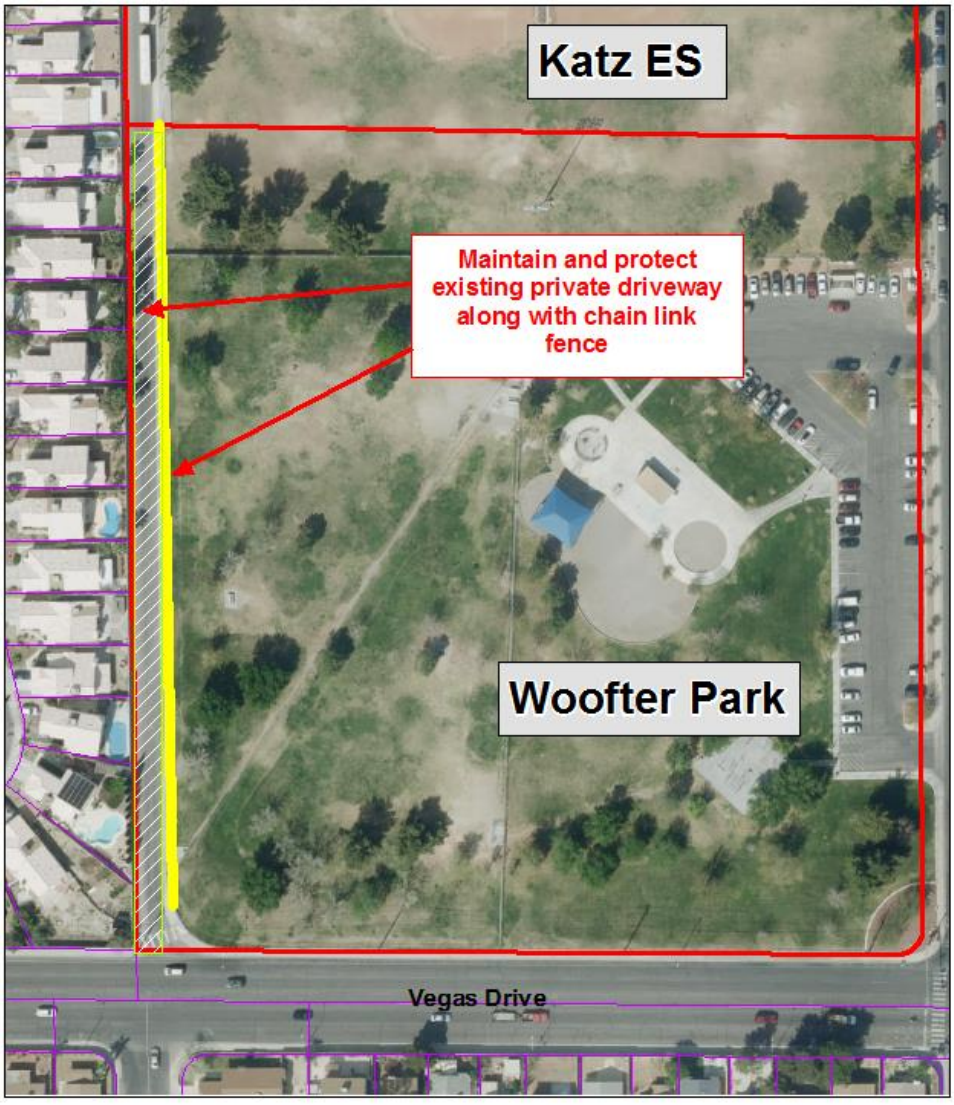
**EXHIBIT C**
DISTRICT PROPERTY SITE PLAN




APN(s): 138-22-801-001

**EXHIBIT D**

DEPICTION OF THE EXISTING PRIVATE DRIVEWAY AND CHAIN LINK FENCE



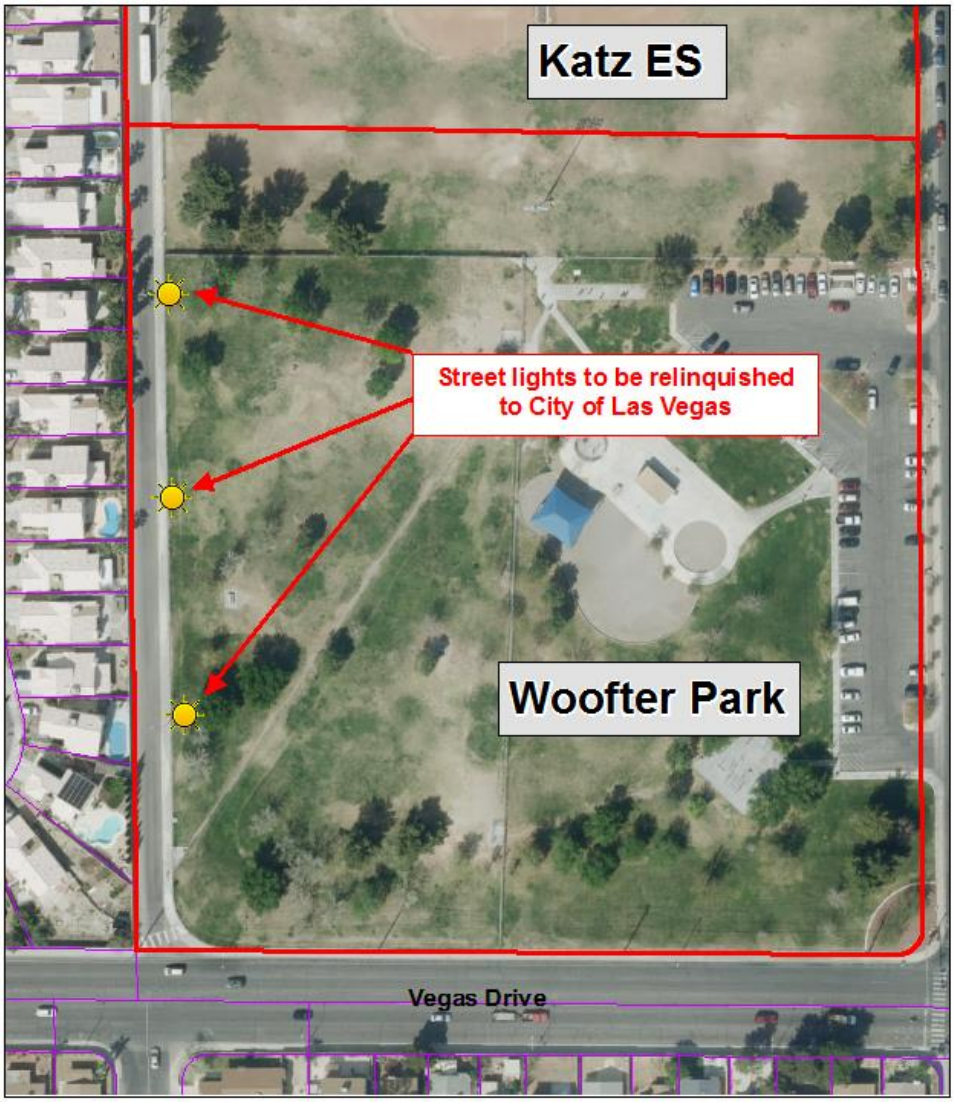

INTERLOCAL AGREEMENT BETWEEN
THE CITY OF LAS VEGAS AND
THE CLARK COUNTY SCHOOL DISTRICT
FOR THE CONTINUED USE OF A PRIVATE DRIVEWAY
FOR SCHOOL TRAFFIC AND SHARED PROPERTY FENCE

N

APN(s): 138-22-801-001

**EXHIBIT E**

DEPICTION OF THE EXISTING STREET LIGHTS ON WOOFTER PARK TO BE RELINQUISHED TO THE CITY

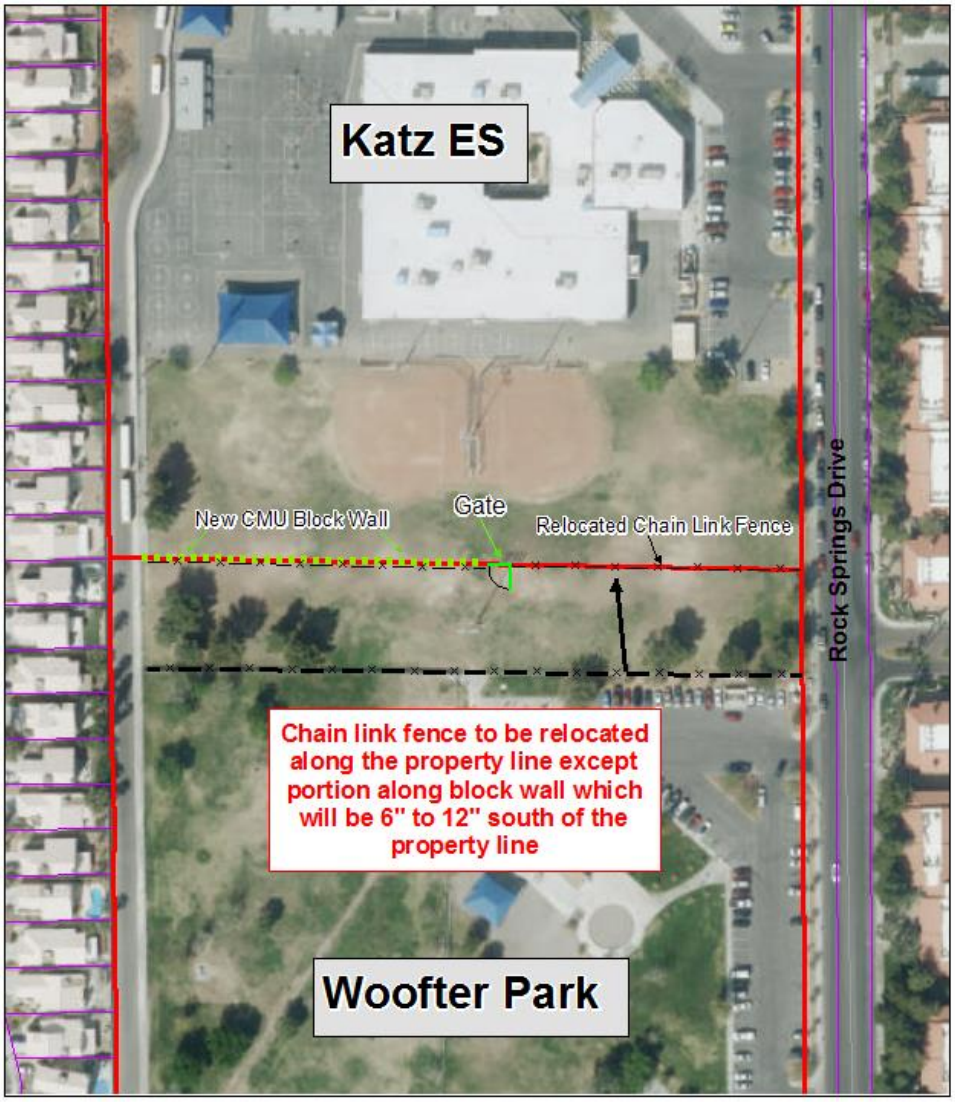



INTERLOCAL AGREEMENT BETWEEN
THE CITY OF LAS VEGAS AND
THE CLARK COUNTY SCHOOL DISTRICT
FOR THE CONTINUED USE OF A PRIVATE DRIVEWAY
FOR SCHOOL TRAFFIC AND SHARED PROPERTY FENCE

N

APN(s): 138-22-801-001

**EXHIBIT F**
DEPICTION OF THE CHAIN LINK FENCE LOCATION




INTERLOCAL AGREEMENT BETWEEN
THE CITY OF LAS VEGAS AND
THE CLARK COUNTY SCHOOL DISTRICT
FOR THE CONTINUED USE OF A PRIVATE DRIVEWAY
FOR SCHOOL TRAFFIC AND SHARED PROPERTY FENCE

N

APN(s): 138-22-801-001

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**23**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Marijuana Distributor License for CROOKED WINE COMPANY, LLC dba BLACKBIRD LOGISTICS at 6450 Cameron Street, Suite #110 [Devlon Moore, Managing Member] - Clark County

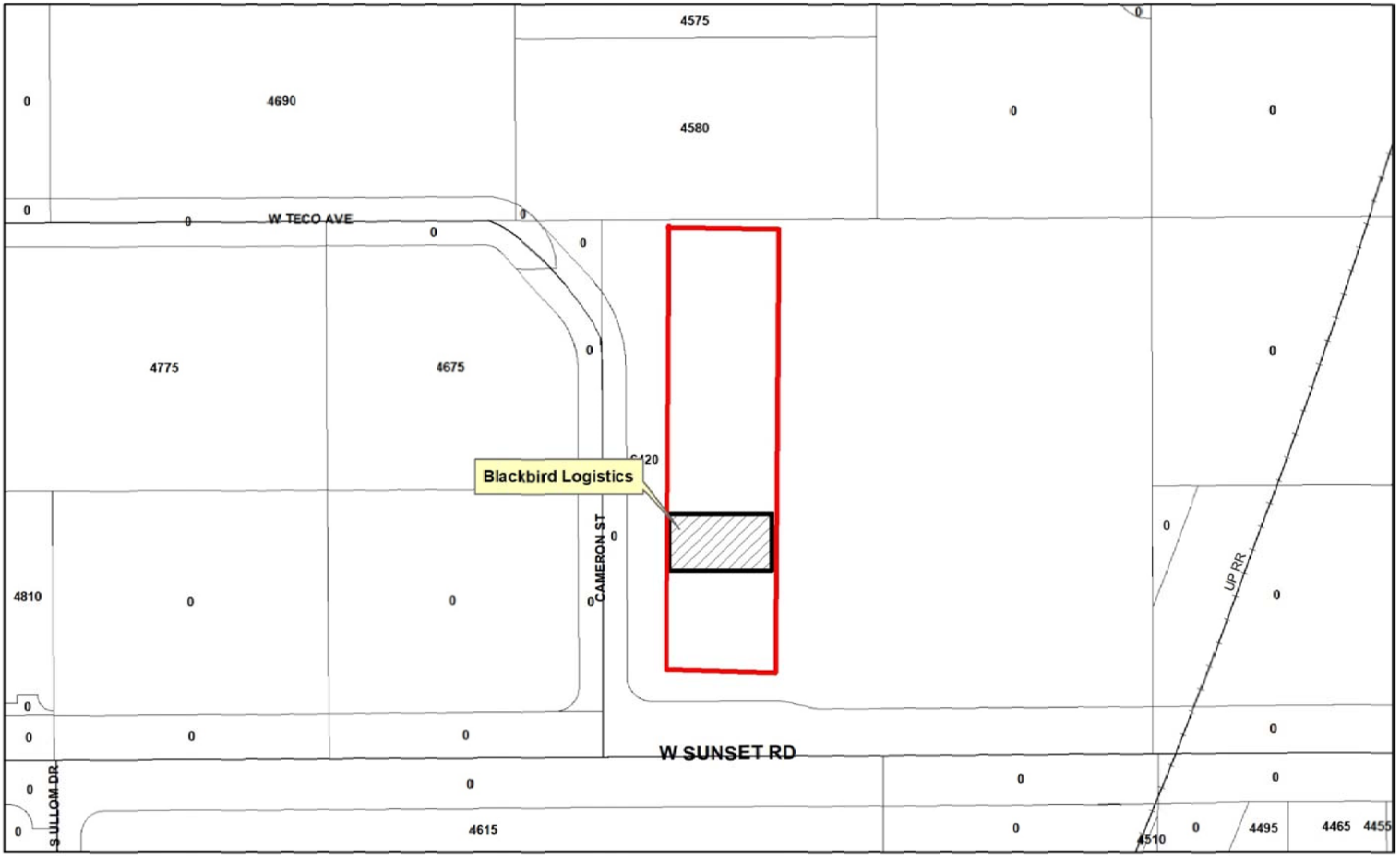
**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Marijuana Distributor License.

**RECOMMENDATION:**
Recommend approval subject to the following condition:

1. If product is not able to be delivered same day, the product must be stored at a state licensed marijuana establishment.

**BACKUP DOCUMENTATION:**
Location Map




**Blackbird Logistics**
**6450 Cameron Street, Suite #110**
**Clark County**

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**24**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Marijuana Distributor License for GREENLEAF ENTERPRISES, INC. dba GREENLEAF ENTERPRISES, INC. at 1675 Crane Way - Sparks

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Marijuana Distributor License.

**RECOMMENDATION:**
Recommend approval, subject to the following condition:

1. If product is not able to be delivered same day, the product must be stored at a state licensed marijuana establishment.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

## *AGENDA MEMO*

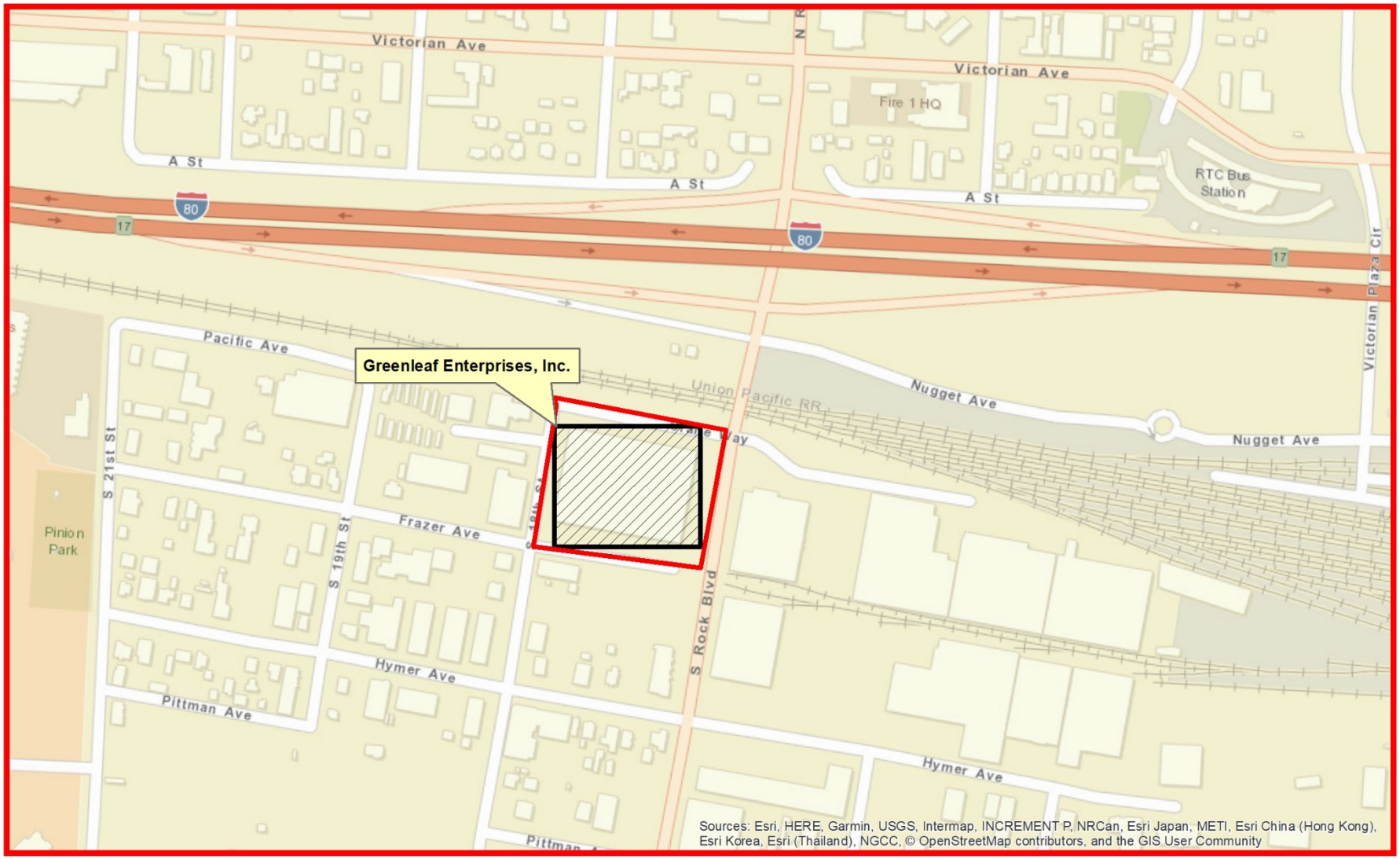
**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Marijuana Distributor License for GREENLEAF ENTERPRISES, INC. dba GREENLEAF ENTERPRISES, INC. at 1675 Crane Way - Sparks**

---

**OWNERSHIP:**

**GREENLEAF ENTERPRISES, INC.**

Spike Duque, President, Director, Shareholder
Steven Duque, Vice President, Director, Shareholder
Tammy Kolvet, Vice President, Director, Shareholder
Shannon Gray, Shareholder
Rodney Gray, Shareholder
Todd Gray, Shareholder
David Thawley, Shareholder




**Greenleaf Enterprises, Inc.**
**1675 Crane Way**
**Sparks, NV**

Freeways
Subject Property
City Limits
Site Location

N

GIS maps are normally produced only to meet the needs of the City. Due to continuous development activity this map is for reference only.
**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**25**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Temporary Marijuana Distributor License for GPRP DISTRIBUTORS, LLC dba GPRP DISTRIBUTORS, LLC at 195 Willis Carrier Canyon, Suite #400 - Mesquite

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Temporary Marijuana Distributor License.

**RECOMMENDATION:**
Recommend approval of a temporary marijuana distributor license with the authority of the Director or designee to issue a permanent license upon receipt of a favorable investigative report, subject to the following condition:

1. If product is not able to be delivered same day, the product must be stored at a state licensed marijuana establishment.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

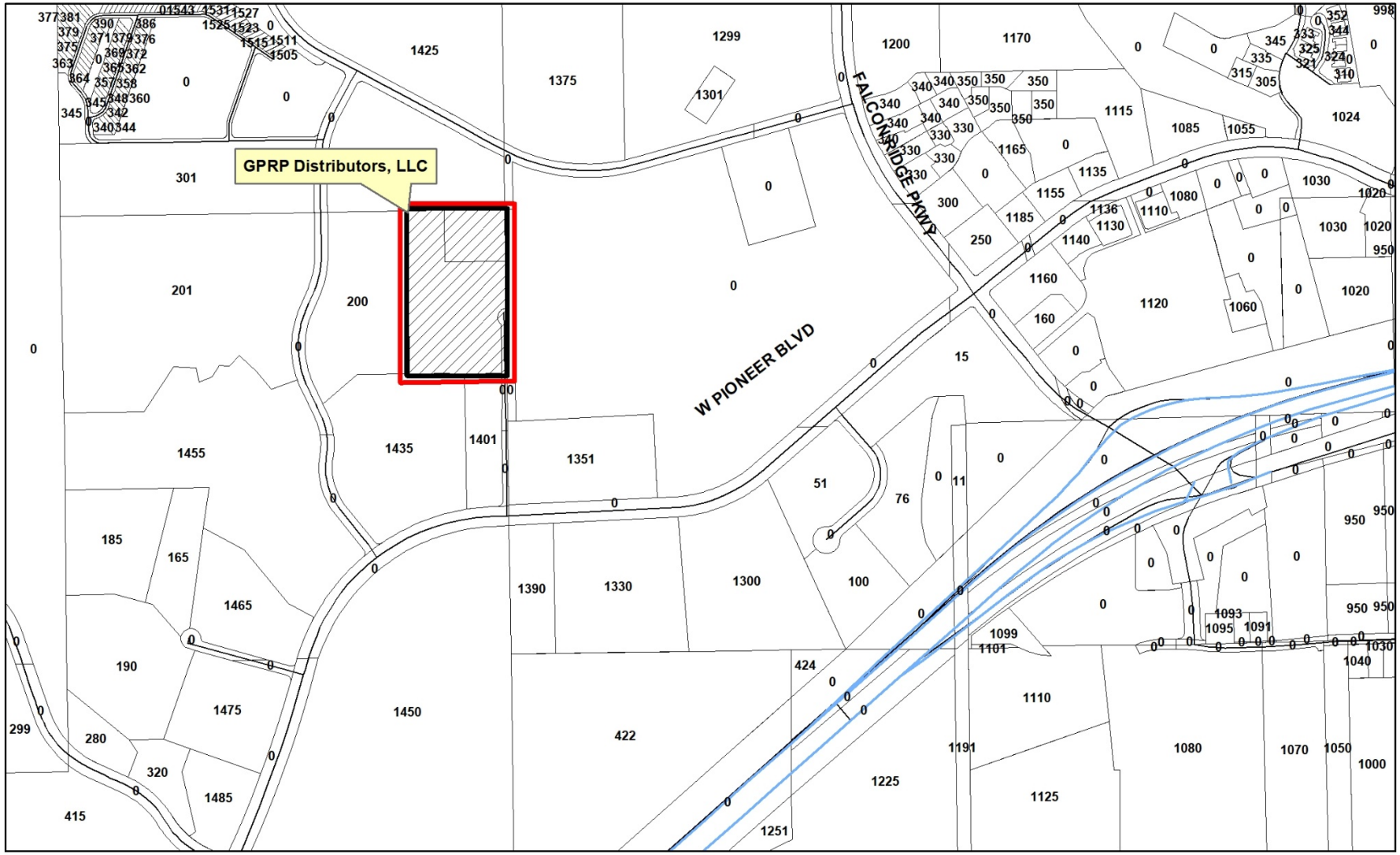
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Temporary Marijuana Distributor License for GPRP DISTRIBUTORS, LLC dba GPRP DISTRIBUTORS, LLC at 195 Willis Carrier Canyon, Suite #400 - Mesquite**

---

**OWNERSHIP:**

**GPRP DISTRIBUTORS, LLC**
The Gary E. Primm Family Trust, Member
Gary E. Primm, Trustee
Roger B. Primm Family Trust, Member
Roger B. Primm, Trustee
Keith Capurro, Manager
Gary E. Primm, Manager
Roger B. Primm, Manager




**GPRP Distributors, LLC**
**195 Willis Carrier Canyon, Suite #400**
**Mesquite, NV**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**26**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Marijuana Distributor License for MBNV INVESTMENTS, LLC dba MBNV INVESTMENTS, LLC at 4222 Losee Road - North Las Vegas

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Marijuana Distributor License.

**RECOMMENDATION:**
Recommend approval subject to the following condition:

1. If product is not able to be delivered same day, the product must be stored at a state licensed marijuana establishment.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

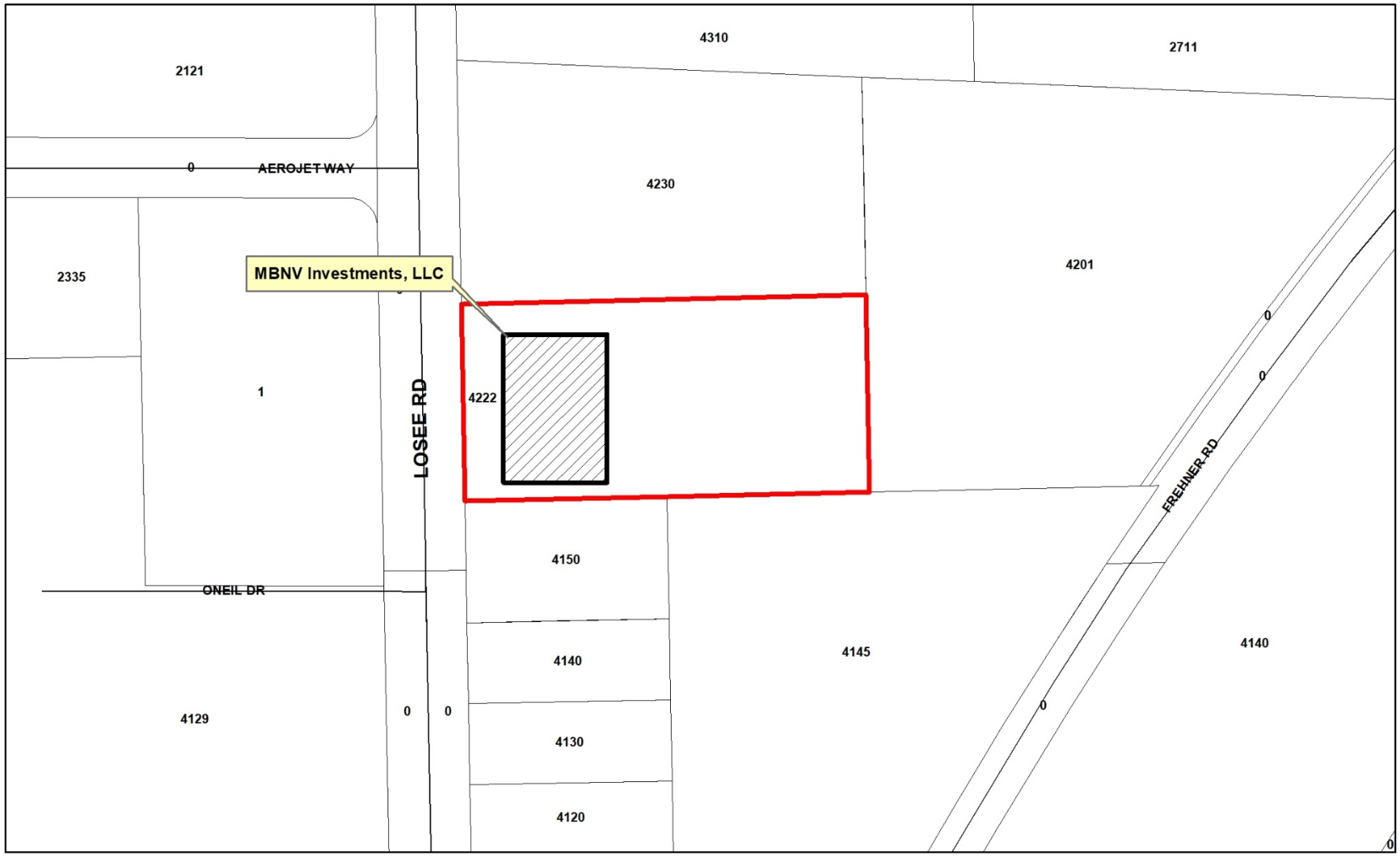
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Marijuana Distributor License for MBNV INVESTMENTS, LLC dba MBNV INVESTMENTS, LLC at 4222 Losee Road – North Las Vegas**

---

**OWNERSHIP:**

**MBNV INVESTMENTS, LLC**
CPCM Holdings, LLC, Member
nExpedition, LLC, Member
Mitchell Donald Britten, Managing Member
Havenwood Development, LLC, Managing Member
Thomas Halbach, Managing Member
The Nickolas G. Mamula Jr. Separate Property Trust, Member
Nickolas G. Mamula Jr., Trustee
The Nevada Medical Investment PCP, LLC, Member
Peckman Nevada Trust II dated July 21, 2014, Managing Member
Phillip Peckman, Trustee
Edward Reed Findlay, Member
Julie Ann Murray, Member
David Brown, Member




**MBNV Investments, LLC**
**4222 Losee Road**
**North Las Vegas, NV**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**27**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Marijuana Production Establishment License (Medical/Recreational) for a Change of Ownership FROM: NEVADA ORGANIC REMEDIES, LLC TO: NEVADA ORGANIC REMEDIES, LLC dba NEVADA ORGANIC REMEDIES, LLC at 3705 East Post Road - Clark County

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Marijuana Production Establishment License (Medical/Recreational) for a Change of Ownership.

**RECOMMENDATION:**
Recommend approval subject to the following condition:

1. If product is not able to be delivered same day, the product must be stored at a state licensed marijuana establishment.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

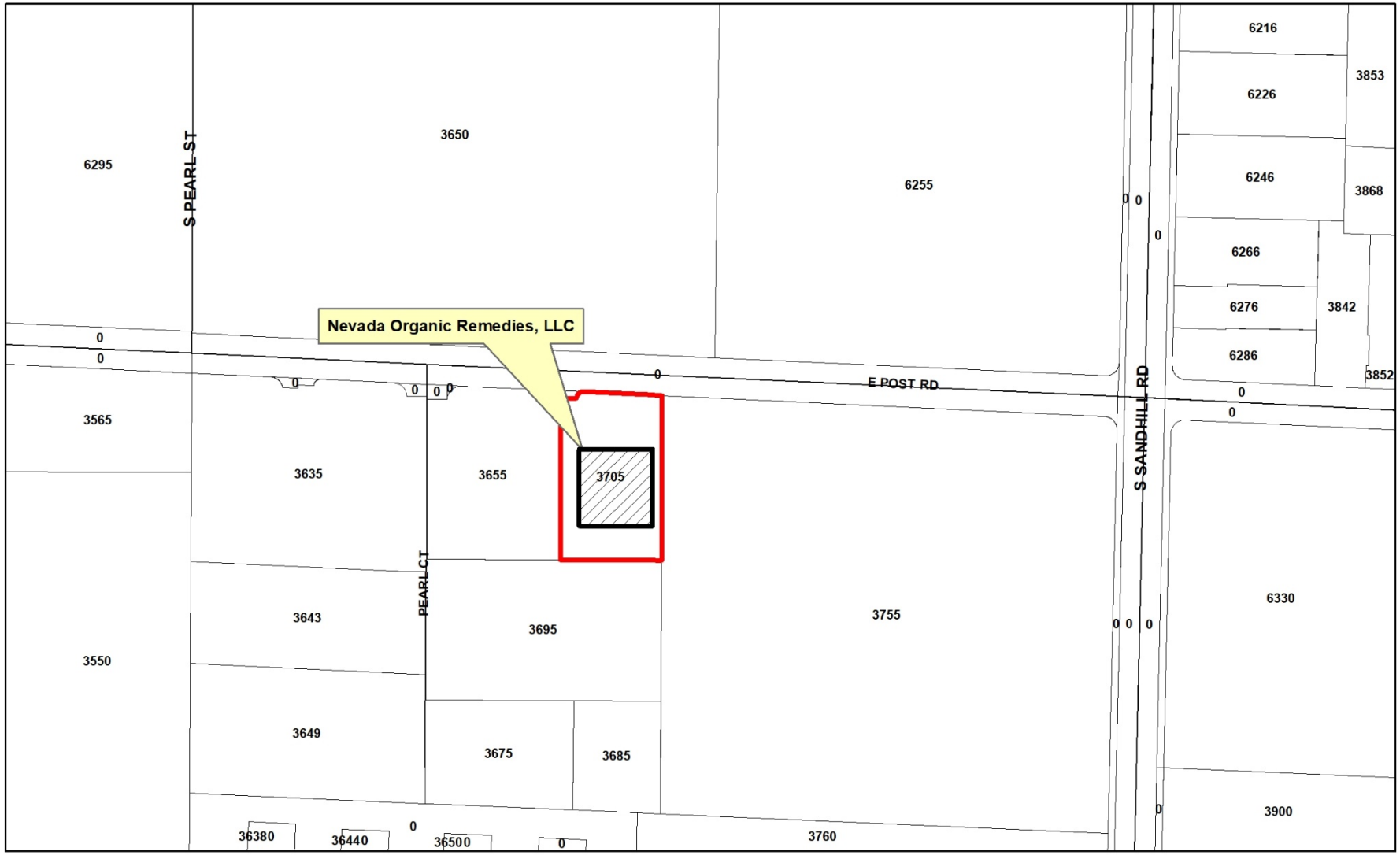
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Marijuana Production Establishment License (Medical/Recreational) for a Change of Ownership FROM: NEVADA ORGANIC REMEDIES, LLC TO: NEVADA ORGANIC REMEDIES, LLC dba NEVADA ORGANIC REMEDIES, LLC at 3705 East Post Road - Clark County**

---

**OWNERSHIP:**

**NEVADA ORGANIC REMEDIES, LLC**
- Andrew Jolley, Managing Member
- Stephen Byrne, Member
- Patrick Byrne, Member
- Darren C. Petersen, Member
- Joey Schottenstein, Manager
- Ben Kraner, Manager
- Harvest Dispensaries, Cultivation & Kitchen Consultants, LLC, Member
  - Liesl Sicz, Managing Member
- GGB Nevada, LLC, Member
  - Green Growth Brands, Inc., Managing Member
    - Igor Galitsky, President
    - Timothy Moore, Director
    - David Bhumgara, Secretary, Treasurer
    - Carli Posner, Director
    - Jean Schottenstein, Board Member
    - Peter Horvath, Board Member
    - Marc Lehmann, Board Member
    - Stephen Stoute, Board Member




**Nevada Organic Remedies, LLC**
**3705 East Post Road**
**Clark County**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 20, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**28**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Marijuana Cultivation Establishment License (Medical/Recreational) for a Change of Ownership FROM: NEVADA ORGANIC REMEDIES, LLC TO: NEVADA ORGANIC REMEDIES, LLC dba NEVADA ORGANIC REMEDIES, LLC at 3705 East Post Road - Clark County

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Marijuana Cultivation Establishment License (Medical/Recreational) for a Change of Ownership.

**RECOMMENDATION:**
Recommend approval subject to the following condition:

1. This license is only valid with an active license for the same activity, ownership, and location from the primary local licensing jurisdiction.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

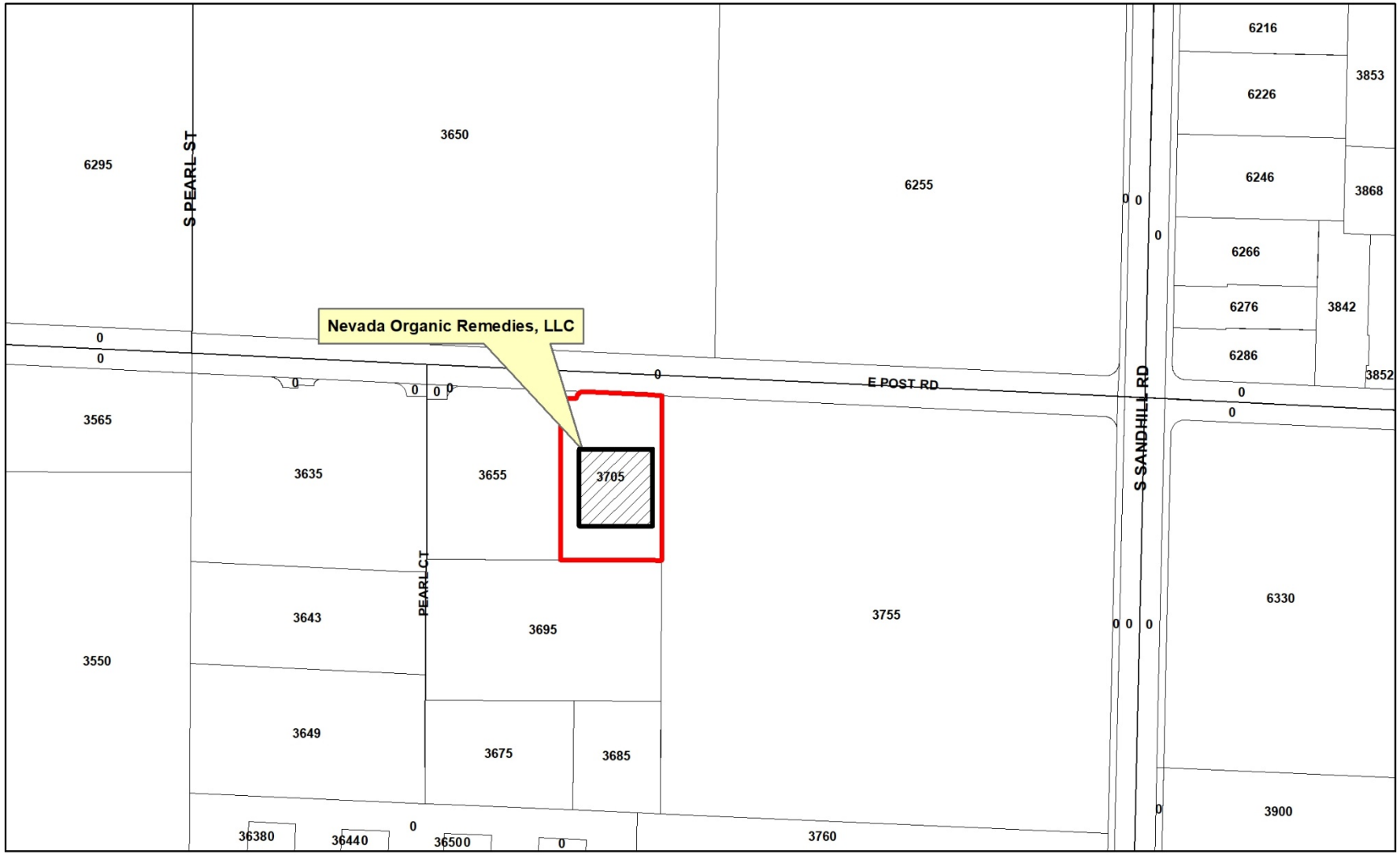
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Marijuana Cultivation Establishment License (Medical/Recreational) for a Change of Ownership FROM: NEVADA ORGANIC REMEDIES, LLC TO: NEVADA ORGANIC REMEDIES, LLC dba NEVADA ORGANIC REMEDIES, LLC at 3705 East Post Road - Clark County**

---

**OWNERSHIP:**

**NEVADA ORGANIC REMEDIES, LLC**
- Andrew Jolley, Managing Member
- Stephen Byrne, Member
- Patrick Byrne, Member
- Darren C. Petersen, Member
- Joey Schottenstein, Manager
- Ben Kraner, Manager
- Harvest Dispensaries, Cultivation & Kitchen Consultants, LLC, Member
  - Liesl Sicz, Managing Member
- GGB Nevada, LLC, Member
  - Green Growth Brands, Inc., Managing Member
    - Igor Galitsky, President
    - Timothy Moore, Director
    - David Bhumgara, Secretary, Treasurer
    - Carli Posner, Director
    - Jean Schottenstein, Board Member
    - Peter Horvath, Board Member
    - Marc Lehmann, Board Member
    - Stephen Stoute, Board Member




**Nevada Organic Remedies, LLC**
**3705 East Post Road**
**Clark County**

Freeways
Subject Property
City Limits
Site Location

N

GIS maps are normally produced only to meet the needs of the City. Due to continuous development activity this map is for reference only.
**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 20, 2019

# *AGENDA SUMMARY PAGE*

**Planning**
**Meeting of: March 20, 2019**

Agenda Item No.:
**29**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Tavern License for a Change of Ownership FROM: LIG SUMMERLIN, LLC TO: LIG SUMMERLIN LLC dba DISTILL at 10820 West Charleston Boulevard - Ward 2 (Vacant)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Tavern License for a Change of Ownership.

**RECOMMENDATION:**
Staff recommends approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

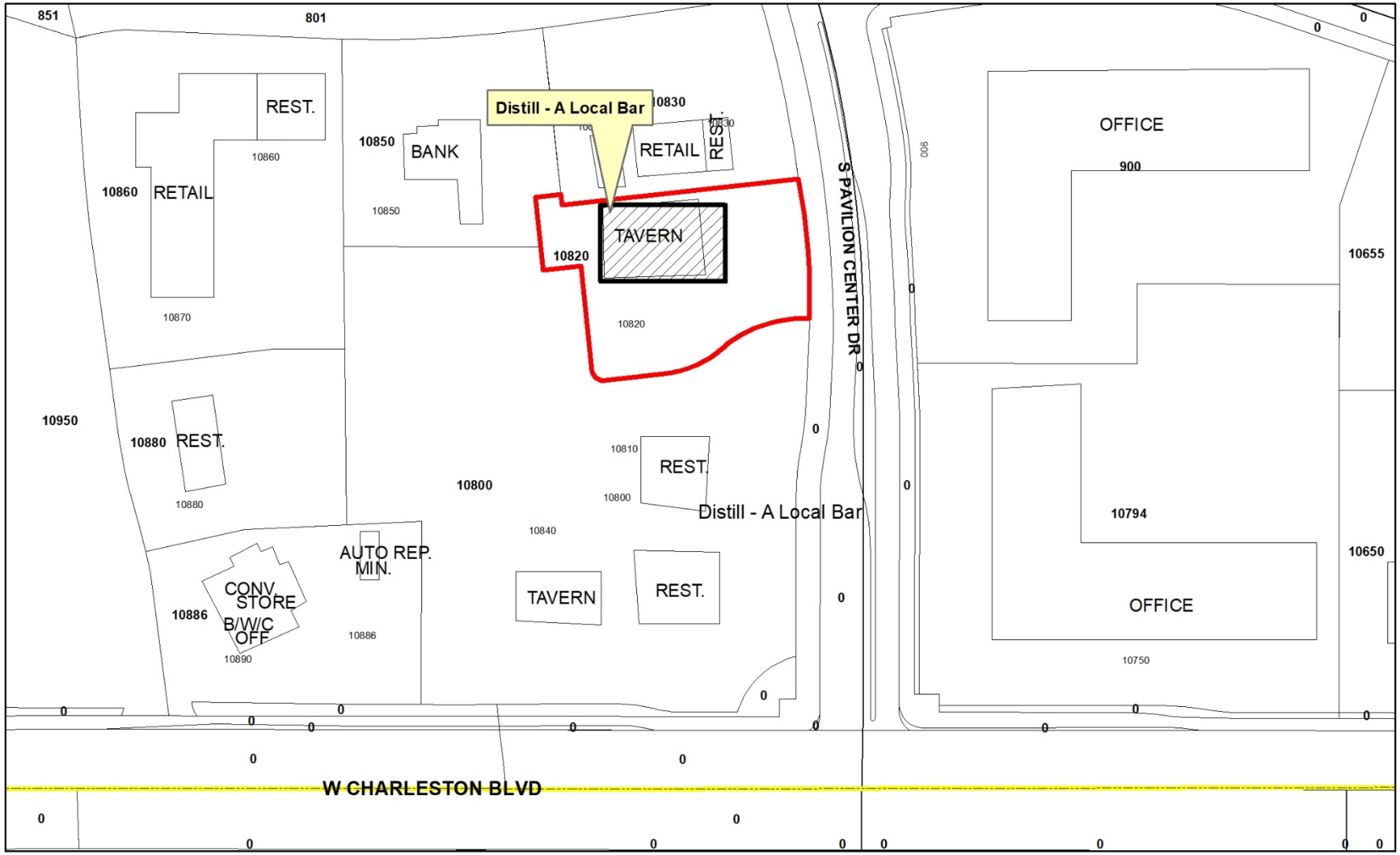
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Tavern License for a Change of Ownership FROM: LIG SUMMERLIN, LLC TO: LIG SUMMERLIN, LLC dba DISTILL at 10820 West Charleston Boulevard - Ward 2**

---

**OWNERSHIP:**

**LIG CHEYENNE, LLC**
- LIG Hospitality, LLC, Managing Member
  - TMC Management, Inc., Managing Member
    - Todd A. Nigro, President, Treasurer, Director, Shareholder
    - Michael E. Nigro, Secretary, Director, Shareholder
    - Charles A. Hansen, Vice President, Shareholder
  - Boulder Development Group, LLC, Member
    - NP Asset Management, Inc., Manager
      - Todd A. Nigro, President, Treasurer, Director
      - Michael E. Nigro, Secretary, Director
    - EVOL Business Holding, LLC, Member
      - Todd A. Nigro, Managing Member
    - MN Capital Holdings, LLC, Member
      - Michael E. Nigro, Managing Member
  - MN Capital Holdings, LLC, Member
    - Michael E. Nigro, Managing Member
  - EVOL Capital Holdings, LLC, Member
    - Todd A. Nigro, Managing Member
  - 1990 Sovereign Holdings, LLC. Member
    - Edward M. Nigro, Managing Member
    - Donna Lee Nigro, Managing Member
  - Ryan Lucy, Member
  - Jessica Nelson, Member
  - Charles A. Hansen, Member
  - Steven Castille, Member




**Distill - A Local Bar**
**10820 West Charleston Boulevard**
**Ward 2**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**30**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Restricted Gaming License for LIG SUMMERLIN, LLC dba DISTILL at 10820 West Charleston Boulevard - Ward 2 (Vacant)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Restricted Gaming License for 15 slots.

**RECOMMENDATION:**
Staff recommend approval, subject to Nevada Gaming Commission approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

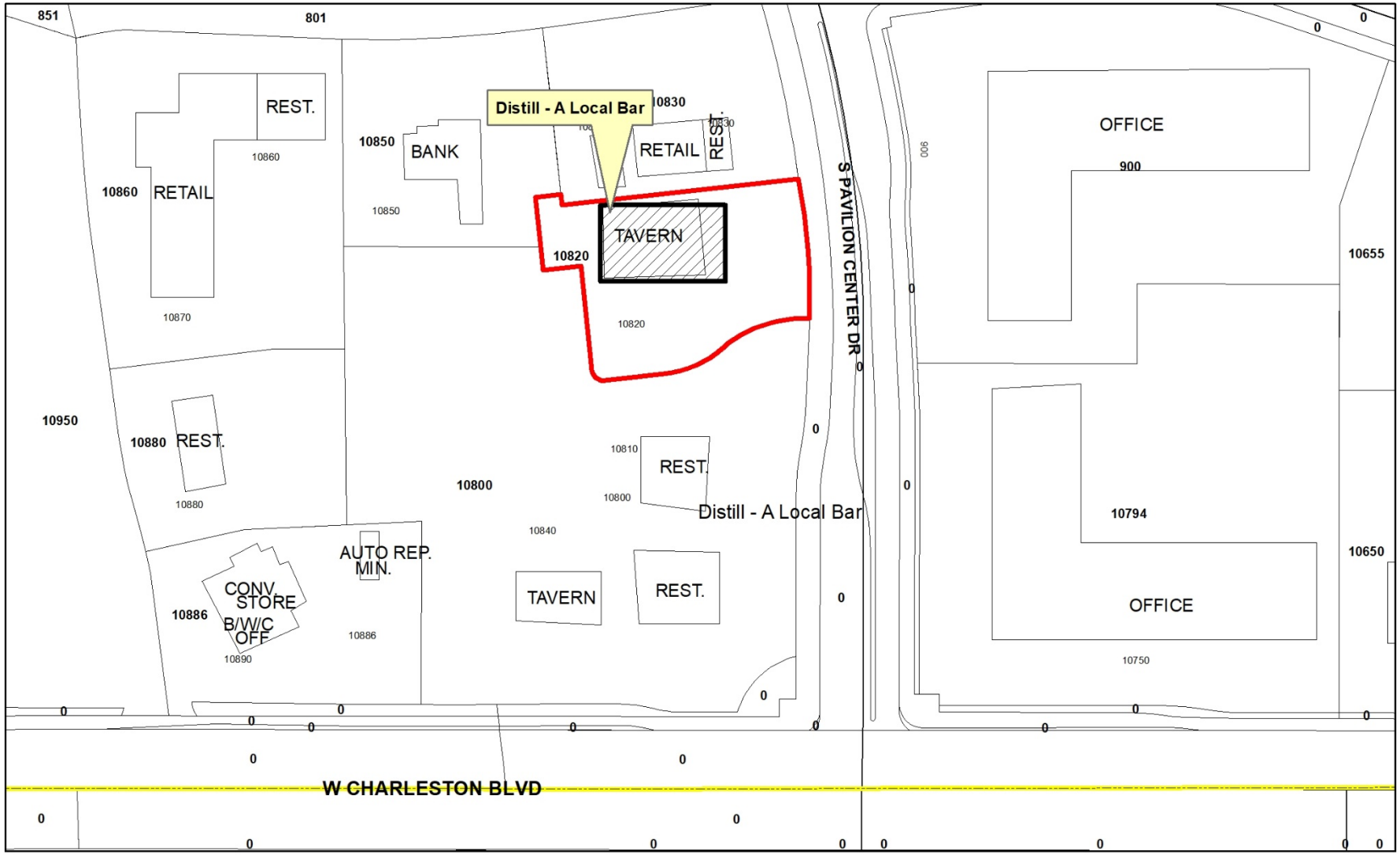
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Restricted Gaming License for LIG SUMMERLIN, LLC dba DISTILL at 10820 West Charleston Boulevard - Ward 2**

---

**OWNERSHIP:**

**LIG SUMMERLIN, LLC**
- LIG Hospitality, LLC, Managing Member
  - TMC Management, Inc., Managing Member
    - Todd A. Nigro, President, Treasurer, Director, Shareholder
    - Michael E. Nigro, Secretary, Director, Shareholder
    - Charles A. Hansen, Vice President, Shareholder
  - Boulder Development Group, LLC, Member
    - NP Asset Management, Inc., Manager
      - Todd A. Nigro, President, Treasurer, Director
      - Michael E. Nigro, Secretary, Director
    - EVOL Business Holding, LLC, Member
      - Todd A. Nigro, Managing Member
    - MN Capital Holdings, LLC, Member
      - Michael E. Nigro, Managing Member
  - MN Capital Holdings, LLC, Member
    - Michael E. Nigro, Managing Member
  - EVOL Capital Holdings, LLC, Member
    - Todd A. Nigro, Managing Member
  - 1990 Sovereign Holdings, LLC. Member
    - Edward M. Nigro, Managing Member
    - Donna Lee Nigro, Managing Member
  - Ryan Lucy, Member
  - Jessica Nelson, Member
  - Charles A. Hansen, Member
  - Steven Castille, Member




**Distill - A Local Bar**
**10820 West Charleston Boulevard**
**Ward 2**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**31**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Tavern License for a Change of Ownership FROM: LISA CARRISON LTD, LLC TO: LIG CHEYENNE LLC dba DISTILL at 7790 West Cheyenne Avenue - Ward 4 (Anthony)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Tavern License for a Change of Ownership.

**RECOMMENDATION:**
Staff recommends approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

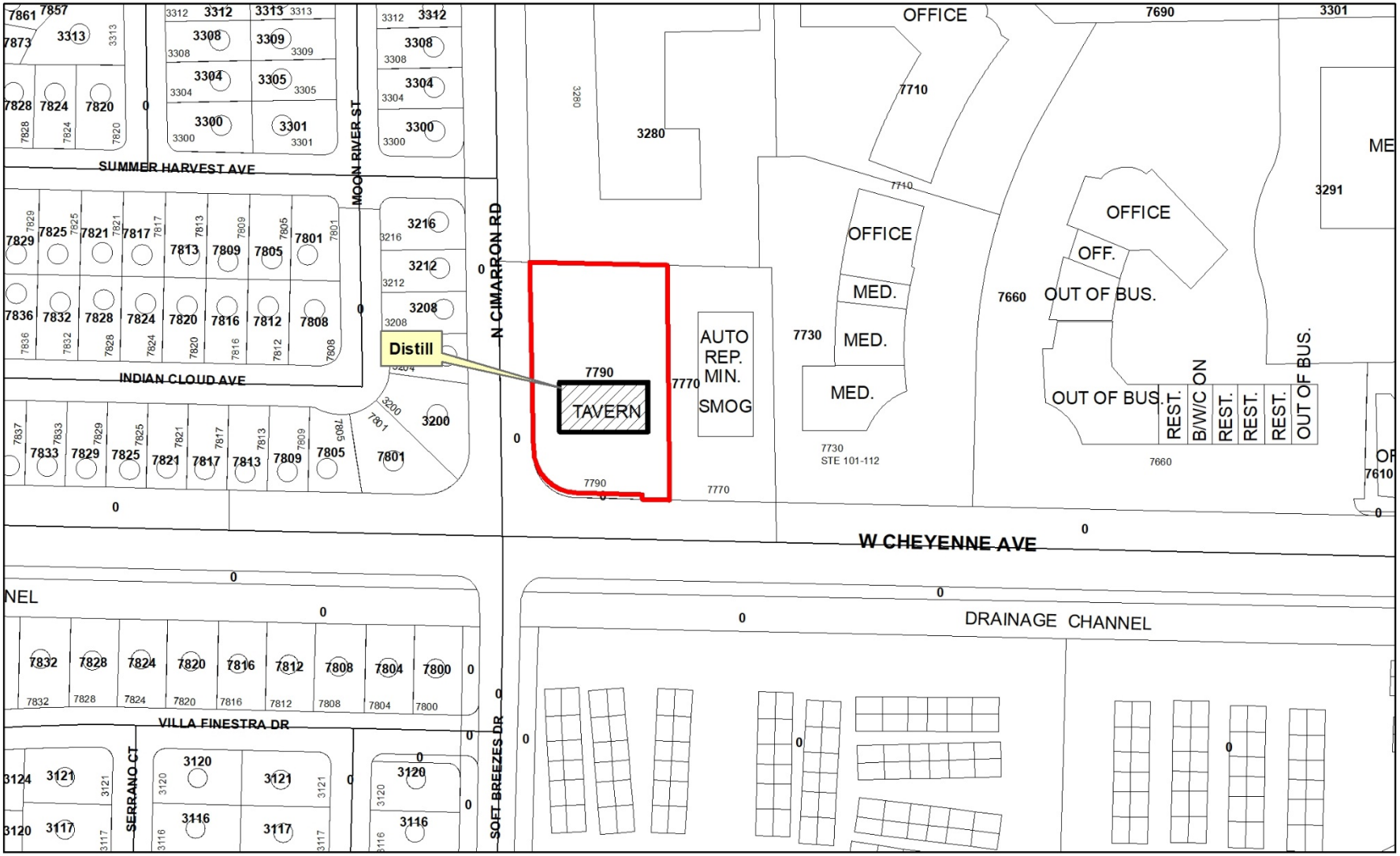
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Tavern License for a Change of Ownership FROM: LISA CARRISON LTD, LLC TO: LIG CHEYENNE, LLC dba DISTILL at 7790 West Cheyenne Avenue - Ward 4 (Anthony)**

---

**OWNERSHIP:**

**LIG CHEYENNE, LLC**
- LIG Hospitality, LLC, Managing Member
  - TMC Management, Inc., Managing Member
    - Todd A. Nigro, President, Treasurer, Director, Shareholder
    - Michael E. Nigro, Secretary, Director, Shareholder
    - Charles A. Hansen, Vice President, Shareholder
  - Boulder Development Group, LLC, Member
    - NP Asset Management, Inc., Manager
      - Todd A. Nigro, President, Treasurer, Director
      - Michael E. Nigro, Secretary, Director
    - EVOL Business Holding, LLC, Member
      - Todd A. Nigro, Managing Member
    - MN Capital Holdings, LLC, Member
      - Michael E. Nigro, Managing Member
  - MN Capital Holdings, LLC, Member
    - Michael E. Nigro, Managing Member
  - EVOL Capital Holdings, LLC, Member
    - Todd A. Nigro, Managing Member
  - 1990 Sovereign Holdings, LLC. Member
    - Edward M. Nigro, Managing Member
    - Donna Lee Nigro, Managing Member
  - Ryan Lucy, Member
  - Jessica Nelson, Member
  - Charles A. Hansen, Member
  - Steven Castille, Member




**Distill**
**7790 West Cheyenne Avenue**
**Ward 4**

Freeways
Subject Property
City Limits
Site Location

N

GIS maps are normally produced only to meet the needs of the City. Due to continuous development activity this map is for reference only.
**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**32**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Restricted Gaming License for LIG CHEYENNE, LLC dba DISTILL at 7790 West Cheyenne Avenue - Ward 4 (Anthony)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Restricted Gaming License for 15 slots.

**RECOMMENDATION:**
Staff recommend approval, subject to Nevada Gaming Commission approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

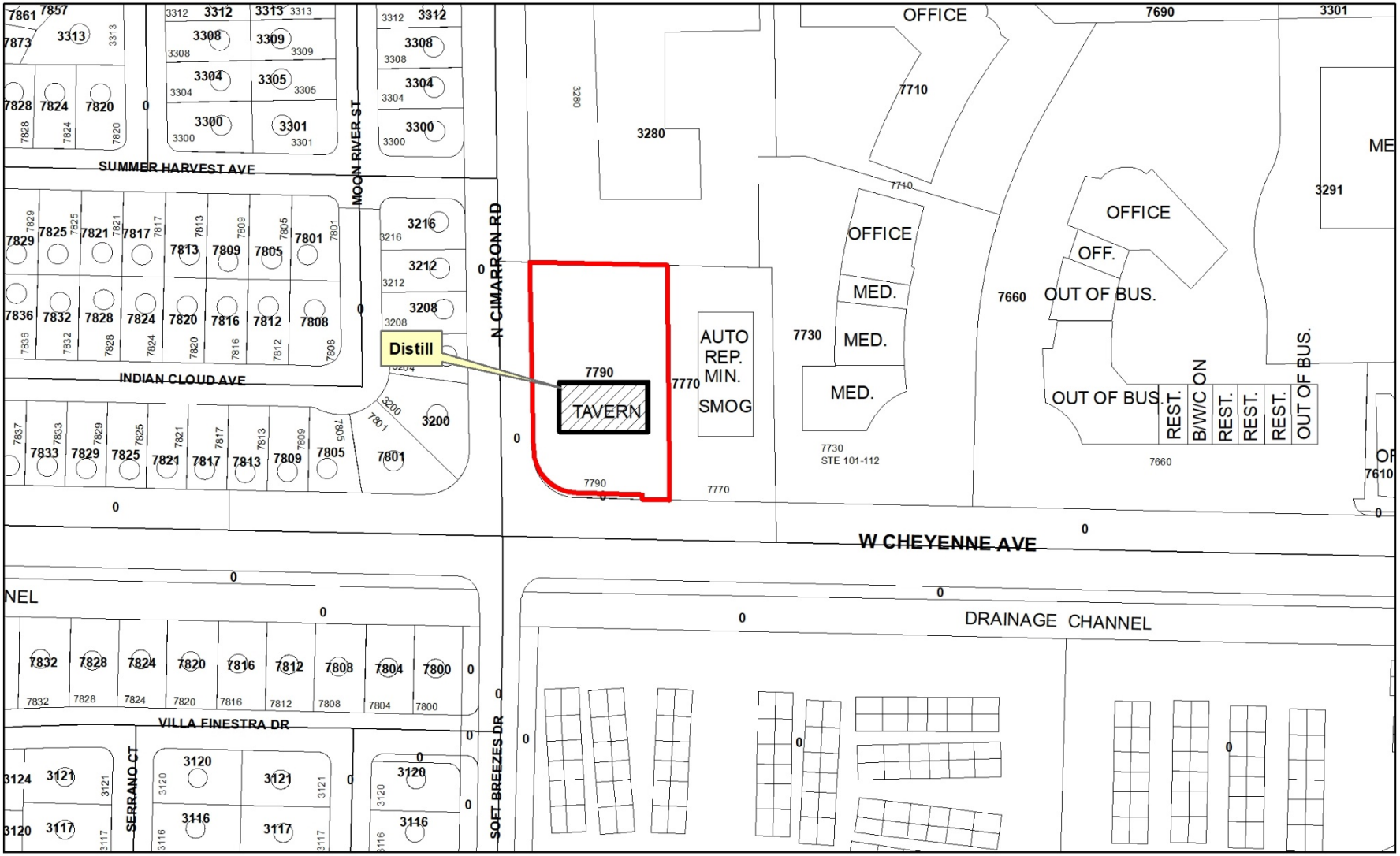
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Restricted Gaming License for LIG CHEYENNE, LLC dba DISTILL at 7790 West Cheyenne Avenue - Ward 4 (Anthony)**

---

**OWNERSHIP:**

**LIG CHEYENNE, LLC**
- LIG Hospitality, LLC, Managing Member
  - TMC Management, Inc., Managing Member
    - Todd A. Nigro, President, Treasurer, Director, Shareholder
    - Michael E. Nigro, Secretary, Director, Shareholder
    - Charles A. Hansen, Vice President, Shareholder
  - Boulder Development Group, LLC, Member
    - NP Asset Management, Inc., Manager
      - Todd A. Nigro, President, Treasurer, Director
      - Michael E. Nigro, Secretary, Director
    - EVOL Business Holding, LLC, Member
      - Todd A. Nigro, Managing Member
    - MN Capital Holdings, LLC, Member
      - Michael E. Nigro, Managing Member
  - MN Capital Holdings, LLC, Member
    - Michael E. Nigro, Managing Member
  - EVOL Capital Holdings, LLC, Member
    - Todd A. Nigro, Managing Member
  - 1990 Sovereign Holdings, LLC. Member
    - Edward M. Nigro, Managing Member
    - Donna Lee Nigro, Managing Member
  - Ryan Lucy, Member
  - Jessica Nelson, Member
  - Charles A. Hansen, Member
  - Steven Castille, Member




**Distill**
**7790 West Cheyenne Avenue**
**Ward 4**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**33**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Tavern License for a Change of Ownership FROM: LIG CENTENNIAL, LLC TO: LIG CENTENNIAL, LLC dba DISTILL at 6430 North Durango Drive - Ward 6 (Fiore)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Tavern License for a Change of Ownership.

**RECOMMENDATION:**
Staff recommends approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

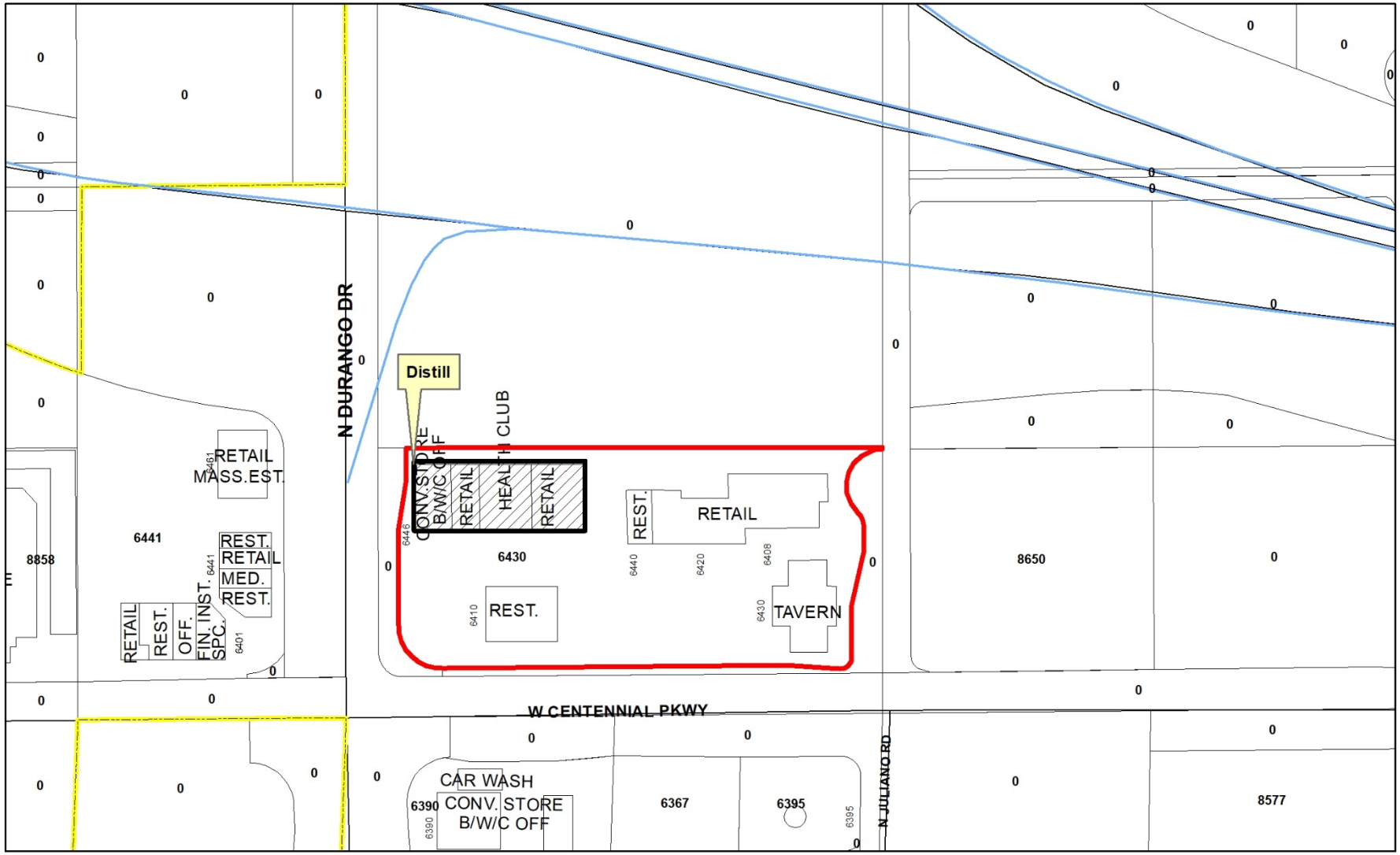
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Tavern License for a Change of Ownership FROM: LIG CENTENNIAL, LLC TO: LIG CENTENNIAL, LLC dba DISTILL at 6430 North Durango Drive – Ward 6 (Fiore)**

---

**OWNERSHIP:**

**LIG CENTENNIAL, LLC**
LIG Hospitality, LLC, Managing Member
TMC Management, Inc., Managing Member
Todd A. Nigro, President, Treasurer, Director, Shareholder
Michael E. Nigro, Secretary, Director, Shareholder
Charles A. Hansen, Vice President, Shareholder
Boulder Development Group, LLC, Member
NP Asset Management, Inc., Manager
Todd A. Nigro, President, Treasurer, Director
Michael E. Nigro, Secretary, Director
EVOL Business Holding, LLC, Member
Todd A. Nigro, Managing Member
MN Capital Holdings, LLC, Member
Michael E. Nigro, Managing Member
MN Capital Holdings, LLC, Member
Michael E. Nigro, Managing Member
EVOL Capital Holdings, LLC, Member
Todd A. Nigro, Managing Member
1990 Sovereign Holdings, LLC. Member
Edward M. Nigro, Managing Member
Donna Lee Nigro, Managing Member
Ryan Lucy, Member
Jessica Nelson, Member
Charles A. Hansen, Member
Steven Castille, Member




**Distill**
**6430 North Durango Drive**
**Ward 6**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**34**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Restricted Gaming License for LIG CENTENNIAL, LLC dba DISTILL at 6430 North Durango Drive - Ward 6 (Fiore)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Restricted Gaming License for 15 slots.

**RECOMMENDATION:**
Staff recommend approval, subject to Nevada Gaming Commission approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

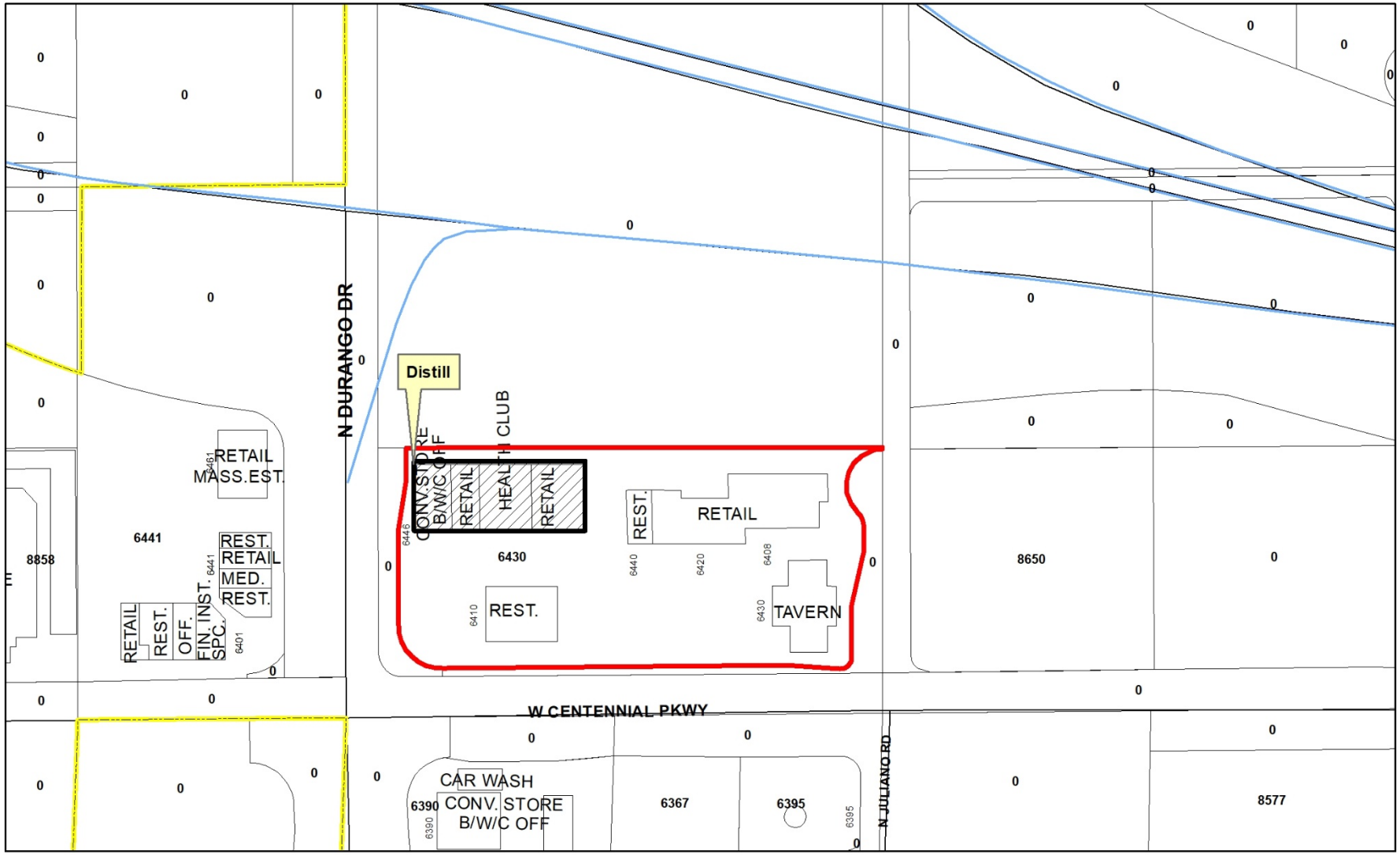
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Restricted Gaming License for LIG CENTENNIAL, LLC dba DISTILL at 6430 North Durango Drive – Ward 6 (Fiore)**

---

**OWNERSHIP:**

**LIG CENTENNIAL, LLC**
- LIG Hospitality, LLC, Managing Member
  - TMC Management, Inc., Managing Member
    - Todd A. Nigro, President, Treasurer, Director, Shareholder
    - Michael E. Nigro, Secretary, Director, Shareholder
    - Charles A. Hansen, Vice President, Shareholder
  - Boulder Development Group, LLC, Member
    - NP Asset Management, Inc., Manager
      - Todd A. Nigro, President, Treasurer, Director
      - Michael E. Nigro, Secretary, Director
    - EVOL Business Holding, LLC, Member
      - Todd A. Nigro, Managing Member
    - MN Capital Holdings, LLC, Member
      - Michael E. Nigro, Managing Member
  - MN Capital Holdings, LLC, Member
    - Michael E. Nigro, Managing Member
  - EVOL Capital Holdings, LLC, Member
    - Todd A. Nigro, Managing Member
  - 1990 Sovereign Holdings, LLC. Member
    - Edward M. Nigro, Managing Member
    - Donna Lee Nigro, Managing Member
  - Ryan Lucy, Member
  - Jessica Nelson, Member
  - Charles A. Hansen, Member
  - Steven Castille, Member




**Distill**
**6430 North Durango Drive**
**Ward 6**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
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Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**35**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Package License for ALBERTSON'S, LLC dba ALBERTSON'S #3489 at 6730 North Hualapai Way - Ward 6 (Fiore)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Package License.

**RECOMMENDATION:**
Staff recommends approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

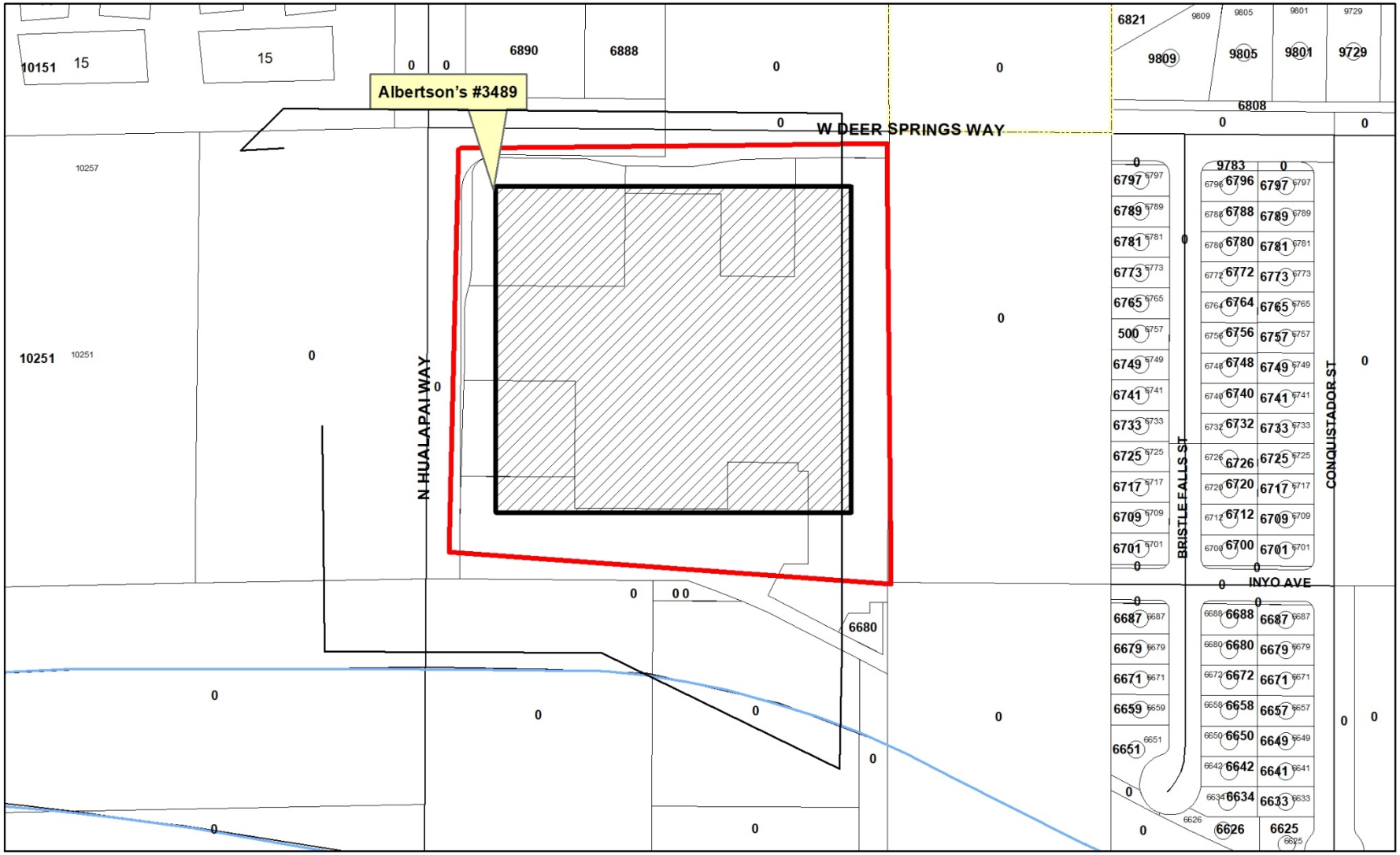
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Package License for ALBERTSON'S, LLC dba ALBERTSON'S #3489 at 6730 North Hualapai Way - Ward 6 (Fiore)**

---

**OWNERSHIP:**

**ALBERTSON'S, LLC**
- Albertsons Companies, Inc., Member
  - James L. Donald, President, Chief Executive Officer
  - Robert Gordon, Executive Vice President, General Counsel, Secretary
  - Gary Morton, Vice President, Treasurer, Assistant Secretary
  - Robert B. Dimond, Executive Vice President, Chief Financial Officer
  - Kim ACI, LLC, Shareholder
    - KRS ABS, LLC, Managing Member
    - KRSX Merge, LLC, Member
    - KIM-SFW, LLC, Member
  - Albertsons, Investor Holding, LLC, Shareholder
    - Cerberus Iceberg, LLC, Managing Member
      - Cerberus Partners, LP, Member
      - Cerberus Institutional Partners, V LP, Member
      - Cerberus CP Partners, LP, Member
      - Cerberus International Master Fund, LP
      - Gabriel Assets, LLC, Member
      - Cerberus Partners, II, LP, Member
    - Jubilee ABS Holding, LLC, Managing Member
      - Jay Schothenstein, Manager
      - Ben Kraner, Manager
      - Jubilee Iceberg, LLC, Member
      - Jubilee Saturn ABS, LLC, Member
      - Jubilee Symphony ABS, LLC, Member
    - K-Saturn, LLC, Member
    - KLA A Markets, LLC, Member
    - A-S Klaff Equity, LLC, Member
    - L-A Saturn Acquisition, LP, Limited Partner
    - L-A V ABS, LLC, Limited Partner
    - Lubert-Adler Real Estate Fund VI, LP, Limited Partner
    - Lubert-Adler Real Estate Fund VI-B, LP, Limited Partner
    - Lubert-Adler Real Estate Fund VI-A, LP, Limited Partner
    - Lubert-Adler Real Estate Fund V, LP, Limited Partner
    - Lubert-Adler Real Estate Parallel Fund V, LP, Limited Partner
    - SK Retail Investment, LLC, Member
    - Colfin Safe Holdings, LLC, Member
    - Mexico Foods Holdings, LLC, Member
    - Management Group




# Albertson's #3489

**6730 North Hualapai Way**
**Ward 6**

Freeways
Subject Property
City Limits
Site Location

N

GIS maps are normally produced only to meet the needs of the City. Due to continuous development activity this map is for reference only.
**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**36**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve an Ancillary Internet Alcohol Sales License for ALBERTSON'S LLC dba ALBERTSON'S #3489 at 6730 North Hualapai Way - Ward 6 (Fiore)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve an Ancillary Internet Alcohol Sales License.

**RECOMMENDATION:**
Staff recommends approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

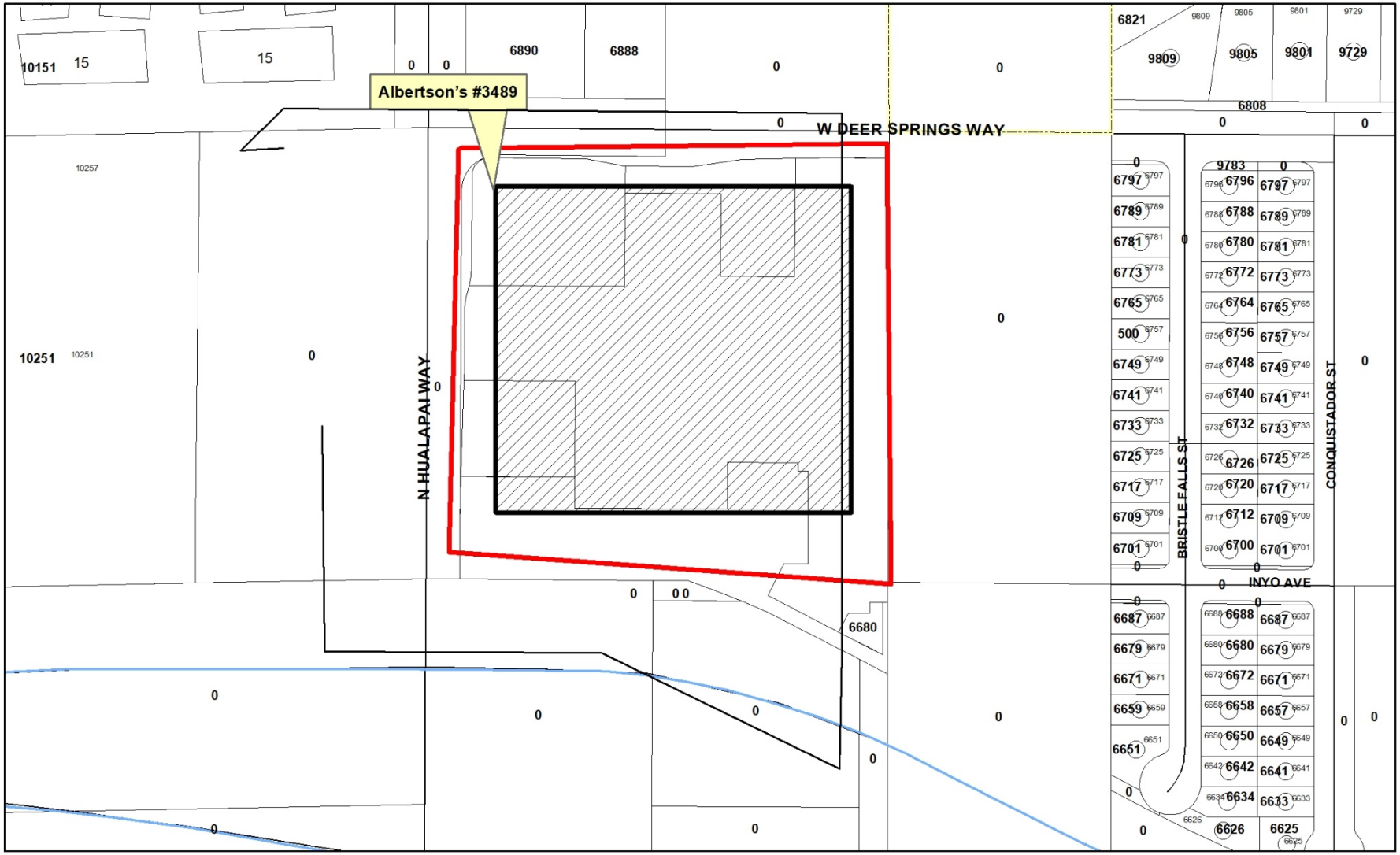
City of Las Vegas

## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve an Ancillary Internet Alcohol Sales License for ALBERTSON'S, LLC dba ALBERTSON'S #3489 at 6730 North Hualapai Way - Ward 6 (Fiore)**

**OWNERSHIP:**

**ALBERTSON'S, LLC**
Albertsons Companies, Inc., Member
James L. Donald, President, Chief Executive Officer
Robert Gordon, Executive Vice President, General Counsel, Secretary
Gary Morton, Vice President, Treasurer, Assistant Secretary
Robert B. Dimond, Executive Vice President, Chief Financial Officer
Kim ACI, LLC, Shareholder
KRS ABS, LLC, Managing Member
KRSX Merge, LLC, Member
KIM-SFW, LLC, Member
Albertsons, Investor Holding, LLC, Shareholder
Cerberus Iceberg, LLC, Managing Member
Cerberus Partners, LP, Member
Cerberus Institutional Partners, V LP, Member
Cerberus CP Partners, LP, Member
Cerberus International Master Fund, LP
Gabriel Assets, LLC, Member
Cerberus Partners, II, LP, Member
Jubilee ABS Holding, LLC, Managing Member
Jay Schothenstein, Manager
Ben Kraner, Manager
Jubilee Iceberg, LLC, Member
Jubilee Saturn ABS, LLC, Member
Jubilee Symphony ABS, LLC, Member
K-Saturn, LLC, Member
KLA A Markets, LLC, Member
A-S Klaff Equity, LLC, Member
L-A Saturn Acquisition, LP, Limited Partner
L-A V ABS, LLC, Limited Partner
Lubert-Adler Real Estate Fund VI, LP, Limited Partner
Lubert-Adler Real Estate Fund VI-B, LP, Limited Partner
Lubert-Adler Real Estate Fund VI-A, LP, Limited Partner
Lubert-Adler Real Estate Fund V, LP, Limited Partner
Lubert-Adler Real Estate Parallel Fund V, LP, Limited Partner
SK Retail Investment, LLC, Member
Colfin Safe Holdings, LLC, Member
Mexico Foods Holdings, LLC, Member
Management Group




# Albertson's #3489

**6730 North Hualapai Way**
**Ward 6**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**37**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Restricted Gaming License for CARDIVAN, LLC dba CARDIVAN, LLC db at ALBERTSON'S #3489 at 6730 North Hualapai Way - Ward 6 (Fiore)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Restricted Gaming License for 10 Slots.

**RECOMMENDATION:**
Staff recommend approval, subject to Nevada Gaming Commission approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

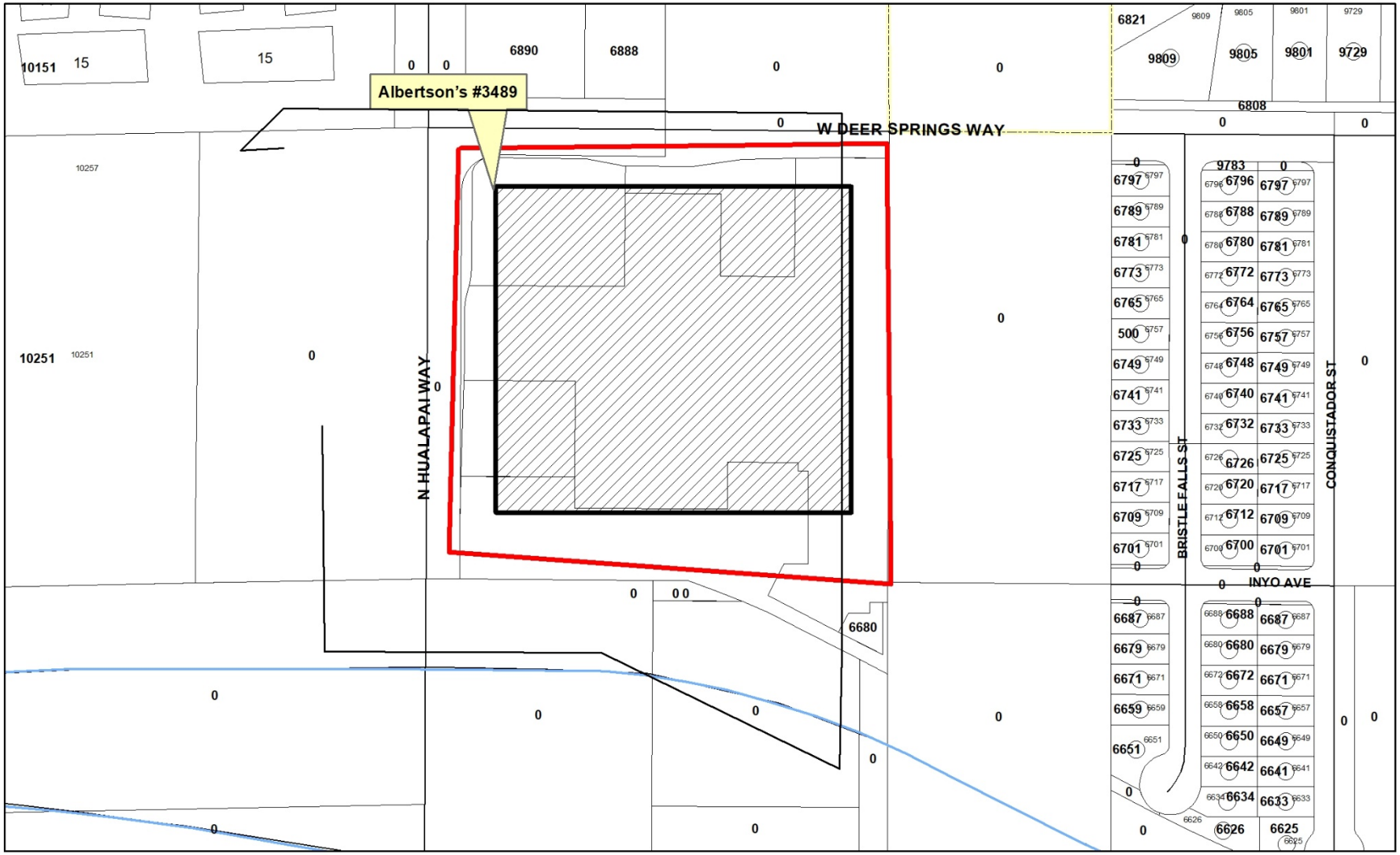
City of Las Vegas

## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Restricted Gaming License for CARDIVAN, LLC dba CARDIVAN, LLC db at ALBERTSON'S #3489 at 6730 North Hualapai Way - Ward 6 (Fiore)**

**OWNERSHIP:**

**CARDIVAN, LLC**
Sartini Gaming, LLC, Managing Member
Golden Route Operations, LLC, Managing Member
Golden Gaming LLC, Managing Member
Stephen A. Arcana, Manager
Blake L. Sartini, Manager
Sean T. Higgins, Manager
Charles H. Protell, Manager
77 Golden Gaming, LLC, Member
Stephen A. Arcana, Manager
Blake L. Sartini, Manager
Charles H. Protell, Manager
Sean T. Higgins, Manager
Golden Holdings, Inc., Member
Stephen A. Arcana, Director
Blake L. Sartini, President, Director
Sean T. Higgins, Secretary, Director
Charles H. Protell, Treasurer, Director
Golden Entertainment, Inc., Member
Lyle Arnold Berman, Director, Shareholder
Nantahala Capital Management, LLC, Shareholder
The Blake L. Sartini and Delise F. Sartini Family Trust, Shareholder
Blake L. Sartini, Trustee
Delise F. Sartini, Trustee
D'Oro Holding, LLC, Shareholder
The Blake L. Sartini and Delise F. Sartini Family Trust, Shareholder
Neil I. Sell, Director, Shareholder
Timothy J. Cope, Director
Stephen Arcana, Chief Operating Officer
Mark A. Lipparelli, Director
Robert L. Miodunski, Director
Terrence L. Wright, Director




# Albertson's #3489

**6730 North Hualapai Way**
**Ward 6**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**38**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Restaurant with Alcohol License for YOUNG OLD SOUL, LLC dba OLD SOUL at 495 South Grand Central Parkway, Suite #116 - Ward 5 (Crear)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Restaurant with Alcohol License.

**RECOMMENDATION:**
Staff recommends approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

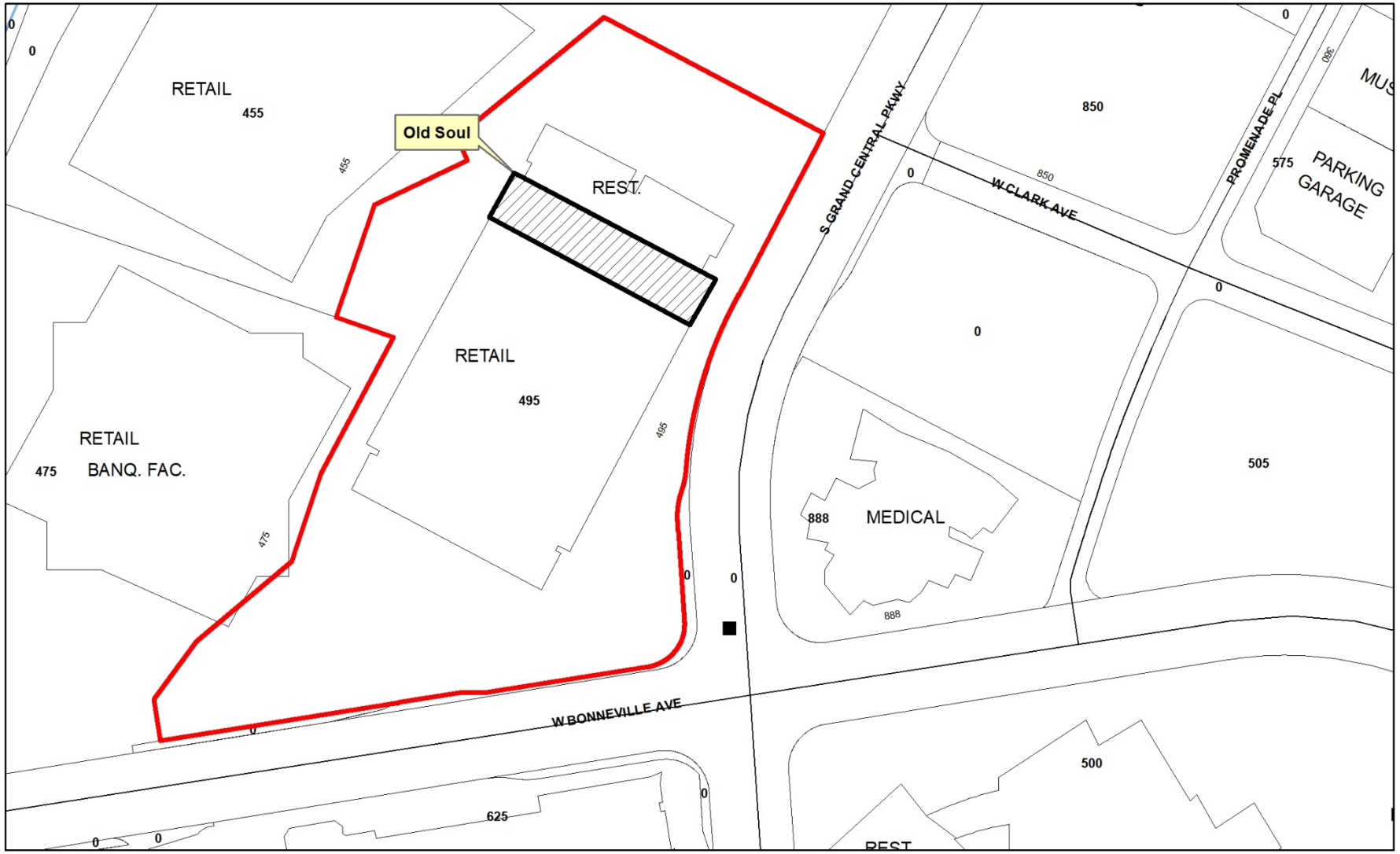
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Restaurant with Alcohol License for YOUNG OLD SOUL, LLC dba OLD SOUL at 495 South Grand Central Parkway, Suite #116**

---

**OWNERSHIP:**

**YOUNG OLD SOUL, LLC**
Emmas Eat, LLC, Managing Member
Natalie Y. Young, Managing Member




**Old Soul**
**495 South Grand Central Parkway, Suite #116**
**Ward 5**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 20, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**39**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

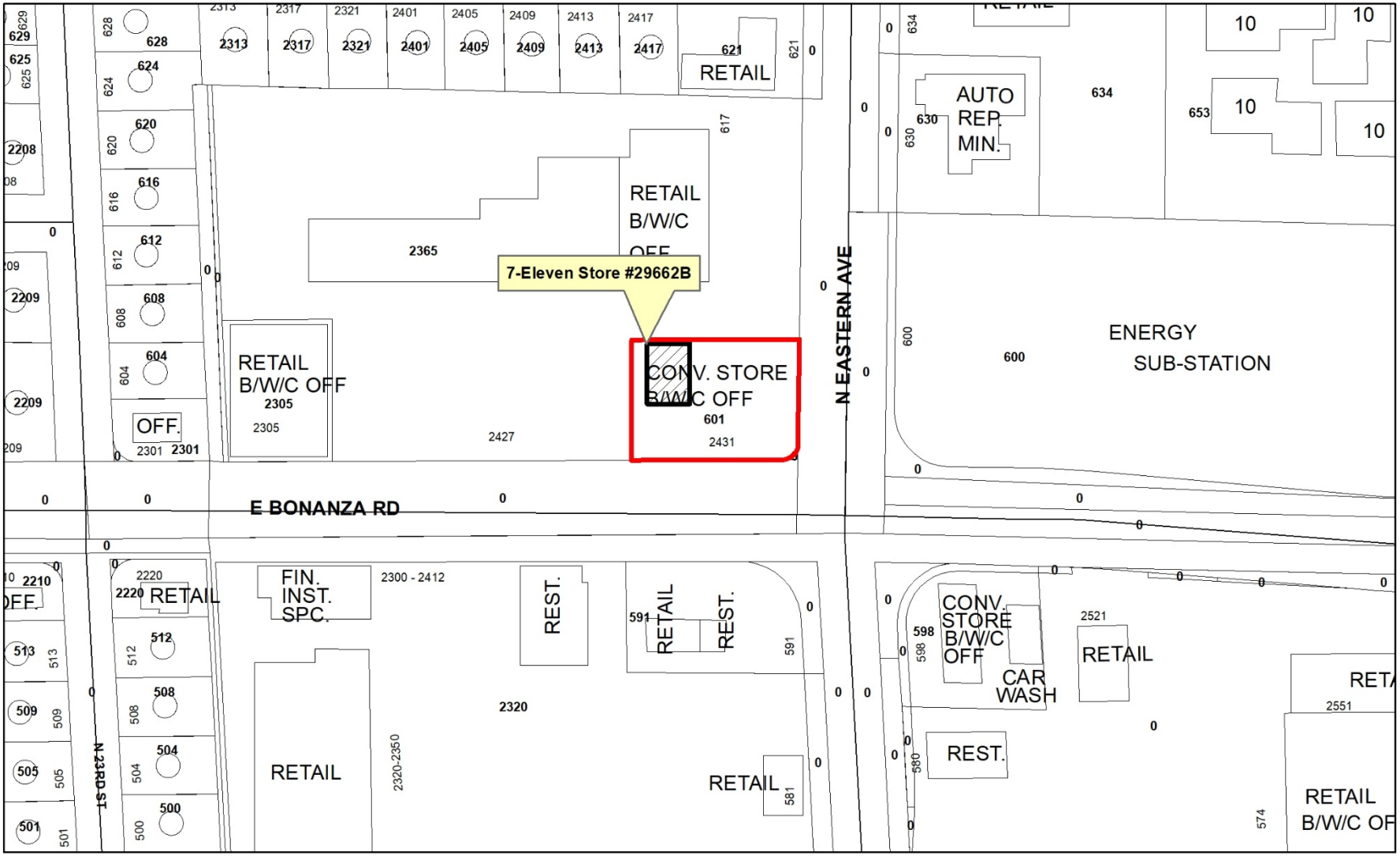
**SUBJECT:**
For possible action to approve a Beer/Wine/Cooler Off-Sale License for a Change of Ownership FROM: 7 ELEVEN OF NEVADA, INC. TO: 29662B LLC dba 7-ELEVEN STORE #29662B at 2431 East Bonanza Road [Charles A. Harrington, Managing Member] - Ward 3 (Coffin)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Beer/Wine/Cooler Off-Sale License for a Change of Ownership.

**RECOMMENDATION:**
Staff recommends approval.

**BACKUP DOCUMENTATION:**
Location Map




**7-Eleven Store #29662B**
**2431 East Bonanza Road**
**Ward 3**

Freeways
Subject Property
City Limits
Site Location

N

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**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 20, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**40**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Beer/Wine/Cooler Off-Sale License for SF MARKETS, LLC dba SPROUTS FARMERS MARKET at 771 South Rainbow Boulevard, Suite #130 - Ward 1 (Tarkanian)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Beer/Wine/Cooler Off-Sale License.

**RECOMMENDATION:**
Staff recommends approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

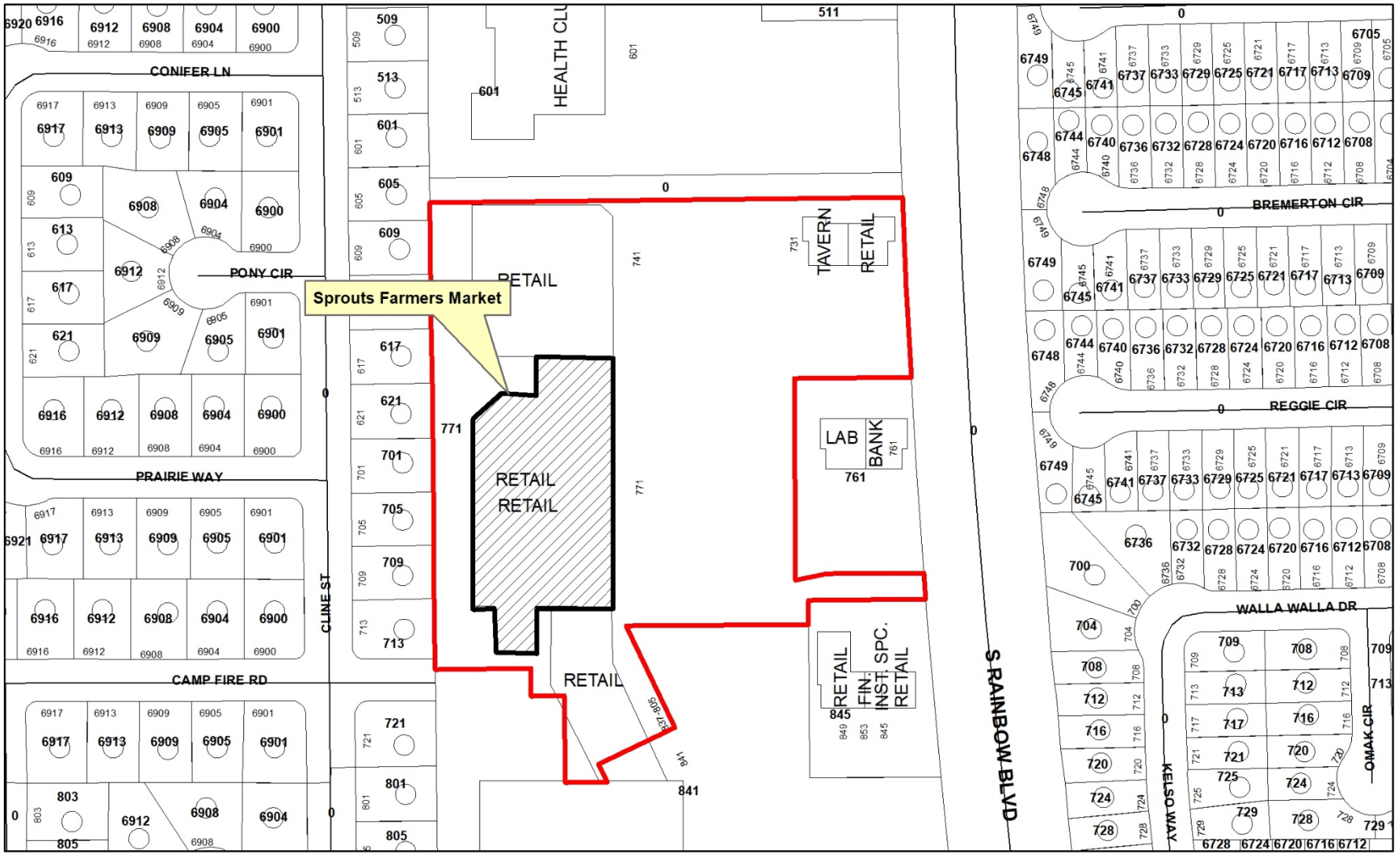
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Beer/Wine/Cooler Off-Sale License for SF MARKETS, LLC dba SPROUTS FARMERS MARKET at 771 South Rainbow Boulevard, Suite #130 - Ward 1 (Tarkanian)**

---

**OWNERSHIP:**

**SF MARTKETS, LLC.**
Sprouts Farmers Market Holdings, LLC, Managing Member
Sprouts Farmers Market, Inc., Managing Member
James L. Nielsen, President
Bradley A. Lukow, Treasurer
Brandon F. Lombardi, Secretary




**Sprouts Farmers Market**

**771 South Rainbow Boulevard, Suite #130**

**Ward 1**

Freeways

Subject Property

City Limits

Site Location

N

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**Geographic Information System**

Planning & Development Dept.

702-229-6301

Date: Wednesday, March 06, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**41**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Restricted Gaming License for SARTINI GAMING, LLC dba SARTINI GAMING, LLC db at MARIANA'S SUPERMARKETS at 574 North Eastern Avenue - Ward 3 (Coffin)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Restricted Gaming License for 10 slots.

**RECOMMENDATION:**
Staff recommend approval, subject to Nevada Gaming Commission approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

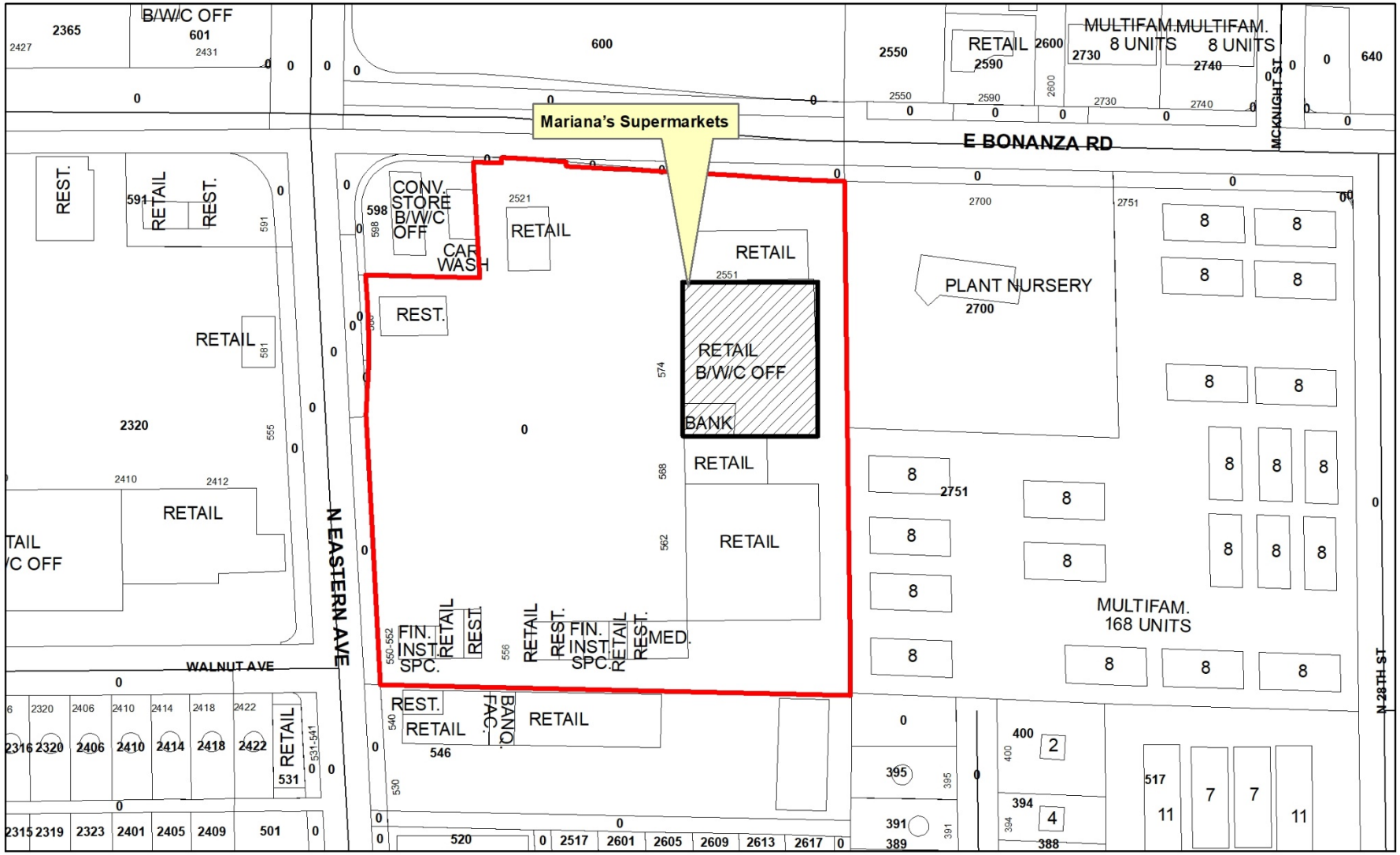
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Restricted Gaming License for SARTINI GAMING, LLC dba SARTINI GAMING, LLC db at MARIANA'S SUPERMARKETS at 574 North Eastern Avenue - Ward 3 (Coffin)**

---

**OWNERSHIP:**

**SARTINI GAMING, LLC**
- Golden Gaming LLC, Managing Member
  - Stephen A. Arcana, Manager
  - Blake L. Sartini, Manager
  - Sean T. Higgins, Manager
  - Charles H. Protell, Manager
  - 77 Golden Gaming, LLC, Member
    - Stephen A. Arcana, Manager
    - Blake L. Sartini, Manager
    - Charles H. Protell, Manager
    - Sean T. Higgins, Manager
    - Golden Holdings, Inc., Member
      - Stephen A. Arcana, Director
      - Blake L. Sartini, President, Director
      - Charles H. Protell, Secretary, Director
      - Sean T. Higgins, Secretary, Director
        - Golden Entertainment, Inc., Member
          - Blake Sartini, Director, President, Chief Executive Officer
          - Lyle Arnold Berman, Director, Shareholder
          - The Blake L. Sartini and Delise F. Sartini Family Trust, Shareholder
            - Blake L. Sartini, Trustee
            - Delise F. Sartini, Trustee
          - Neil I. Sell, Director, Shareholder
          - Timothy J. Cope, Director
          - Stephen Arcana, Chief Operating Officer
          - Charles H. Protell, Executive Vice President
          - Sean Higgins, Executive Vice President
          - Mark A. Lipparelli, Director
          - Robert L. Miodunski, Director
          - Terrence L. Wright, Director
          - Goldman Sachs, Shareholder




Freeways
Subject Property
City Limits
Site Location

**Mariana's Supermarkets**
**574 North Eastern Avenue**
**Ward 3**

N

GIS maps are normally produced only to meet the needs of the City. Due to continuous development activity this map is for reference only.
**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**42**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
For possible action to approve a Restricted Gaming License for SARTINI GAMING, LLC dba SARTINI GAMING, LLC db at MARIANA'S SUPERMARKETS #V at 268 North Jones Boulevard - Ward 1 (Tarkanian)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
For possible action to approve a Restricted Gaming License for 6 slots.

**RECOMMENDATION:**
Staff recommend approval, subject to Nevada Gaming Commission approval.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map

City of Las Vegas

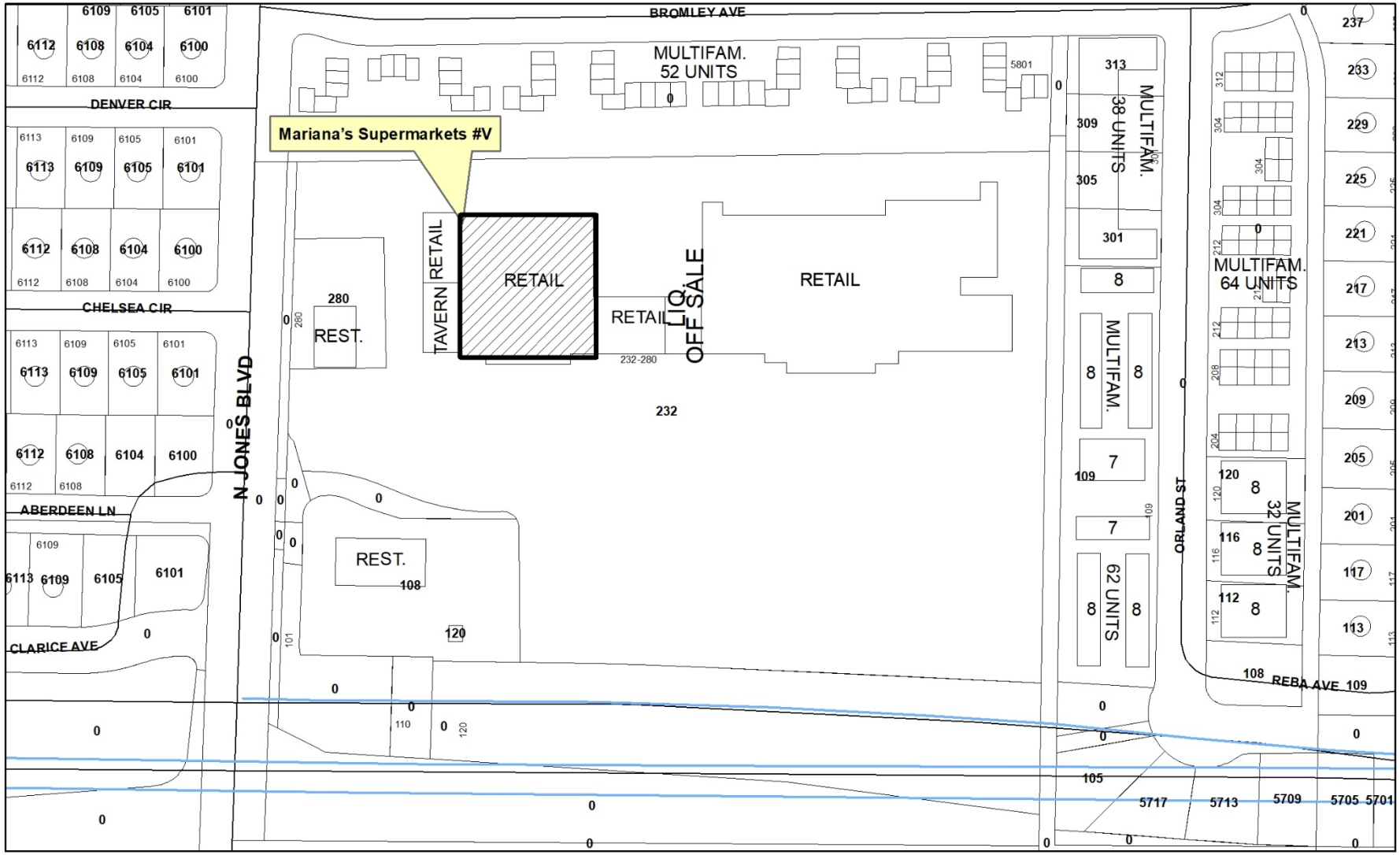
## *AGENDA MEMO*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: For possible action to approve a Restricted Gaming License for SARTINI GAMING, LLC dba SARTINI GAMING, LLC db at MARIANA'S SUPERMARKETS at 268 North Jones Boulevard - Ward 1 (Tarkanian)**

---

**OWNERSHIP:**

**SARTINI GAMING, LLC**
- Golden Gaming LLC, Managing Member
  - Stephen A. Arcana, Manager
  - Blake L. Sartini, Manager
  - Sean T. Higgins, Manager
  - Charles H. Protell, Manager
  - 77 Golden Gaming, LLC, Member
    - Stephen A. Arcana, Manager
    - Blake L. Sartini, Manager
    - Charles H. Protell, Manager
    - Sean T. Higgins, Manager
    - Golden Holdings, Inc., Member
      - Stephen A. Arcana, Director
      - Blake L. Sartini, President, Director
      - Charles H. Protell, Secretary, Director
      - Sean T. Higgins, Secretary, Director
        - Golden Entertainment, Inc., Member
          - Blake Sartini, Director, President, Chief Executive Officer
          - Lyle Arnold Berman, Director, Shareholder
          - The Blake L. Sartini and Delise F. Sartini Family Trust, Shareholder
            - Blake L. Sartini, Trustee
            - Delise F. Sartini, Trustee
          - Neil I. Sell, Director, Shareholder
          - Timothy J. Cope, Director
          - Stephen Arcana, Chief Operating Officer
          - Charles H. Protell, Executive Vice President
          - Sean Higgins, Executive Vice President
          - Mark A. Lipparelli, Director
          - Robert L. Miodunski, Director
          - Terrence L. Wright, Director
          - Goldman Sachs, Shareholder




**Mariana's Supermarkets #V**
**268 North Jones Boulevard**
**Ward 1**

Freeways
Subject Property
City Limits
Site Location

N

GIS maps are normally produced only to meet the needs of the City. Due to continuous development activity this map is for reference only.
**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**43**

**DEPARTMENT: Public Works** **CONSENT**
**DIRECTOR: Mike Janssen**

**SUBJECT:**
For possible action to approve Interlocal Contract 1065 between the City of Las Vegas and the Regional Transportation Commission of Southern Nevada (RTC) to provide funding to supplement the federally funded project Various Right Turn Lanes Improvements at intersections shown in the contract exhibit ($735,000 - Road and Flood Capital Project Fund [CPF]) - Wards 1, 2, 4 and 5 (Tarkanian, Vacant, Anthony and Crear)

**FISCAL IMPACT:**
Budget Funds Available
Amount: $735,000
Funding Source: Road and Flood CPF
Dept./Division: Public Works/Transportation Engineering

**PURPOSE/BACKGROUND:**
This Interlocal Contract 1065 provides $185,250 for local match and $549,750 beyond federal grant funds (CMAQ $3,519,752) the City of Las Vegas has obtained for the project through Agreement PR571-13-063 with the State of Nevada Department of Transportation (NDOT). This project will construct new dedicated right turn lanes to decrease congestion at intersections listed in Exhibit “A” of the contract. Total funding for the project shall not exceed $735,000 from Motor Vehicle Fuel Tax funds. The RTC approved this contract at their February 14, 2019 Board Meeting.

**RECOMMENDATION:**
Approval

**BACKUP DOCUMENTATION:**
1. Interlocal Contract 1065

DocuSign Envelope ID: 4816D204-905B-40F5-A231-76CF2B3DA60F



# INTERLOCAL CONTRACT
# IMPROVEMENTS TO VARIOUS RIGHT TURN LANES AT INTERSECTIONS

**THIS INTERLOCAL CONTRACT** made and entered into this 14th day of February, 2019, by and between the City of Las Vegas, a municipal corporation, hereinafter referred to as the "CITY" and the Regional Transportation Commission of Southern Nevada hereinafter referred to as "RTC."

**W I T N E S S E T H**

**WHEREAS**, the CITY intends to construct Improvements to Various Right Turn Lanes at Intersections, which is included on the adopted RTC Capital Improvement Plan, hereinafter referred to as "PROJECT," located wholly within the City of Las Vegas; and

**WHEREAS,** the CITY has entered into Agreement No. PR571-13-063 with Nevada Department of Transportation (NDOT); and

**WHEREAS,** NDOT requires a five (5) percent match and will not cover all costs associated with the PROJECT; and

**WHEREAS**, the CITY is requesting RTC provide funds to supplement the federal funds for engineering, right-of-way and construction of the PROJECT; and

**NOW, THEREFORE**, in consideration of the covenants, conditions, agreements, and promises of the Parties hereto, the Parties agree to proceed as follows:

## SECTION I: SCOPE OF PROJECT

This Interlocal Contract applies to construction of Improvements to Various Right Turn Lanes at Intersections in the City of Las Vegas. The basic improvements include new dedicated right turn lanes, sidewalk and pavement, ADA accessibility upgrades, modified traffic signals with detection and any other appurtenances necessary to complete the functional project. The PROJECT locations are identified and shown on the attached Exhibit "A" which is attached hereto and by this reference incorporated herein.

## SECTION II: PROJECT COSTS

The RTC agrees to provide funding for all costs associated with the PROJECT in accordance to the current Policies and Procedures, incorporated herein by reference and as outlined below:

1. The total cost for this contract shall not exceed $735,000.00.

2. Authorizations to Proceed (ATP) are granted as follows:

    a. CONSTRUCTION not to exceed $365,800.00
    b. ENGINEERING not to exceed $76,843.00
    c. RIGHT-OF-WAY not to exceed $292,357.00

3. At the time the ATP for construction is granted, the CITY will make all attempts to publish the bid for this PROJECT within 90 calendar days.

4. A supplemental interlocal contract will be required for any changes to the amounts identified in number 2 above.

## SECTION III: GENERAL

1. The title sheet of both the plans and specifications shall designate the RTC as the funding agency. If construction funds are provided by sources other than the RTC, the plans, contract documents, special provisions, and PROJECT signs shall also show the RTC as a funding agency.

2. Preliminary engineering, design and right-of-way engineering shall be performed by the CITY or by a consultant employed by the CITY.

3. The design, construction, right-of-way acquisition and contract administration of the PROJECT shall comply with the requirements as set forth in the current "Policies and Procedures" of the RTC.

4. The CITY's Department of Public Works has a policy which effectively prohibits utility cuts through the pavement for a period of five years after the completion of a PROJECT.

5. Upon completion of the construction of the PROJECT, it shall be maintained by the CITY and no funding is provided by this Contract for such maintenance.

6. The PROJECT must be completed to the satisfaction of the RTC prior to the current applicable completion date of June 30, 2023. The RTC may, at any time thereafter, grant time extensions or terminate this Contract and require all sums advanced to the CITY repaid.

7. It is understood and agreed that the purpose of this Interlocal Contract is to fund the PROJECT as herein above set forth. It is further understood and agreed that the CITY is responsible for the design and construction of the PROJECT. The CITY will be responsible for the actions or inactions of its Officers and Employees. The RTC's sole responsibility is to facilitate funding for the PROJECT. The RTC disavows any responsibility for the actions or inactions of the CITY, its Officers, Employees, or agents.

8. Should the construction funds be provided by sources other than the RTC, the CITY will reimburse the RTC for a percentage of the preliminary engineering and design costs associated with other funding sources, as mutually agreed upon by the RTC and the CITY.

*The remainder of this page is left intentionally blank.*

DocuSign Envelope ID: 4816D204-905B-40F5-A231-76CF2B3DA60F

**IN WITNESS WHEREOF**, this Interlocal Contract is effective as of the date first set forth above.

Date of Commission Action:

February 14, 2019

REGIONAL TRANSPORTATION COMMISSION

BY: DocuSigned by: Lawrence L. Brown III 9BD793A7A53847A...

LAWRENCE L. BROWN III, Chairman

Attest:

DocuSigned by: Kelly Backman A04BED2D3B56401...

KELLY BACKMAN, Executive Secretary

Approved as to Form:

DocuSigned by: Greg Gilbert 0E6FC22BB31D4A3...

GREG GILBERT, Outside General Counsel, RTC

Date of Council Action:

CITY OF LAS VEGAS

BY: _____

CAROLYN G. GOODMAN, Mayor

Attest:

LUANN D. HOLMES, MMC
City Clerk

Approved as to Form:

John S. Ridilla 2/27/19

Deputy City Attorney Date

John S. Ridilla
Deputy City Attorney

DocuSign Envelope ID: 4816D204-905B-40F5-A231-76CF2B3DA60F

# EXHIBIT A

City of Las Vegas Various Right Turn Lanes

| Right Turn Lanes Location / Limits | Activity |
|---|---|
| Rainbow Blvd/Cheyenne Ave (NB) | Design/Construction |
| Rainbow Blvd/Cheyenne Ave (SB) | Design/Construction |
| Tenaya Way/Lake Mead Blvd (SB) | Design/Construction |
| Charleston Blvd/Community College Dr (EB) | Design/Construction |
| Charleston Blvd/Merialdo Dr (WB) | Design/Construction |
| Cheyenne Ave/Jones Blvd (EB) | Design/Construction |

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**44**

**DEPARTMENT: Public Works** **CONSENT**
**DIRECTOR: Mike Janssen**

**SUBJECT:**
For possible action to approve Supplemental Interlocal Contract No. 2 - 864b between the City of Las Vegas and the Regional Transportation Commission of Southern Nevada (RTC) to increase project funding for construction for the Kyle Canyon Interchange at US-95 project ($6,950,000 - Road and Flood Capital Project Fund [CPF]) - Ward 6 (Fiore)

**FISCAL IMPACT:**
Budget Funds Available
Amount: $6,950,000
Funding Source: Road and Flood CPF
Dept./Division: Public Works/Transportation Engineering

**PURPOSE/BACKGROUND:**
This Supplemental Interlocal Contract No. 2 will increase project funding in the amount of $6,950,000 for construction expenses per Agreement R381-17-015 with the Nevada Department of Transportation (NDOT) for the City of Las Vegas' construction cost contribution for the diverging diamond interchange at Kyle Canyon Road (also referred to as the Kyle Facility). Total funding for the project from Fuel Revenue Indexing Extension funds shall not exceed $9,108,000. The RTC approved this contract at their February 14, 2019 Board Meeting.

**RECOMMENDATION:**
Approval

**BACKUP DOCUMENTATION:**
1. Supplemental Interlocal Contract No. 2 - 864b

DocuSign Envelope ID: 4816D204-905B-40F5-A231-76CF2B3DA60F



# SUPPLEMENTAL INTERLOCAL CONTRACT NO. 2
# KYLE CANYON INTERCHANGE AT U.S. 95

**THIS SUPPLEMENTAL INTERLOCAL CONTRACT NO. 2** made and entered into this 14th day of February, 2019, by and between the City of Las Vegas, a municipal corporation, hereinafter referred to as the "CITY" and the Regional Transportation Commission of Southern Nevada hereinafter referred to as "RTC."

## W I T N E S S E T H

**WHEREAS**, the RTC approved an Interlocal Contract dated August 13, 2015 and Supplemental Interlocal Contract No. 1 dated August 10, 2017 for engineering and construction of Kyle Canyon Interchange at U.S. 95, hereinafter referred to as "PROJECT," located wholly within the CITY; and

**WHEREAS**, the RTC previously granted "Authorization to Proceed" for engineering and right-of-way for the PROJECT; and

**WHEREAS,** the CITY has entered into Highway Agreement No. R381-17-015 with Nevada Department of Transportation (NDOT) for construction cost reimbursement.

**WHEREAS,** the PROJECT represents CITY's construction cost contribution for diverging diamond interchange at Kyle Canyon Road, also referred to as the Kyle Facility in NDOT's Agreement; and

**WHEREAS,** the PROJECT is part of the NDOT'S construction project for widening U.S. 95 from Durango Drive to Kyle Canyon Road, perpetuation of existing drainage, construction of Regional Flood Control facilities at Grand Teton and Kyle Canyon Road, relocation of utilities, adding additional lighting, signage, ITS facilities, landscape; and

**WHEREAS**, the CITY wishes to increase total PROJECT funding for reimbursement of construction costs; and

**NOW, THEREFORE**, in consideration of the covenants, conditions, agreements, and promises of the parties hereto, the Parties agree to proceed as follows:

## SECTION II: PROJECT COSTS; shall be revised to read as follows:

The RTC agrees to provide funding from Fuel Revenue Indexing funds for all costs associated with the PROJECT in accordance to the current Policies and Procedures, incorporated herein by reference and as outlined below:

1. The total cost for this contract shall not exceed $9,108,000.00.

2. Authorizations to Proceed (ATP) are granted as follows:

    a. ENGINEERING not to exceed $2,148,000.00
    b. RIGHT-OF-WAY not to exceed $10,000.00
    c. CONSTRUCTION not to exceed $6,950,000.00

3. A supplemental interlocal contract will be required for any changes to the amounts identified in number 2 above.

The remainder of the Interlocal Contract dated August 13, 2015 and Supplemental Interlocal Contract No. 1 dated August 10, 2017 shall remain unchanged.

*The remainder of this page is left intentionally blank.*

DocuSign Envelope ID: 4816D204-905B-40F5-A231-76CF2B3DA60F

**IN WITNESS WHEREOF**, this Supplemental Interlocal Contract No. 2 is effective as of the date first set forth above.

Date of Commission Action:

REGIONAL TRANSPORTATION COMMISSION

February 14, 2019

BY: DocuSigned by: Lawrence L Brown III 9BD793A7A53847A...

LAWRENCE L. BROWN III, Chairman

Attest:

DocuSigned by: Kelly Backman A04BED2D3B56401...

KELLY BACKMAN, Executive Secretary

Approved as to Form:

DocuSigned by: Greg Gilbert 0E6FC22BB31D4A3...

GREG GILBERT, Outside General Counsel, RTC

Date of Council Action:

CITY OF LAS VEGAS

BY: _____

CAROLYN G. GOODMAN, Mayor

Attest:

LUANN D. HOLMES, MMC
City Clerk

Approved as to Form:

John S. Ridilla 2/27/19

Deputy City Attorney Date

John S. Ridilla
Deputy City Attorney

128H-FTI-864b: Kyle Canyon Interchange at US-95

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**45**

**DEPARTMENT: Public Works** **CONSENT**
**DIRECTOR: Mike Janssen**

**SUBJECT:**
For possible action to approve Interlocal Contract 1064 between the City of Las Vegas and the Regional Transportation Commission of Southern Nevada (RTC) to provide funding for engineering design for a Pedestrian Bridge at Intersection of Sahara Avenue and Las Vegas Boulevard ($1,000,000 - Traffic Improvements Capital Project Fund [CPF]) - Ward 3 (Coffin) and Clark County

**FISCAL IMPACT:**
Budget Funds Available
Amount: $1,000,000
Funding Source: Traffic Improvements CPF
Dept./Division: Public Works/Transportation Engineering

**PURPOSE/BACKGROUND:**
This Interlocal Contract applies to alternatives analysis and initial design of a pedestrian bridge that will connect to all four corners of the intersection at Sahara Avenue and Las Vegas Boulevard. This location is a high-crash intersection, and separating out the pedestrian traffic should result in increased capacity and safety. The project will be administered by the City of Las Vegas in coordination with Clark County Public Works. This project was recommended in the Regional Transportation Commission of Southern Nevada's adopted Transportation Investment Business Plan (TIBP). Total funding for the project shall not exceed $1,000,000 from Fuel Revenue Indexing Extension-TIBP funds. The RTC approved this contract at their February 14, 2019 Board Meeting.

**RECOMMENDATION:**
Approval

**BACKUP DOCUMENTATION:**
1. Interlocal Contract 1064

DocuSign Envelope ID: 4816D204-905B-40F5-A231-76CF2B3DA60F



# INTERLOCAL CONTRACT
# PEDESTRIAN BRIDGE AT INTERSECTION OF SAHARA AVENUE AND LAS VEGAS BOULEVARD

**THIS INTERLOCAL CONTRACT** made and entered into this 14th day of February, 2019, by and between the City of Las Vegas, a municipal corporation, hereinafter referred to as the "CITY", and County of Clark, a political subdivision, hereinafter referred to as "COUNTY" and the Regional Transportation Commission of Southern Nevada hereinafter referred to as "RTC."

## W I T N E S S E T H

**WHEREAS**, the CITY intends to construct a Pedestrian Bridge at the Intersection of Sahara Avenue and Las Vegas Boulevard, which is included on the adopted RTC Capital Improvement Plan, hereinafter referred to as "PROJECT," located partially within the CITY and partially within the COUNTY; and

**WHEREAS**, the CITY will coordinate with the COUNTY, but will be the lead entity for design and construction of the project; and

**WHEREAS**, the CITY is requesting funds to commence the engineering for the PROJECT; and

**NOW, THEREFORE**, in consideration of the covenants, conditions, agreements, and promises of the Parties hereto, the Parties agree to proceed as follows:

## SECTION I: SCOPE OF PROJECT

This Interlocal Contract applies to improvements associated with the construction of the pedestrian bridge at Sahara Avenue and Las Vegas Boulevard intersection, including new walkways, ADA ramps, elevators, escalators and stairs over the roadway, and any other appurtenances necessary to complete the functional project. The PROJECT is further identified and shown on Exhibit "A" which is attached hereto and by this reference incorporated herein.

## SECTION II: PROJECT COSTS

The RTC agrees to provide funding from Fuel Revenue Indexing Extension funds for all costs associated with the PROJECT in accordance to the current Policies and Procedures, incorporated herein by reference and as outlined below:

1. The total cost for this contract shall not exceed $1,000,000.00.

2. Authorizations to Proceed (ATP) are granted as follows:

    a. ENGINEERING not to exceed $1,000,000.00
    b. RIGHT-OF-WAY not to exceed $0.00
    c. CONSTRUCTION not to exceed $0.00

3. At the time the ATP for construction is granted, the CITY will make all attempts to publish the bid for this PROJECT within 90 calendar days.

4. A supplemental interlocal contract will be required for any changes to the amounts identified in number 2 above.

## SECTION III: GENERAL

1. The title sheet of both the plans and specifications shall designate the RTC as the funding agency. If construction funds are provided by sources other than the RTC, the plans, contract documents, special provisions, and PROJECT signs shall also show the RTC as a funding agency.

2. Preliminary engineering, design and right-of-way engineering shall be performed by the CITY or by a consultant employed by the CITY.

3. The design, construction, right-of-way acquisition and contract administration of the PROJECT shall comply with the requirements as set forth in the current "Policies and Procedures" of the RTC.

4. The CITY's Department of Public Works has a policy which effectively prohibits utility cuts through the pavement for a period of five years after the completion of a PROJECT.

5. Prior to completion of the construction of the PROJECT, the CITY and THE CLARK COUNTY shall execute the Maintenance Agreement and no funding shall be provided by this Contract for such maintenance.

6. The PROJECT must be completed to the satisfaction of the RTC prior to the current applicable completion date of December 31, 2025. The RTC may, at any time thereafter, grant time extensions or terminate this Contract and require all sums advanced to the CITY repaid.

7. It is understood and agreed that the purpose of this Interlocal Contract is to fund the PROJECT as herein above set forth. It is further understood and agreed that the CITY is responsible for the design and construction of the PROJECT. The CITY will be responsible for the actions or inactions of its Officers and Employees. The RTC's sole responsibility is to facilitate funding for the PROJECT. The RTC disavows any responsibility for the actions or inactions of the CITY, its Officers, Employees, or agents.

8. Should the construction funds be provided by sources other than the RTC, the CITY will reimburse the RTC for a percentage of the preliminary engineering and design costs associated with other funding sources, as mutually agreed upon by the RTC and the CITY.

*The remainder of this page is left intentionally blank.*

**IN WITNESS WHEREOF**, this Interlocal Contract is effective as of the date first set forth above.

Date of Commission Action:

February 14, 2019

REGIONAL TRANSPORTATION COMMISSION

BY: DocuSigned by: Lawrence L. Brown III 9BD793A7A53847A...

LAWRENCE L. BROWN III, Chairman

Attest:

DocuSigned by: Kelly Backman A04BED2D3B56401...

KELLY BACKMAN, Executive Secretary

Approved as to Form:

DocuSigned by: Greg Gilbert 0E6FC22BB31D4A3...

GREG GILBERT, Outside General Counsel, RTC

Date of Council Action:

CITY OF LAS VEGAS

BY: _____

CAROLYN G. GOODMAN, Mayor

Attest:

_____

LUANN D. HOLMES, MMC
City Clerk

Approved as to Form:

John S. Ridilla 2/27/19

Deputy City Attorney Date

John S. Ridilla
Deputy City Attorney

DocuSign Envelope ID: 4816D204-905B-40F5-A231-76CF2B3DA60F

Date of Commission Action: CLARK COUNTY BOARD OF COMMISSIONERS

_____ BY: _____

MARILYN KIRKPATRICK, Chair

Attest:

_____

LYNN MARIE GOYA
County Clerk

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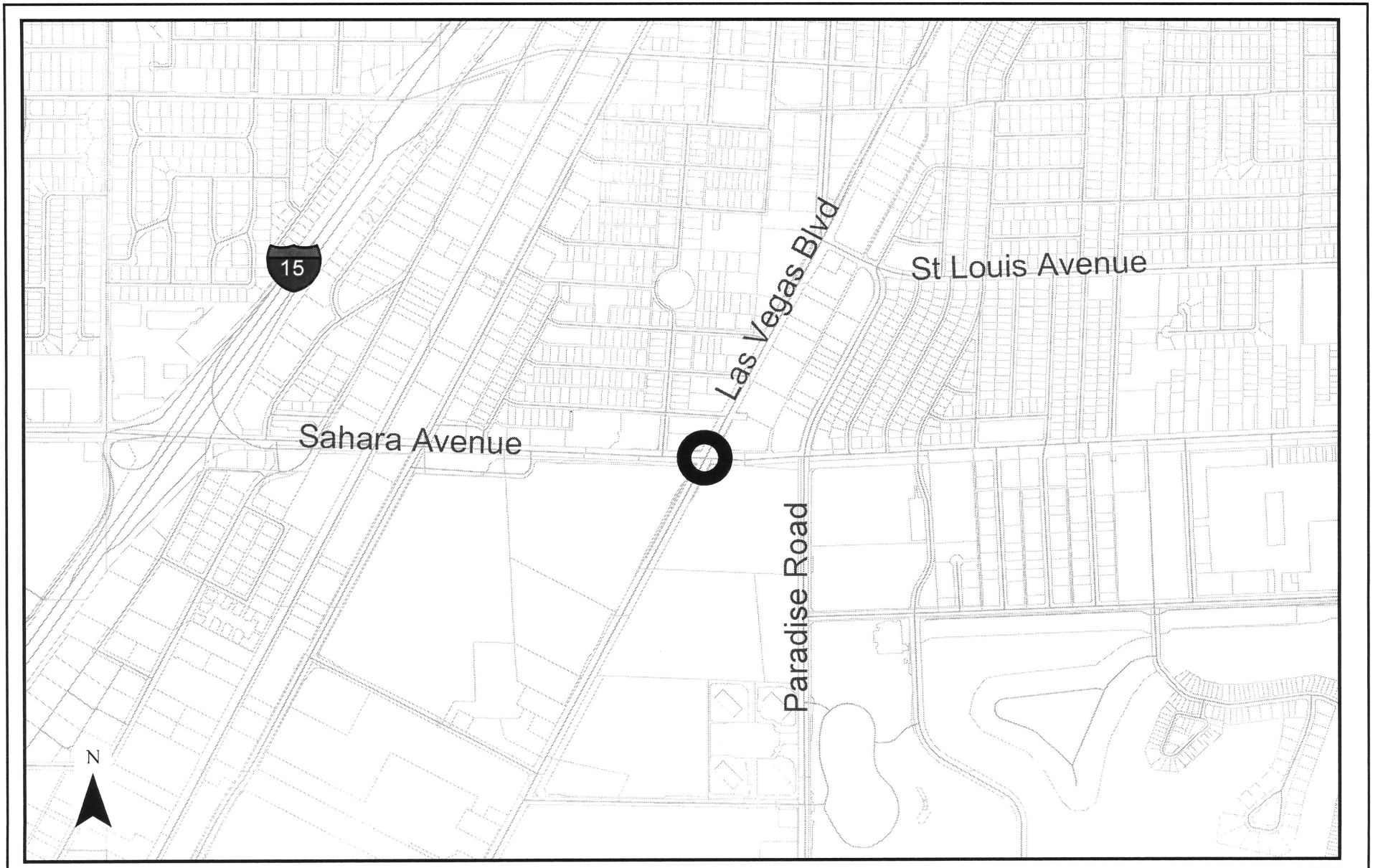



12/27/2018

Exhibit A

# PEDESTRIAN BRIDGE AT INTERSECTION OF SAHARA AVENUE AND LAS VEGAS BOULEVARD

N:\pavement\RWPGIS\Greg\Exhibit As\Ped Bridge Sahara at LVB Exhibit A.mxd

# *AGENDA SUMMARY PAGE*
**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**46**

**DEPARTMENT: City Clerk** **DISCUSSION**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
Discussion for possible action regarding the method which shall be used to fill the Ward 2 vacancy, in accordance with City Charter 1.160, from the following options:

1. to direct staff to place an item on the April 3, 2019 agenda listing names of potential appointees, to be gathered in a method prescribed by the City Council, from which the Council may select and make an appointment to fill the vacancy, an appointment which cannot extend beyond the first regular meeting of the City Council that follows the next general municipal election scheduled for June 11, 2019, as well as declare by resolution a Special Election to fill the vacancy, or
2. to declare by resolution a Special Election to fill the vacancy as allowed for in NRS Chapter 268.325, to coincide with the General Election

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
On March 4, 2019, Steve Seroka submitted his resignation as the Ward 2 Councilman. Per City Charter Section 1.160, the City Council may, by majority vote, appoint an individual to fill the vacancy. The appointee must have the same qualifications as are required of the elective official, including, without limitation, any applicable residency requirement. However, this appointment cannot extend beyond the first regular meeting of the City Council that follows the next general municipal election, which is scheduled for June 11, 2019, making a special election mandatory. A resolution of the City Council is required in order to declare a special election and two resolutions appear later on this agenda, which follow two different schedules allowing the Council the choice of having the special election coincide with the general election as recommended by the Clark County Election Department and Secretary of State Election Division.

**RECOMMENDATION:**
None

**BACKUP DOCUMENTATION:**
None

# *AGENDA SUMMARY PAGE*
**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**47**

**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
ABEYANCE ITEM - Discussion for possible action regarding a Review of Condition to allow 35 (maximum) slots where 20 slots was approved for a Gaming Nonrestricted Limited License NEVADA RESTAURANT SERVICES, INC. dba DOTTY'S #151 at 15 North Nellis Boulevard - Ward 3 (Coffin)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
Possible action regarding a Review of Conditions to allow 35 (maximum) slots where 20 slots was approved for a Gaming Nonrestricted Limited License.

**RECOMMENDATION:**
Recommendation to be provided following the discussion of this item at the City Council meeting.

**BACKUP DOCUMENTATION:**
1. Ownership
2. Location Map
3. Submitted at Meeting - Copy of Agenda Summary Page for Item 17 of the January 21, 2009 City Council Meeting and Letter by Jim DiFiore

City of Las Vegas

## *AGENDA MEMO*

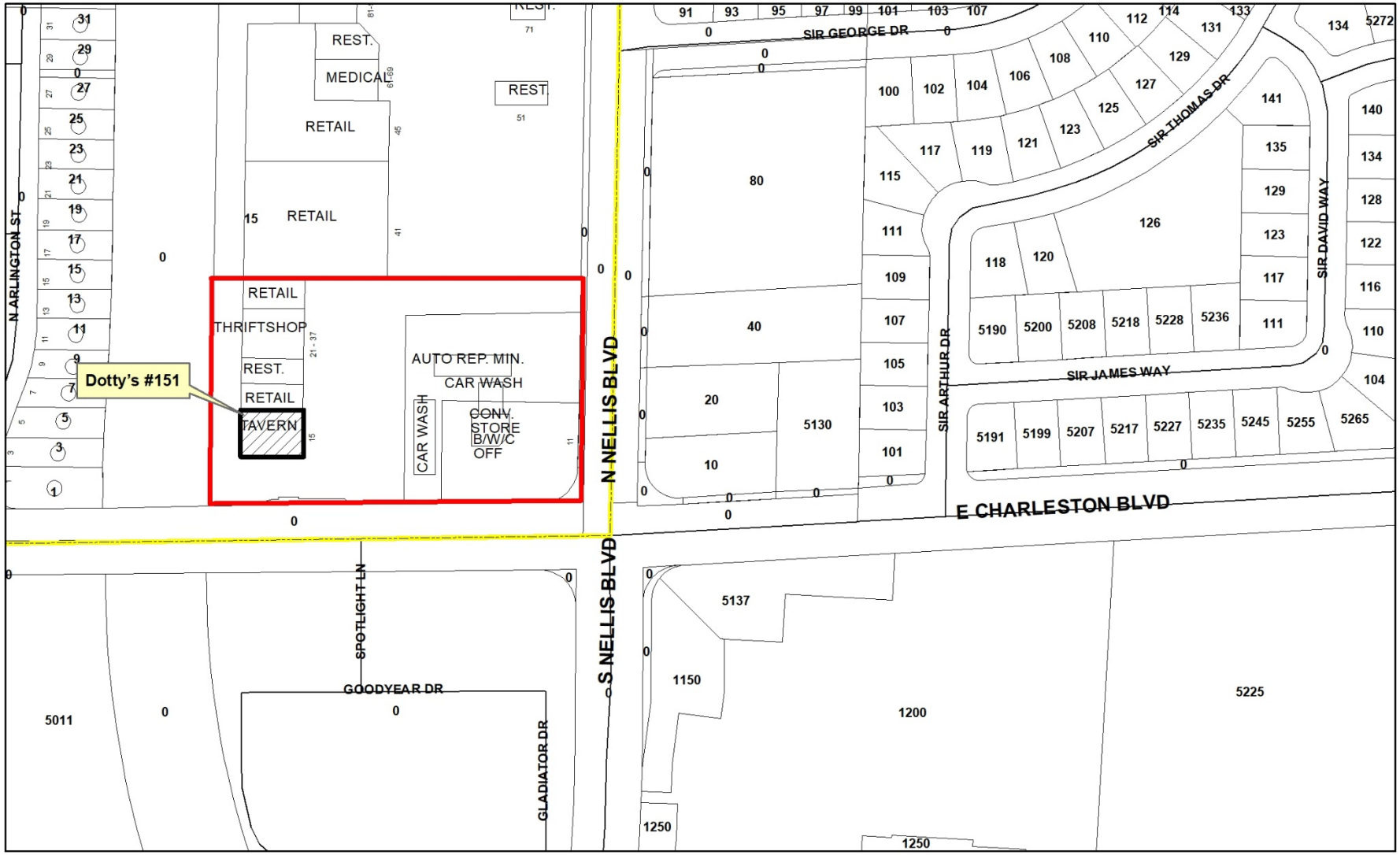
**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: ABEYANCE ITEM - Discussion for possible action regarding a Review of Condition to allow 35 (maximum) slots where 20 slots was approved for a Gaming Nonrestricted Limited License NEVADA RESTAURANT SERVICES, INC. dba DOTTY'S #151 at 15 North Nellis Boulevard**

---

**OWNERSHIP:**

**NEVADA RESTAURANT SERVICES, INC.**

Richard C. Estey, Secretary, Treasurer, Director, Shareholder
Paula Graziano, President
Allyson M. Estey, Vice President
Allyson Estey 2016 Irrevocable Trust, Shareholder
Allyson M. Estey, Trustee




**Dotty's #151**
**15 North Nellis Boulevard**
**Ward 3**

Freeways
Subject Property
City Limits
Site Location

N

GIS maps are normally produced only to meet the needs of the City. Due to continuous development activity this map is for reference only.
**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Wednesday, February 27, 2019

City of Las Vegas Agenda Item No.: 17.

## AGENDA SUMMARY PAGE
### CITY COUNCIL MEETING OF: JANUARY 21, 2009

**DEPARTMENT: FINANCE AND BUSINESS SERVICES**
**DIRECTOR: CANDACE FALDER, ACTING** ☒ **Consent** ☐ **Discussion**

**SUBJECT:**
Approval of an increase in the number of slot machines for a Non-restricted Gaming License from 20 to 30 subject to the provisions of the planning and fire codes, Pugdawgs, LLC, dba Legends Casino, 1966 North Rainbow Boulevard, Steven Spickler, Mgr, 100% - Ward 5 (Barlow)

**Fiscal Impact**

☒ **No Impact** ☐ **Augmentation Required**
☐ **Budget Funds Available**
**Amount:**
**Funding Source:**
**Dept./Division:**

**PURPOSE/BACKGROUND:**
Approval of an increase in the number of slot machines for a Non-restricted Gaming License from 20 to 30.

**RECOMMENDATION:**
Recommend approval subject to the provisions of the planning and fire codes.

**BACKUP DOCUMENTATION:**
None

Motion made by GARY REESE to Approve Items 13-25 and 27-40

Passed For: 5; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2
STEVE WOLFSON, OSCAR B. GOODMAN, GARY REESE, STEVEN D. ROSS, DAVID W. STEINMAN; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-RICKI Y. BARLOW, LOIS TARKANIAN)

Submitted at City Council
Date 3/20/19 Item #47 By George Garcia

LAS VEGAS CITY COUNCIL

OSCAR B. GOODMAN
MAYOR

GARY REESE
MAYOR PRO TEM

STEVE WOLFSON
LOIS TARKANIAN
STEVEN D. ROSS
RICKI Y. BARLOW
DAVID W. STEINMAN
(INTERIM)

DOUGLAS A. SELBY
CITY MANAGER

January 14, 2009

Mr. Steven Spickler
Legends Casino
1966 North Rainbow Boulevard
Las Vegas, NV 89108

Re: Gaming - Non-restricted - Increase in number of slots from 20 to 30
Pugdawgs, LLC
dba Legends Casino
1966 North Rainbow Boulevard

Dear Mr. Spickler:

Your application for the above-referenced license has been placed on the consent portion of the agenda for the regular City Council meeting to be held on Wednesday, **January 21, 2009**, at **9:00 a.m.**, in the Council Chambers at City Hall, 400 East Stewart Avenue.

Items on the consent portion of the agenda are considered routine and are recommended for approval by the department. They may be enacted in one motion, but any item may be held for discussion if any council member requests. Your presence at the meeting, while welcome, is not required.

At this time our records show that you have the following item(s) pending related to your application: license fees in the amount of $315.00. For more information, please check with License Technician Huddleston at 229-6944. You may contact our office after 1:00 p.m. on Council Day to verify Council approval.

Sincerely,

Jim DiFiore, Manager
Business Services Division
Finance & Business Services

JD:rw 4932

CITY OF LAS VEGAS
400 STEWART AVENUE
LAS VEGAS, NEVADA 89101

VOICE 702.229.6011
TTY 702.386.9108
www.lasvegasnevada.gov

Printed with environmentally friendly soy ink.

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**48**

**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
Discussion for possible action regarding an Appeal of the Director's Decision to Revoke a Short-Term Residential Rental License, GOLD CRIBS, LLC dba GOLD CRIBS, LLC at 8816 Tierra Hope Court [Cathy Burch, Managing Member] - Ward 6 (Fiore)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
Possible action regarding an Appeal of the Director's Decision to Revoke a Short-Term Residential Rental License.

**RECOMMENDATION:**
Recommendation to uphold the Director's Decision to revoke the Short-Term Residential Rental License.

**BACKUP DOCUMENTATION:**
1. Appeal Documentation
2. Revocation Letter
3. Location Map

**From:** Mary McElhone <mmcelhone@LasVegasNevada.GOV>
**Sent:** Wednesday, February 27, 2019 12:05 PM
**To:** info@702vacationrentals.com
**Cc:** Minerva Gomez <mgomez@LasVegasNevada.GOV>
**Subject:** RE: Requesting to appeal Revokation of Short Term Business License G6209504

Cathy,

We have received your request to formally appeal the revocation of your short term rental. The appeal hearing is before City Council. The next available meeting that we can place you on is the City Council Agenda for March 20th. We are preparing a packet of information. That packet should be completed in the next day or 2 and you should be able to pick that up sometime next week. Minerva Gomez who is copied on this email, will let you know when that packet is available for pick up. We will also confirm with you that you are officially on the agenda that day for your hearing.

Thanks. Mary

**Mary C. McElhone, CPA**
Deputy Planning Director
City of Las Vegas
mmcelhone@lasvegasnevada.gov
(702) 229-6016

**From:** info@702vacationrentals.com <info@702vacationrentals.com>
**Sent:** Tuesday, February 26, 2019 9:23 AM
**To:** Mary McElhone <mmcelhone@LasVegasNevada.GOV>
**Subject:** Requesting to appeal Revokation of Short Term Business License G6209504

**EXTERNAL EMAIL**

Hello

My name is Cathy Burch. I reside at 8816 Tierra Hope Ct Las Vegas Nevada 89143

I am formally requesting to appeal the revokation of my short term business license.

Please advise the next step so i can obtain proper representation.

Thank you for your consideration with this matter.

Cathy Burch

**LAS VEGAS CITY COUNCIL**
CAROLYN G. GOODMAN
*Mayor*
LOIS TARKANIAN
*Mayor Pro Tem*
STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF PLANNING
**ROBERT SUMMERFIELD**
DIRECTOR

**DEVELOPMENT SERVICES CENTER**
DEPARTMENT OF PLANNING
BUSINESS LICENSE DIVISION
333 N. RANCHO DRIVE
6TH FLOOR
LAS VEGAS, NV 89106
702.229.6281 | VOICE
702.382.6642 | FAX
711 | TTY

cityoflasvegas
lasvegasnevada.gov

**HAND DELIVERED**

January 29, 2019

Cathy Burch
8816 Tierra Hope Ct.
Las Vegas, NV 89143

Re: Golf Cribs LLC
8816 Tierra Hope Ct.
License Number: G62-09504

Dear Licensee:

You currently possess a business license (G62-09504) which allows you to conduct a short-term residential rental business at 8816 Tierra Hope Ct. You have received several correction notices, notices of violations and civil fines for violating the Las Vegas Municipal Code, Chapter 6.75 pertaining to short-term residential rentals.

We have received numerous complaints throughout 2017, 2018 and 2019. The following violations have occurred:

August 19, 2017
(1) LVMC 6.02.370 (A) (3) – Violations-Unlawful-Designated Nuisance. Fine: $250.00 To Wit: Did conduct business in the City of Las Vegas without a valid Nevada Business registration in violation of State law, NRS 76.100, which governs the operation of business.
(2) LVMC 6.75.060 – Compliance. Fine: $250.00 To Wit: As the operator of a short-term rental, did fail to maintain and provide adequate room records upon request by the Department.
(3) LVMC 6.75.090 (C) – Miscellaneous provisions. Fine: $250.00 To Wit: As the operator of a short-term rental, did fail to ensure all occupant vehicles were parked on the rental property. Occupant vehicles were found parked in the public right-of-way.
(4) LVMC 6.75.090 (E) – Miscellaneous provisions. Fine: $250.00 To Wit: As the operator of a short-term rental, did fail to utilize a licensed security company to respond to complaints at the rental.
(5) LVMC 6.75.090 (F) – Miscellaneous provisions. Fine: $250.00 To Wit: As the operator of a short-term rental, did fail to post a placard on the rental with all required information (contact number, occupancy, etc.).
(6) LVMC 6.75.090 (H) – Miscellaneous provisions. Fine: $250.00 To Wit: As the operator of a short-term rental, did allow a wedding reception to take place in the rental. Contract provided by renting tenant.
(7) LVMC 6.75.090 (Officer Black) – Miscellaneous provisions. Fine: $250.00 To Wit: As the operator of a short-term rental, did fail to ensure business license number was included in all advertising.
(8) LVMC 6.75.090 (J) – Miscellaneous provisions. Fine: $250.00 To Wit: As the operator of a short-term rental, did fail to have an on-site manager for a rental with more than five bedrooms.

August 26, 2017
LVMC 6.75.090 (H) – Miscellaneous provisions. Fine: $500.00 To Wit: As the operator of a short-term rental, did allow a "fight party" for the Connor McGregor vs. Floyd Mayweather boxing fight to take place in the rental. Substantiated by LVMPD officers.

**LAS VEGAS CITY COUNCIL**

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF PLANNING

**ROBERT SUMMERFIELD**
DIRECTOR

**DEVELOPMENT SERVICES CENTER**
DEPARTMENT OF PLANNING
BUSINESS LICENSE DIVISION
333 N. RANCHO DRIVE
6TH FLOOR
LAS VEGAS, NV 89106
702.229.6281 | VOICE
702.382.6642 | FAX
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September 05, 2017
LVMC 6.75.090 (G) – Miscellaneous provisions. Fine: $250.00 To Wit: As the operator of a short-term rental, fail to remove trash receptacles from the street in accordance with LVMC 9.08.

July 23, 2018
LVMC 4.20.070 and 4.20.140 –Room tax records were not maintained, submitted or paid as required from July 2017 through June 14, 2018 within the required time frame.

November 30, 2018
LVMC 6.75.090 (H) – Miscellaneous provisions. To Wit: As the operator of a short-term rental, did allow a party to take place in the rental. Substantiated by LVMPD officers and operator Cathy Burch through handwritten voluntary statement.

January 1, 2019
(1) LVMC 6.75.090 (B) – Miscellaneous provisions. To Wit: As the operator of a short-term rental, did fail to ensure occupancy did not exceed two persons per bedroom (maximum limit of 18 people). Occupancy was in excess of 100 people.

(2) LVMC 6.75.090 (C) – Miscellaneous provisions. To Wit: As the operator of a short-term rental, did fail to ensure all occupant vehicles were parked on the rental property. Occupant vehicles were found parked in the public right-of-way.

(3) LVMC 6.75.090 (D) – Miscellaneous provisions. To Wit: As the operator of a short-term rental, did fail to ensure that occupants do not create unreasonable noise or disturbances. Music could be heard from outside exceeding 50 feet.

(4) LVMC 6.75.090 (H) – Miscellaneous provisions. To Wit: As the operator of a short-term rental, did allow a party to take place in the rental.

(5) LVMC 9.04.015 (A) – Unruly gatherings on residential property. To Wit: As the operator of a short-term rental, did fail to ensure an unruly gathering of eight or more persons for a party or other social occasion that is characterized by conduct with presents a threat to the public health, safety, general welfare, or which disturbs the quiet enjoyment of residential property within the vicinity. Such conduct includes the following: (1) Traffic to or from the property, or the parking of vehicles in the neighborhood, to an extent that represents an undue burden on the neighborhood; (2) The obstruction of public rights-of-way by vehicles or persons; (7) Noise disturbances in violation of LVMC chapter 9.16; (8)

January 23, 2019
LVMC 4.20.070 and 4.20.140 – Room tax records were not submitted or paid as required from October 2018 through December 2018.

Even after repeated civil fines and warnings, lack of compliance continued to take place. It is your continued responsibility as a City of Las Vegas licensee to ensure compliance with the law.

Per Las Vegas Municipal Code 6.75.110:

"The Director may suspend or revoke a license issued under this Chapter in connection with a particular short-term residential unit for the second or subsequent violation of this Chapter regarding the unit within any 24 month period."

**LAS VEGAS CITY COUNCIL**

CAROLYN G. GOODMAN
*Mayor*

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*Mayor Pro Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
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SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF PLANNING

**ROBERT SUMMERFIELD**
DIRECTOR

**DEVELOPMENT SERVICES CENTER**
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You are hereby notified that your **business license G62-09504 to conduct a short-term residential rental is now revoked.**

Therefore, effective the date of this letter you must immediately cease and desist all activity at this location. Failure to comply could result in a misdemeanor citation along with civil fines.

You have the right to appeal the revocation of this business license to the City Council pursuant to Las Vegas Municipal Code 6.75.110 within thirty days by sending a written notice of appeal to the Department of Planning, Business Licensing Division.

Sincerely,

Mary McElhone, Deputy Planning Director
Business Licensing
Department of Planning

cc: Darcy Adelbai-Hurd, Business Licensing Section Manager
Minerva Gomez, Business Licensing Section Manager




**Gold Cribs, LLC**
**8816 Tierra Hope Court**
**Ward 6**

Freeways
Subject Property
City Limits
Site Location

N

GIS maps are normally produced only to meet the needs of the City. Due to continuous development activity this map is for reference only.
**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Tuesday, March 05, 2019

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**49**

**DEPARTMENT: Public Works** **DISCUSSION**
**DIRECTOR: Mike Janssen**

**SUBJECT:**
ABEYANCE ITEM - Discussion for possible actions regarding the permanent closure of Shetland Road at Alta Drive ($40,000 - Traffic Improvements Capital Project Fund [CPF]) - Ward 1 (Tarkanian)

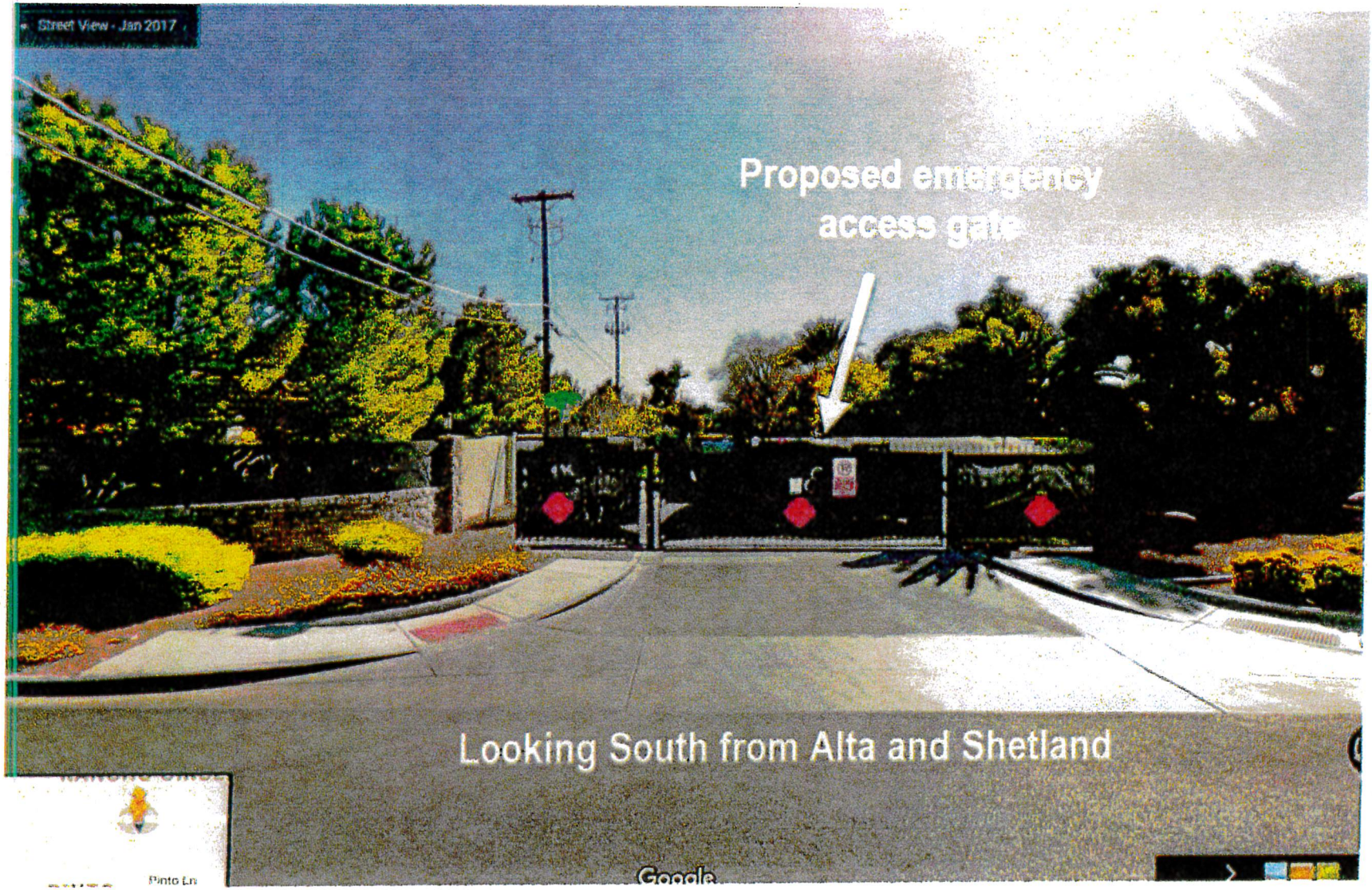
**FISCAL IMPACT:**
Budget Funds Available
Amount: $40,000
Funding Source: Traffic Improvements CPF Dept./Division:
Public Works/Transportation Engineering

**PURPOSE/BACKGROUND:**
Councilwoman Lois Tarkanian received a petition from residents to permanently close Shetland Road at the intersection of Alta Drive. Shetland Road is a public street and serves as a reasonable means of ingress and egress to the neighborhood. Based on traffic volume and crash history, the Transportation Engineering Division found no indication of excessive cut- through traffic or traffic safety issues that would be remedied by permanently closing Shetland Road at Alta Drive. Staff sent out surveys to a total of 131 residents and received 70 responses. Of those responses, 71% (50) do not support the closure and 29% (20) do support the closure. On August 23, 2018, the Traffic and Parking Commission unanimously recommended denial of the closure. Item was held in abeyance from the December 19, 2018 City Council Meeting to the February 6, 2019 City Council Meeting.

**RECOMMENDATION:**
Traffic and Parking Commission: Denial
Staff: Denial

**BACKUP DOCUMENTATION:**
1. Map
2. Protest Letters and Written Comments
3. Written Comments Not Vetted
4. Proposed Shetland Gate Exhibit
5. Backup Submitted from the December 19, 2018 City Council Meeting
6. Backup Submitted from the February 6, 2019 City Council Meeting
7. Submitted after Final Agenda - Abeyance Request E-mail and Protest Letters

**CONCEPTUAL ONLY FINAL GATE DESIGN TO BE DECIDED LATER**



# Robert Schulman

810 Shetland Rd, Las Vegas NV 89106 | 702-798-5111 | bobhschulman@yahoo.com


RECEIVED
CITY CLERK
2018 DEC -6 P 4:22

12/7/18

Las Vegas City Council
333 N Rancho Dr.
Las Vegas, NV 89106

**RE: Shetland Road Closure – Appeal of Denial.**
**City Council Meeting December 19th, 2018**

To Whom It May Concern:
We do not approve of the closure of Shetland Road at Alta Drive. This is an important and necessary thoroughfare. If it is closed, it will create dangerous and unnecessary traffic patterns.

**Sincerely,**

**Robert Schulman**

RECEIVED
CITY CLERK

2018 DEC -6 P 4: 15

Sandra and Robert Costa, owners

2425 Palomino Lanes
89107
480-703-9027
blondorr@aol.com

December 6, 2018

Roxanne Momot, Trustor
815 Shetland Road
89107

Dear Commission:

We are opposed to the closing of Alta and Shetland. Meeting to be held Wednesday, 12/19/2018 in City Council Chambers.

The children attend OLLV and it is an easier route. The traffic on Rancho is horrific as is West Charleston. The traffic we sustain on Palomino because of Wasden is enormous. Also the speed bumps are not pleasant. In this unusual premium residential area there are some things we must endure. However the safety of Palomino and the Charleston side of Shetland and Palomino is what should be on the agenda. The homeless roaming on both streets is a huge problem and the cars speeding and U turning are all safety issues. I would like to know with the tear down and rebuilding of Wasden are any better traffic safety protection plans being considered?

Sincerely yours,

Sandra and Robert Costa

Roxanne Momot

RECEIVED
CITY CLERK

2018 DEC -6 P 4:22

Sandra and Robert Costa, owners

2425 Palomino Lanes
89107
480-703-9027
blondorr@aol.com

DUP.

December 6, 2018

Roxanne Momot, Trustor
815 Shetland Road
89107

Dear Commission:

We are opposed to the closing of Alta and Shetland. Meeting to be held Wednesday, 12/19/2018 in City Council Chambers.

The children attend OLLV and it is an easier route. The traffic on Rancho is horrific as is West Charleston. The traffic we sustain on Palomino because of Wasden is enormous. Also the speed bumps are not pleasant. In this unusual premium residential area there are some things we must endure. However the safety of Palomino and the Charleston side of Shetland and Palomino is what should be on the agenda. The homeless roaming on both streets is a huge problem and the cars speeding and U turning are all safety issues. I would like to know with the tear down and rebuilding of Wasden are any better traffic safety protection plans being considered?

Sincerely yours,

Sandra and Robert Costa

Roxanne Momot

12-10-18

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CITY CLERK

2018 DEC 10 P 12:45

City Clerk!

For Dec 19 Council mtg.

Shetland Road at Alta Vista closure item

See attached written comments.

Tim Kuß

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CITY CLERK

2018 DEC 10 P 12:45

November 29, 2018

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting December 19, 2018**

Dear Property Owner:

The Traffic and Parking Commission of the City of Las Vegas discussed the permanent closure of Shetland Road at Alta Drive at its August 23, 2018 meeting. The Commission recommended denial of the closure. The requestor has appealed this denial, so the City Council will be discussing the closure at its meeting scheduled on **Wednesday, December 19, 2018 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

You are urged to attend this meeting to voice your opinion should you wish to do so. If you are unable to attend, written comments regarding the support or protest of this item should be faxed to the City Clerk's office at 702-382-4803 to be heard by the City Council. Please be sure to clearly indicate your name, address, subject and meeting date.

If you have any questions concerning this matter, please feel free to give me a call at 702-229-6327.

Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

This is one person who wants to do Something that affect MANY. Traffic on ALTA where I live is already heavy. Also it makes my street worse – why should this happen. It is Not a private neighborhood. This person does not like it, he should move to a gated community. I know several people will be affected by this in a negative way

Tim Kirk
2727 ALTA
L.V. 89106 951-490-6160

LAS VEGAS
CITY COUNCIL

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELLE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF
PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION
ENGINEERING
DIVISION
702-229-6327

DEVELOPMENT
SERVICES CENTER
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

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CITY OF LAS VEGAS NEVADA

LAS VEGAS
CITY COUNCIL

CAROLYN G. GOODMAN
*Mayor*

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STEVEN G. SEROKA
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CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF
PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION
ENGINEERING
DIVISION
702-229-6327

**DEVELOPMENT
SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

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lasvegasnevada.gov

To:

RECEIVED
CITY CLERK

2018 DEC 10 A 6:57

November 29, 2018

**Subject:** RE: **Shetland Road Closure- Appeal of Denial**
**City Council Meeting December 19, 2018**

Dear Property Owner:

The Traffic and Parking Commission of the City of Las Vegas discussed the permanent closure of Shetland Road at Alta Drive at its August 23, 2018 meeting. The Commission recommended denial of the closure. The requestor has appealed this denial, so the City Council will be discussing the closure at its meeting scheduled on **Wednesday, December 19, 2018 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

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If you have any questions concerning this matter, please feel free to give me a call at 702-229-6327.

12/5/18

Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

Bottle neck traffic in our neighborhood put on burden on us and our neighbors and us. Closes off traffic north to south.
MORE TRAFFIC BETWEEN #2 SCHOOLS & HAMPERS THEIR WALKING & OURS AS WELL AS BICYCLING.
- BECOMES MORE DANGERO FOR ALL

From:

Jewel L. Dixon & Patricia M. Flick
612 Campbell Dr
Las Vegas, NV 89107-4445

Patricia M Flick & Jewel Dixon

RECEIVED
CITY CLERK

2018 DEC -4 P 2:38

November 29, 2018

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting December 19, 2018**

Dear Property Owner:

The Traffic and Parking Commission of the City of Las Vegas discussed the permanent closure of Shetland Road at Alta Drive at its August 23, 2018 meeting. The Commission recommended denial of the closure. The requestor has appealed this denial, so the City Council will be discussing the closure at its meeting scheduled on **Wednesday, December 19, 2018 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

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Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

We are in opposition to the Proposal of the Shetland Closure. We prefer it remain as is. Thank You —
Christy Zipf, President
Palomino Gardens Homeowners Assoc.
8258 Trotter Circle
(off of Palomino / Rancho)

**LAS VEGAS CITY COUNCIL**

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELLE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION ENGINEERING DIVISION
702-229-6327

**DEVELOPMENT SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

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lasvegasnevada.gov

RECEIVED
CITY CLERK

2018 DEC -6 A 6:57

November 29, 2018

**LAS VEGAS CITY COUNCIL**

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELLE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting December 19, 2018**

Dear Property Owner:

The Traffic and Parking Commission of the City of Las Vegas discussed the permanent closure of Shetland Road at Alta Drive at its August 23, 2018 meeting. The Commission recommended denial of the closure. The requestor has appealed this denial, so the City Council will be discussing the closure at its meeting scheduled on **Wednesday, December 19, 2018 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

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Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

TRANSPORTATION ENGINEERING DIVISION
702-229-6327

**DEVELOPMENT SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

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We are Steve Morris and Kristina Pickering. We live at 2508 Pinto Lane. We do not support closure of Shetland Road at Alta Drive. Please keep that intersection open by denying this appeal.
Thank you.

Steve Morris

RECEIVED
CITY CLERK

2018 DEC -3 A 7:22

November 29, 2018

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting December 19, 2018**

Dear Property Owner:

The Traffic and Parking Commission of the City of Las Vegas discussed the permanent closure of Shetland Road at Alta Drive at its August 23, 2018 meeting. The Commission recommended denial of the closure. The requestor has appealed this denial, so the City Council will be discussing the closure at its meeting scheduled on **Wednesday, December 19, 2018 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

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City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

I oppose Shetland Road Closure –

Thomas Neil Carmena
THOMAS NEIL CARMENA
2825 PINTO LANE

**LAS VEGAS CITY COUNCIL**

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELLE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION ENGINEERING DIVISION
702-229-6327

**DEVELOPMENT SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

cityoflasvegas
lasvegasnevada.gov

LAW OFFICES OF
**VERONICA L. BURRIS VALENTINE, ESQ.**
617 HOOVER AVENUE
LAS VEGAS, NEVADA 89101
(702) 384-8600 FAX (702) 384-8696

RECEIVED
CITY CLERK
2018 DEC -3 A 6:58

# Facsimile

| | |
|---|---|
| To: | City Clerk Office |
| Pages: | 2 |
| Fax No.: | 702-382-4803 |
| From: | Veronica Valentine |
| Re: | Shetland Road Closure |
| Date: | November 30, 2018 |

I own the home located at 2900 Pinto Lane, Las Vegas. I have lived there since 1992. I oppose the closure of Shetland at Alta. The only two houses closure will benefit are the two million dollar homes at the corner of Shetland and Alta. One home is on the SE corner and one home is on the SW corner.

Closure of Shetland at Alta will cause hardship to the children and parents who walk to Wasden Elementary from Alta. Whenever I drive in the morning to work I see a lot of kids on their way to school walking on Shetland.

Closure of Shetland at Alta will also cause hardship to many of us who work downtown. Right now the easiest and fastest way to go to downtown is to take Shetland to Alta. If Shetland is closed, we will have to take either Campbell to Alta or Palomino to Rancho. Campbell to Alta is a slow option because that intersection is a school zone for the Lady of Las Vegas school with its reduced speed. The other option would be to take Palomino eastbound to Rancho. This intersection is always super busy with long lines of cars on Rancho. In order to go to downtown you would need to make a right hand turn from eastbound Palomino into southbound Rancho which is an impossibility on school days because the cross guards basically block your ability to turn right on a *green* light because the "walk" sign is on at the same time for pedestrians crossing Rancho. You can also turn left on Rancho from Palomino and to drive to Alta but Rancho is super busy at rush hour. Much busier than Alta.

The bottom line is, this closure serves two families only, out of the entire area.

Veronica Valentine

RECEIVED
CITY CLERK

2018 DEC -3 A 6:58

November 29, 2018

**LAS VEGAS CITY COUNCIL**

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
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DEPARTMENT OF PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION ENGINEERING DIVISION
702-229-6327

**DEVELOPMENT SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

cityoflasvegas
lasvegasnevada.gov

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting December 19, 2018**

Dear Property Owner:

The Traffic and Parking Commission of the City of Las Vegas discussed the permanent closure of Shetland Road at Alta Drive at its August 23, 2018 meeting. The Commission recommended denial of the closure. The requestor has appealed this denial, so the City Council will be discussing the closure at its meeting scheduled on **Wednesday, December 19, 2018 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

You are urged to attend this meeting to voice your opinion should you wish to do so. If you are unable to attend, written comments regarding the support or protest of this item should be faxed to the City Clerk's office at 702-382-4803 to be heard by the City Council. Please be sure to clearly indicate your name, address, subject and meeting date.

If you have any questions concerning this matter, please feel free to give me a call at 702-229-6327.

Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

RECEIVED
CITY CLERK
2018 DEC 19 A 7:14

Michael DeVenere

823 Campbell Drive

Las Vegas, NV 89107

Subject: Shetland Road Closure-Appeal of Denial

Meeting Date: November 29, 2018

City Council Members,

1. The discussion to close Shetland Road at Alta Drive by the nearby residents during the August 23, meeting was primarily an attempt to reduce the crime in the neighborhood. I would argue that the purpose of the Traffic and Parking Commission is to move traffic throughout our city as efficiently as possible. Preventing crime is not the mission of the Traffic and Parking Commission.
2. The secondary purpose of closing this road as stated by the residents during the same meeting was to eliminate speeders through the neighborhood. Reduction of speeders can be addressed without closing this road. Speed bumps can be installed, speed signs that actively display speed can be temporarily installed, and officers can be posted at that site intermittently to discourage speeding. If we all attempted to control speeding in this city by closing roads, Las Vegas would be a grid lock.
3. Closing this road would put more traffic on Campbell Drive on which I live. Pinto Lane and Cashman Drive streets have already been closed in the past which have already increased traffic on my street.
4. The letter of notification and purpose for today's meeting dated November 29, 2018 stated, "The requestor has appealed this denial of this proposal". There was never an official requestor for the initial August 23rd meeting. Lois Tarkanian stated during the November 29th meeting that she submitted the request to address closing the road on behalf of several community members that approached her on addressing closing Shetland Road. How can there be an appeal filed for no person in particular?

We all would like to live in a guarded community, but this community was not designed as such. Closing this road would only benefit a handful of people while causing disruption to many more people. I motion that the Council Members leave the street as was designed by the City Engineers.

Michael DeVenere

RECEIVED
CITY CLERK

2018 DEC 19 A 9:50

November 29, 2018

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting December 19, 2018**

Dear Property Owner:

The Traffic and Parking Commission of the City of Las Vegas discussed the permanent closure of Shetland Road at Alta Drive at its August 23, 2018 meeting. The Commission recommended denial of the closure. The requestor has appealed this denial, so the City Council will be discussing the closure at its meeting scheduled on **Wednesday, December 19, 2018 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

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If you have any questions concerning this matter, please feel free to give me a call at 702-229-6327.

Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

I oppose closure of Shetland Campbell is already to busy a street as evidensed by the speed bumps. [signature]
800 Campbell Dr

**LAS VEGAS CITY COUNCIL**

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELLE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION ENGINEERING DIVISION
702-229-6327

**DEVELOPMENT SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

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lasvegasnevada.gov

RECEIVED
CITY CLERK
2019 JAN 14 A 6:57

**LAS VEGAS CITY COUNCIL**

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELLE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION ENGINEERING DIVISION
702-229-6327

**DEVELOPMENT SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

cityoflasvegas
lasvegasnevada.gov

January 8, 2019

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting February 6, 2019**

Dear Property Owner:

The City Council of the City of Las Vegas discussed the permanent closure of Shetland Road at Alta Drive at its December 19, 2018 meeting. The Traffic and Parking Commission recommended denial of the closure. The requestor has appealed this denial, and the City Council, after discussing the closure and listening to comments from residents on Shetland Road, abeyed the item until its meeting on **Wednesday, February 6, 2019 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

You are urged to attend this meeting to voice your opinion should you wish to do so. If you are unable to attend, and have not already sent written comments regarding the support or protest of this item, you may fax your comments to the City Clerk's office at 702-382-4803 to be heard by the City Council. Please be sure to clearly indicate your name, address, subject and meeting date.

If you have any questions concerning this matter, please feel free to give me a call at 702-229-6327.

Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

RECEIVED
CITY CLERK
2019 JAN 14 A 6:57

To: City of Las Vegas

Date: 1-10-19

495 South Main Street

Las Vegas, Nevada

Attn: City Clerk

Re: Shetland Road Closure Council Meeting 2-6-19

Our home is located at 2520 Palomino Lane and our family is opposed to the closure of Shetland Road. The closure of this street would have a major impact on the surrounding streets by adding a significant amount of traffic to them. Already the traffic on Palomino Lane is heavy with the school and church being located here. We also have a major problem on Palomino Lane with cut through and speeding traffic throughout the day. We understand the issue of the thefts in the area but closing off the street is not the way to handle the problem. We would like to see more patrol officers in the area issuing tickets to the speeders that already impact the area and with more of a presence of police this might cut down on the thefts we are experiencing. Again we are opposed to the closure of Shetland Road.

Sincerely

Gary Gibson

RECEIVED
CITY CLERK
2019 JAN 14 A 6:57

LAS VEGAS
CITY COUNCIL

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELLE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF
PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION
ENGINEERING
DIVISION
702-229-6327

**DEVELOPMENT
SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

cityoflasvegas
lasvegasnevada.gov

January 8, 2019

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting February 6, 2019**

Dear Property Owner:

The City Council of the City of Las Vegas discussed the permanent closure of Shetland Road at Alta Drive at its December 19, 2018 meeting. The Traffic and Parking Commission recommended denial of the closure. The requestor has appealed this denial, and the City Council, after discussing the closure and listening to comments from residents on Shetland Road, abeyed the item until its meeting on **Wednesday, February 6, 2019 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

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If you have any questions concerning this matter, please feel free to give me a call at 702-229-6327.

Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

I oppose closing
Shetland / Alta -
DO NOT CLOSE.

T. NEIL CARMENA
2825 PINTO LANE
LAS VEGAS, NV 89107.

01/10/19

RECEIVED
CITY CLERK

2019 JAN 16 P 1:09

Mr. & Mrs. Robert D Costa
2425 Palomino Lane 89107

my daughter:

Roxanne Momot Morales Beneficiary, Trustor and children
815 Shetland Road 89107

Dear Mis Kendall:

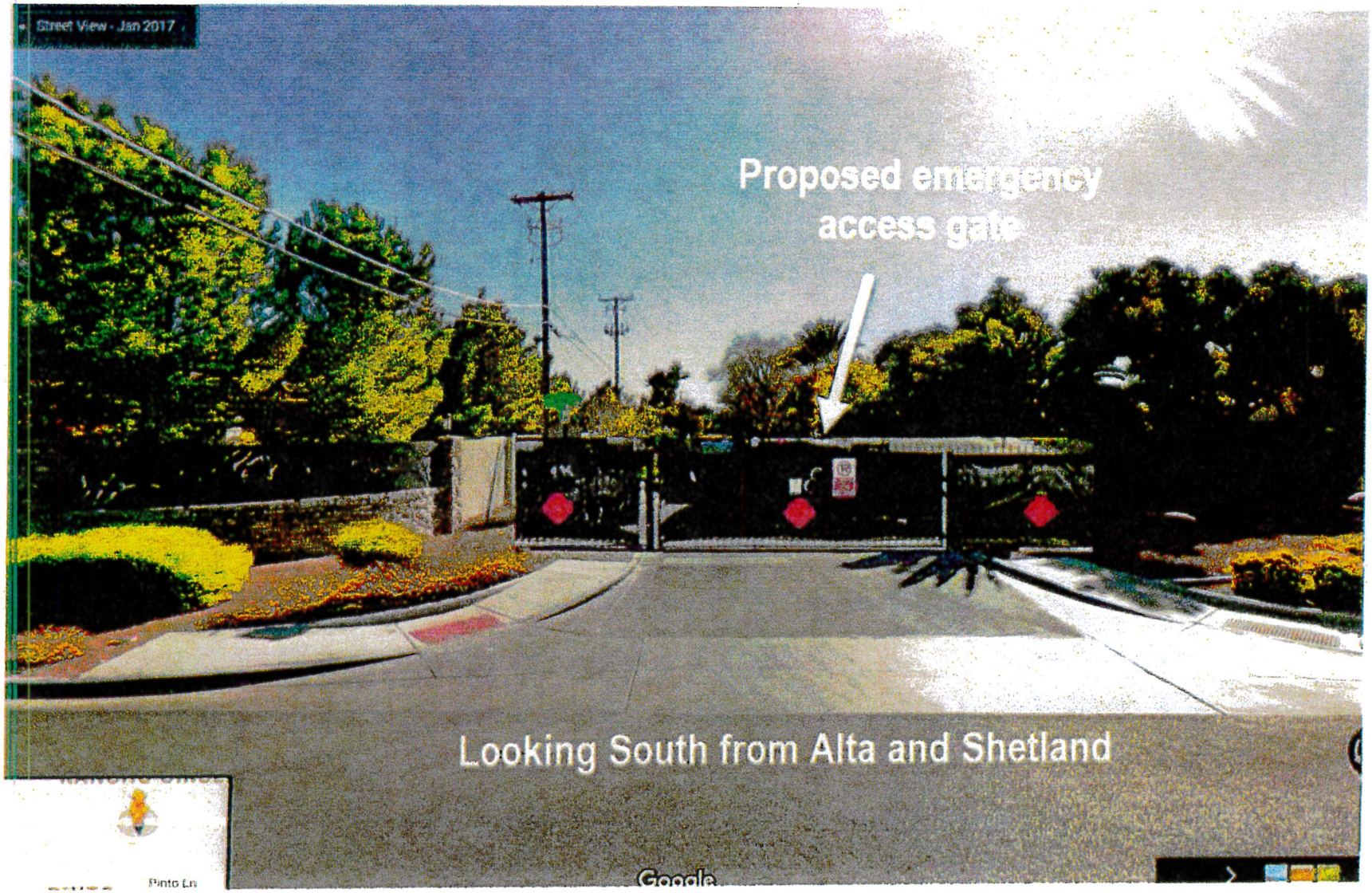
We are writing again as we are very opposed to the closing of Alta and Shetland. It is of little benefit to all but a very few. This is not a heavily travelled road nor is it a safety issue. We often drive the children to school and home during maximum traffic times and there is rarely any one but us on this route. Alta of course is a different story, it is busy. Pinto is already closed so the problems are minimal if any and privacy is not an issue either. until we get to Palomino. Now the other side of Shetland between Palomino and W Charleston is another story. Many homeless are wondering around and it is a shortcut for much traffic. Howard Wasden is being torn down and rebuilt and I would hope our planners have figured out an entrance and exit route so that this side of Shetland is not a traffic and safety hazzard at pick up and drop off times. Plus the buses and trucks speeding along Palomino to Rancho are ridiculous. My home seems to be a particular favorite for the U turn crowd. Campbell has done some speed control but it's a real free for all here. It seems an unfair waste to close a road that is rarely used and to keep Palomino and the other side of Shetland an open rodeo. Either Palomino/Rancho or Shetland/ W, Charleston needs to be closed not Alta and Shetland. Please try to consider everyone's wants and needs. We all have varying degrees of expensive property that we need to preserve and protect as Mrs. Tarkanaian has done for so many years. Thank you.

Sincerely,
Sandra Costa for all
Sandra Costa
Robert D Costa
Roxanne Momot Morales

Re: Shetland Road Closure

FAX 702-382-4803

**CONCEPTUAL ONLY FINAL GATE DESIGN TO BE DECIDED LATER**



RECEIVED
CITY CLERK

2018 DEC 13 P 4:26

Gena Kendall, P.E., PTOE, City Traffic Engineer
TRANSPORTATION ENGINEERING DIVISION
City Of Las Vegas
333 North Rancho Drive, 8th Floor
Las Vegas, Nevada 89106

July 26, 2018

Dear Gena Kendall,

I am in receipt of and I thank you for your letter dated July 23, 2018, I would like to take a moment to voice my comments and concerns.

The Neon project has caused a significant increase in traffic volume since its commencement and I have no doubt that the residents asking for the street closure have noticed this issue and are reacting to the influx of vehicles in their neighborhood. I've also noticed many travelers taking shortcuts through the neighborhood in an effort to avoid vehicular stacking along Rancho Drive.

Road construction projects coupled with temporary street and lane closures in the immediate and surrounding areas has definitely created a problem for all travelers and homeowners who work and in live in the Alta corridor area; however, permanently closing a street only benefits a few and not the community as a whole. The residents asking for the street closure are attempting to resolve a temporary problem with a permanent solution. Closing surface streets creates additional traffic for neighboring streets and allows fewer options for the remainder of the homeowners who reside in the neighborhood. I personally use Shetland Road when I travel from my office in Quail Park, I travel westbound on Pinto, crossing Rancho Drive, and then northbound on Shetland to access Alta Street.

I'm in opposition to the Division closing Shetland Road at Alta Drive. The congestion in the area already makes it extremely difficult to navigate through the surface streets, please do not worsen the situation by closing more streets.

Respectfully Yours,

Aaron Hansen

CC: Sharron Prusse

VIA U.S. Regular Mail and Email.

Submitted after final agenda
Date 12/13/18 Item 51

**LAS VEGAS CITY COUNCIL**

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELLE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION ENGINEERING DIVISION
702-229-6327

**DEVELOPMENT SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

cityoflasvegas
lasvegasnevada.gov

November 29, 2018

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting December 19, 2018**

Dear Property Owner:

The Traffic and Parking Commission of the City of Las Vegas discussed the permanent closure of Shetland Road at Alta Drive at its August 23, 2018 meeting. The Commission recommended denial of the closure. The requestor has appealed this denial, so the City Council will be discussing the closure at its meeting scheduled on **Wednesday, December 19, 2018 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

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If you have any questions concerning this matter, please feel free to give me a call at 702-229-6327.

Sincerely,

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

RECEIVED
CITY CLERK
2018 DEC 18 P 3:02

November 29, 2018

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting December 19, 2018**

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Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

C.C. Shetland Road Closure
December 19th - 2018

Two-thirds of the residents who responded to the orignal letter were AGAINST this Road Closure. The Traffic & Parking Commission Unanimously Voted Against this Road Closure. -This Road Closure is only wanted by a few people whom do not have the neighborhoods best intrests. — Do Not Approve this Ridiculous Request. Mr Jackson 720 Campbell Dr.

Submitted after final agenda
Date 12/18/18 Item 51

**LAS VEGAS CITY COUNCIL**

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELLE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION ENGINEERING DIVISION
702-229-6327

**DEVELOPMENT SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

cityoflasvegas
lasvegasnevada.gov

**From:** Kimberly Reid
**To:** Arlene Coleman
**Cc:** City Clerk, Deputies; Patricia Cabrera; Mike Janssen
**Subject:** Re: 2-6-2019 Council Agenda
**Date:** Thursday, January 31, 2019 11:25:48 AM

---

MPT Tarkanian would like to abey the Shetland closure item to the March 20th meeting. The neighborhood will receive a letter from PW shortly to notify them of the abeyance.

Let me know if you need anything else.

Sincerely,

Kimberly

Sent from my iPhone

On Jan 31, 2019, at 11:07 AM, Arlene Coleman <acoleman@LasVegasNevada.GOV> wrote:

> Hi Kim, as I understand, MPT would like to abey Item No. 41 (re permanent closure of Shetland Road) to February 20, 2019. Would you please confirm via email, so our office will have documentation of the request. We will also update the Mayor's script. Thank you – appreciate it.
>
> *Lean*

Submitted after final agenda

Date 1/31/2019 Item 41

RECEIVED
CITY CLERK

2019 JAN 29 A 10:46

# FAX

**FROM:**
Alexandra Goranson
813 Trotter Circle
Las Vegas, NV 89107
702-240-2044 - [cell]

**SUBJECT:**
Shetland Road Closure – Appeal of Denial
City Council Meeting February 6, 2019

I oppose the closure of Shetland Rd. because closure of this specific street for the interest of a few home owners comfort will only divert this same traffic off onto other streets and residents of – (Campbell Dr., Kenny Way, Lacy Ln or Pinto Ln or Palomino Ln) that configure this neighborhood (circled by Rancho/Alta/Valley View/Charleston).

I oppose the closure because the few residents of Shetland Rd. should share the "burden" of ingress and egress to this neighborhood for access to public businesses - (Wasden E.S./ Salvation Army/ Our Lady of Las Vegas) as well as access for us other residents to access our streets/homes.

If the Shetland Rd residents see some sort of influx due to Project Neon they alone should not get to alleviate themselves of a traffic pattern that is temporary while under construction and no one knows how it will change once Project Neon is completed. This small defined neighborhood should all share the "burden". As a resident, I would suspect that Shetland proportionately remains the same under these conditions compared to the neighboring streets mentioned.

Wasden Elementary school is expanding and expects to receive more students which means more traffic. For safety and congestion relief, all roads leading to and from this area should remain open to ease the increased vehicle traffic mixing with walking residents and students.

...ion final agenda

Date 1/29/2019 Item 41

RECEIVED
CITY CLERK

2019 JAN 29 A 10:48

DATE:
1/29/19

January 8, 2019

LAS VEGAS
CITY COUNCIL

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELLE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF
PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

Comments

TRANSPORTATION
ENGINEERING
DIVISION
702-229-6327

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting February 6, 2019**

Dear Property Owner:

The City Council of the City of Las Vegas discussed the permanent closure of Shetland Road at Alta Drive at its December 19, 2018 meeting. The Traffic and Parking Commission recommended denial of the closure. The requestor has appealed this denial, and the City Council, after discussing the closure and listening to comments from residents on Shetland Road, abeyed the item until its meeting on **Wednesday, February 6, 2019 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

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Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

WE ARE AGAINST CLOSING SHETLAND ROAD, THAT WOULD NOT MAKE TRAFFIC LESS CONGESTED, WE HAVE TWO SCHOOLS, THE CATHOLIC CHURCH, CIVIC EMPLOYEES, OTHERS AND RECONSTRUCTION OF A FREEWAY NEXT TO LINCOLN SCHOOL. IT IS SUMMER, PEOPLE DRIVE CARELESS AND FAST. ALREADY WE HAVE, COMMERCIAL TRUCKS, BUS MOTORCYCLES AND RACING OVER THE SPEED BUT MANY WALKERS, DOGS IN AREA AS WELL AS BICYCLE Roads are built to facilitate traffic not to become dead ends after being traffic facilitators. Las Vegas is flooded with construction traffic obstacles, please don't add more to our neighborhood

SINCERELY,

Patricia M. Flick

Jewel Dixon

Ms. Patricia Flick
612 Campbell Dr.
Las Vegas, NV 89107-4445

Mr. Jewel R. Dixon
612 Campbell Dr.
Las Vegas, NV 89107-4445

DEVELOPMENT
SERVICES CENTER
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

cityoflasvegas
lasvegasnevada.gov

FROM

# SHETLAND ROAD CLOSURE - Appeal of Denial City Council Meeting February 6, 2019 **PROTEST OF THIS ITEM**

Richard Bruno
Wed 1/30/2019 6:13 PM
To: Richard Bruno <triplevette2000@msn.com>

To: Gena Kendall, P.E., PTOE
City Traffic Engineer
office 702 229 6327
fax 702 382 4803

From: Richard Bruno
2426 Palomino Lane
Las Vegas, NV 89107
310 863 9013

RECEIVED
CITY CLERK
2019 JAN 31 A 7:08

Dear Ms. Kendall,

I am opposed to the permanent closure of Shetland Road at Alta Drive. Unfortunately I will be out of town on business on Wednesday, February 6 and unable to voice my opposition in person.

Thank you for the opportunity to have my opinion heard.

Best personal regards,

Richard Bruno

after final agenda

Date 1/31/2019 Item 41

RECEIVED
CITY CLERK

2019 JAN 31 P 2:04

January 8, 2019

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting February 6, 2019**

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Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

** Please note that we strongly oppose the closure of Shetland at Alta both as homeowners of 828 Trotter Circle, LV, NV 89107, (David & Christy Zipf - Zipf mgt LLC) & as a HOA - PGHA, Christy Zipf, President (Palomino Gardens Homeowners Assoc.)

1/31/19 Christy Zipf

LAS VEGAS
CITY COUNCIL

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
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SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF
PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION
ENGINEERING
DIVISION
702-229-6327

**DEVELOPMENT
SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

cityoflasvegas
lasvegasnevada.gov

**From:** LuAnn D. Holmes
**To:** Johnathan King
**Cc:** City Clerk, Deputies
**Subject:** Re: Abey - Item 49
**Date:** Wednesday, March 20, 2019 9:31:58 AM

Thank you Mr. King.

---

**From:** Johnathan King <cking.johnathan@gmail.com>
**Sent:** Wednesday, March 20, 2019 6:59 AM
**To:** LuAnn D. Holmes
**Subject:** Abey - Item 49

**EXTERNAL EMAIL**

Good Morning,

On behalf of Rancho Equestrian Estates, I have a attached a letter submitting a request to abbey item number 49 on today's city council meeting.

Please abbey the item until the second city council meeting in April.

Thank you for your time and I appreciate your assistance. Please do not hesitate to reach out if you need anything additional.

Best,
Erik King

Submitted after Final Agenda
Date: 3/20/2019 Item: 49

RECEIVED
CITY CLERK
2019 FEB 12 A 11: 54

TO: CITY CLERK OFFICE

FROM: VERONICA L. BURRIS VALENTINE

DATE: FEB. 11, 2019

PAGES: 2

FAX: 702-382-4803

My name is Veronica L. Burris Valentine. I live at 2900 Pinto Lane Las Vegas NV 89107. I have lived at there since 1992. I am opposing the closure of Shetland at Alta. The next street over to the south is Palomino. Wasden elementary school is on Palomino and so is the Salvation Army. Pinto is already a dead end street on its east end. See enclosed drawing. If Shetland is closed at Alta, we will have *two dead ends in one block.* The closure of Shetland at Alta will be inconvenient for children going to Wasden Elementary and for persons going to the Salvation Army. It will also be inconvenient for the residents of the neighborhood who work downtown. With the Wasden Elementary and the Salvation Army on Palomino, the next street over, it makes no sense to have two dead ends in one block. The only beneficiaries of this closure are the two (2) multi million dollar homes at the corner of Alta and Shetland: 500 Shetland and 2329 Alta.

You can reach me at 702-204-6135

Please see enclosed drawing.

Veronica L. Burris Valentine

Submitted after final agenda

Date 2/12/19 Item 49

Dead end
Pinto Ln
Dead End
Proposed closure
Proposed dead end
Shetland
Palomino
Alta
Pinto Ln
Campbell
Salvation Army
Wooden Elementary School

RECEIVED
CITY CLERK

2019 MAR 18 A 7:25

March 13, 2019

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting March 20, 2019**
**Agenda Item #49**

Dear Property Owner:

The City of Las Vegas City Council discussed the permanent closure of Shetland Road at Alta Drive at its December 19, 2018 meeting. The Traffic and Parking Commission recommended denial of the closure. The requestor has appealed this denial, and the City Council, after discussing the closure and listening to comments from residents on Shetland Road, abeyed the item until its meeting on **Wednesday, March 20, 2019 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

This issue is Item #49 on the agenda and is estimated to be heard between 10:00 am and 12:00 pm. However, depending on the length of discussion during earlier agenda items, this item could be heard later in the day. Depending on your schedule, you may opt to have your comments heard during the Public Comment portion at the beginning of the City Council meeting. All public comments become part of the record. We recommend that you monitor the meeting at www.lasvegasnevada.gov or on KCLV Channel 2.

If you are unable to attend, and have not already sent written comments regarding the support or protest of this item, you may fax your comments to the City Clerk's office at 702-382-4803. Please be sure to clearly indicate your name, address, subject item and meeting date.

If you have any questions concerning this matter, please feel free to give me a call at 702-229-6327.

Sincerely,

Gena Kendall

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

Recommend Denial of
The closure of Shetland.
Neil Carmena
T. NEIL CARMENA
2825 PINTO LANE
89107
3/15/2019

Submitted after final agenda

Date 3/18/2019 Item 49

CITY OF LAS VEGAS NEVADA

LAS VEGAS CITY COUNCIL

CAROLYN G. GOODMAN
Mayor

LOIS TARKANIAN
Mayor Pro Tem

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELLE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
City Manager

DEPARTMENT OF PUBLIC WORKS
MIKE JANSSEN
DIRECTOR

TRANSPORTATION ENGINEERING DIVISION
702-229-6327

DEVELOPMENT SERVICES CENTER
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

cityoflasvegas
lasvegasnevada.gov

CITY OF LAS VEGAS NEVADA

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DEVELOPMENT SERVICES CENTER
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LAS VEGAS, NV 89106

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RECEIVED
CITY CLERK

2019 MAR 18 P 4:24

March 13, 2019 3/15/19

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting March 20, 2019**
**Agenda Item #49**

To: RE:

Dear Property Owner:

The City of Las Vegas City Council discussed ~~the permanent~~ closure of Shetland Road at Alta Drive at its December 19, 2018 meeting. The Traffic and Parking Commission recommended denial of the closure. The requestor has appealed this denial, and the City Council, after discussing the closure and listening to comments from residents on Shetland Road, abeyed the item until its meeting on **Wednesday, March 20, 2019 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas. DENIAL

This issue is Item #49 on the agenda and is estimated to be heard between 10:00 am and 12:00 pm. However, depending on the length of discussion during earlier agenda items, this item could be heard later in the day. Depending on your schedule, you may opt to have your comments heard during the Public Comment portion at the beginning of the City Council meeting. All public comments become part of the record. We recommend that you monitor the meeting at www.lasvegasnevada.gov or on KCLV Channel 2.

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If you have any questions concerning this matter, please feel free to give me a call at 702-229-6327.

- TRAFFIC PROBLEM FOR REST OF NEIGHBORHOOD. DANGEROUS FOR US SURROUNDING NEIGHBORS, WALKING, BICYCLES, CHILDREN / # SCHOOLS, "BIG" SAFETY ISSUE,

Sincerely,

Gena Kendall

Closing down this street of for the benefit of a few, doesn't seem fair for the many.

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

Jewel L Dixon
612 Campbell Dr
Las Vegas, NV 89107-4445

Ms. Patricia Flick
612 Campbell Dr.
Las Vegas, NV 89107

Patricia M. Flick / Jewel Dixon

Submitted after final agenda

Date 3/18/19 Item 49

RECEIVED
CITY CLERK

2019 MAR 19 A 11: 10

# FAX – CITY CLERKS OFFICE

# 702-382-4803

# RE – SHETLAND ROAD CLOSURE
APPEAL OF DENIAL
CITY COUNCIL MEETING
03/20/19

FROM – CHRIS ANDRASFAY
825 SHETLAND ROAD
LAS VEGAS, NV 89107

Submitted after final agenda

Date 3/19/19 Item 49

RECEIVED
CITY CLERK

2019 MAR 19 A 11: 10

February 2, 2019

Chris Andrasfay
825 Shetland Road
Las Vegas, NV 89107

Office of the City Clerk
495 S. Street
Las Vegas, NV 89101

RE: Shetland Road Closure –Appeal of Denial – March 20, 2019

To the Members of the City Council,

I agree with City's Traffic and Parking Commission's DENIAL of the request to close Shetland at Alta. I use that entrance to enter and leave the neighborhood where my home is located at 825 Shetland, and I would like the entrance to remain open.

Yes, there is "cut-through" traffic using that entrance, but there are other methods to curtail this issue.

In addition, I request the City Council keep in mind that if they do approve the closure, it will start other closure requests that will be hard to deny once a precedent has been set. For example, a closure request at the south Shetland exit at Charleston will be sure to follow.

Sincerely,

Chris Andrasfay

RECEIVED
CITY CLERK

2019 MAR 19 A 11: 10

March 13, 2019

**Subject:** **Shetland Road Closure- Appeal of Denial**
**City Council Meeting March 20, 2019**
**Agenda Item #49**

Dear Property Owner:

The City of Las Vegas City Council discussed the permanent closure of Shetland Road at Alta Drive at its December 19, 2018 meeting. The Traffic and Parking Commission recommended denial of the closure. The requestor has appealed this denial, and the City Council, after discussing the closure and listening to comments from residents on Shetland Road, abeyed the item until its meeting on **Wednesday, March 20, 2019 at 9:00 am** in the Council Chambers, City Hall, 495 South Main Street, Las Vegas.

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If you have any questions concerning this matter, please feel free to give me a call at 702-229-6327.

Sincerely,

Gena Kendall, P.E., PTOE
City Traffic Engineer
Public Works | Transportation Engineering
gkendall@lasvegasnevada.gov

LAS VEGAS
CITY COUNCIL

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro-Tem*

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STEVEN G. SEROKA
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SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF
PUBLIC WORKS
**MIKE JANSSEN**
DIRECTOR

TRANSPORTATION
ENGINEERING
DIVISION
702-229-6327

**DEVELOPMENT
SERVICES CENTER**
333 N. RANCHO DRIVE
LAS VEGAS, NV 89106

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# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**50**

**DEPARTMENT: City Clerk** **DISCUSSION**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
RESOLUTIONS:

R-9-2019 - Discussion for possible action regarding a Resolution calling a Special Election to fill the vacant Ward 2 City Council seat and other matters related thereto ($70,000 - General Fund)

**FISCAL IMPACT:**
Augmentation Required
Amount: $70,000
Funding Source: General Fund
Dept./Division: Office of the City Clerk

**PURPOSE/BACKGROUND:**
On March 4, 2019, Steve Seroka submitted his resignation as the Ward 2 Councilman. One of the options is to call a Special Election, which requires a resolution of the City Council to declare such an election. The proposed resolution establishes the date of Tuesday, April 30, 2019, for the Special Election and provides a proposed timeline and additional details regarding the election.

**RECOMMENDATION:**
None

**BACKUP DOCUMENTATION:**
1. Resolution No. R-9-2019

R-9-2019

**RESOLUTION CALLING A SPECIAL ELECTION TO FILL THE VACANT WARD 2 CITY COUNCIL SEAT AND OTHER MATTERS RELATING THERETO**

WHEREAS, a vacancy has occurred in the Ward 2 City Council seat, a vacancy which, at the City Council's discretion, can be filled by special election; and

WHEREAS, the City Council desires to fill the vacancy by special election; and

WHEREAS, under Article V of the City Charter and NRS Chapter 293C, the conduct of a special election is under the control of the City Council, subject to applicable election statutes; and

WHEREAS, the City Council desires to declare a special election for the purpose set forth above.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAS VEGAS AS FOLLOWS:

1. A special election for the purpose of filling the Ward 2 City Council seat is set for Tuesday, April 30, 2019.

2. The following timeline is proposed for the special election:

A. Filing for office to take place from 8:00 a.m., Tuesday, March 26, 2019, to 5:00 p.m. on Wednesday, March 27, 2019.

B. Last day on which a candidate may withdraw his or her candidacy to be Tuesday, April 2, 2019, at 5:00 p.m.

C. Last day on which a person, living within the city of Las Vegas Ward 2 boundaries may register to vote in person to qualify for the special election to be Saturday, April 6, 2019.

D. Early voting to take place on Thursday, April 25, 2019, and Friday, April 26, 2019.

E. Election Day to be Tuesday, April 30, 2019.

F. Canvass of election to occur at a Special City Council meeting on Wednesday, May 8, 2019.

3. The City Clerk is authorized and directed to establish such procedures as may be necessary or appropriate to implement the special election, including without limitation the selection of polling places and the providing of any necessary notices regarding voter registration, candidate filing, and voting.

4. The City Council delegates to the City Clerk the authority to implement this special election in accordance with this Resolution and the Council's action to declare a special election. Such authority includes the authority to make minor adjustments to the timeline as may be necessary in order to adjust to unforeseen circumstances or conform to legal requirements, and to provide notice when appropriate.

PASSED, ADOPTED, AND APPROVED this _____ day of _____, 2019.

CITY OF LAS VEGAS

BY _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM

Val Steed 3.6.19
_____
Val Steed, Date
Deputy City Attorney

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**51**

**DEPARTMENT: City Clerk** **DISCUSSION**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
RESOLUTIONS:

R-10-2019 - Discussion for possible action regarding a Resolution calling a Special Election to coincide with the General Election to fill the vacant Ward 2 City Council seat and other matters relating thereto

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
On March 4, 2019, Steve Seroka submitted his resignation as the Ward 2 Councilman. One of the options is to call a Special Election that would coincide with the municipal General election, which requires a resolution of the City Council to declare such an election. The proposed resolution establishes the date of Tuesday, June 11, 2019, for the Special Election and provides a proposed timeline and additional details regarding the election.

**RECOMMENDATION:**
None

**BACKUP DOCUMENTATION:**
1. Resolution No. R-10-2019

R-10-2019

**RESOLUTION CALLING A SPECIAL ELECTION TO COINCIDE WITH THE GENERAL ELECTION TO FILL THE VACANT WARD 2 CITY COUNCIL SEAT AND OTHER MATTERS RELATING THERETO**

WHEREAS, a vacancy has occurred in the Ward 2 City Council seat, a vacancy which, at the City Council's discretion, can be filled by special election; and

WHEREAS, the City Council desires to fill the vacancy by special election; and

WHEREAS, under Article V of the City Charter and NRS Chapter 293C, the conduct of a special election is under the control of the City Council, subject to applicable election statutes; and

WHEREAS, the City Council desires to declare a special election for the purpose set forth above.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAS VEGAS AS FOLLOWS:

1. A special election for the purpose of filling the Ward 2 City Council seat is set for Tuesday, June 11, 2019.

2. The following timeline is proposed for the special election:

A. Filing for office to take place from 8:00 a.m., Monday, March 25, 2019, to 5:00 p.m. on Thursday, March 28, 2019.

B. Last day on which a candidate may withdraw his or her candidacy to be Tuesday, April 2, 2019, at 5:00 p.m.

C. Last day on which a person, living within the city of Las Vegas Ward 2 boundaries may register to vote in person to qualify for the special election to be Tuesday, May 21, 2019.

D. Early voting to take place on Saturday, May 25, 2019 through Friday, June 7, 2019.

E. Election Day to be Tuesday, June 11, 2019.

F. Canvass of election to occur at a regular City Council meeting on Wednesday, June 19, 2019.

3. The City Clerk is authorized and directed to establish such procedures as may be necessary or appropriate to implement the special election, including without limitation the selection of polling places and the providing of any necessary notices regarding voter registration, candidate filing, and voting.

4. The City Council delegates to the City Clerk the authority to implement this special election in accordance with this Resolution and the Council's action to declare a special election. Such authority includes the authority to make minor adjustments to the timeline as may be necessary in order to adjust to unforeseen circumstances or conform to legal requirements, and to provide notice when appropriate.

PASSED, ADOPTED, AND APPROVED this _____ day of _____, 2019.

CITY OF LAS VEGAS

BY _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM

Val Steed 3-6-19
Val Steed, Date
Deputy City Attorney

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**52**

**DEPARTMENT: City Clerk** **DISCUSSION**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
BOARDS & COMMISSIONS:

Discussion for possible action regarding the reappointment of members to the Community Development Recommending Board from the following list of nominees: Karmen La'Shaun Miller (Mayor's Designee), Tom McGrath and Mack McKnight (Ward 1), Aranzazu Jimenez and Erika Washington (Ward 3), Terri Janison (Ward 4), Eric James (Ward 5) and Louis DeSalvio (Ward 6) and the appointment of nominees Julie A. Murray (Ward 1), and Sydni Sales and Shondra Summers-Armstrong (Ward 5)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
This is a 13-member board which reviews Community Development Block Grant and other funding sources and makes recommendations to the City Council on the applicants eligible to receive these federal funds. Members either reside or work in the City of Las Vegas. The term of office is nine-months with no limit to the number of terms that may be served. Procedure for this Board is appointment by the Mayor and City Council.

**RECOMMENDATION:**
Approval

**BACKUP DOCUMENTATION:**
1. Agenda Memo
2. Current Listing and Authority

# 2019 Community Development Recommending Board (CDRB) – FY '19-'20

| MAYOR & COUNCIL | WARD | Appointment/Reappointment |
|---|---|---|
| **Mayor** | All | **Karmen La'Shaun Miller** |
| **Mayor Pro-Tem Lois Tarkanian** | 1 | **Mack McKnight** |
| **Mayor Pro-Tem Lois Tarkanian** | 1 | **Tom McGrath** |
| **Mayor Pro-Tem Lois Tarkanian** | 1 | **Julie A. Murray** |
| **Councilman Stavros Anthony** | 4 | **Terri Janison** |
| **Councilman Bob Coffin** | 3 | *No 3rd appointment per Wd. 3* |
| **Councilman Bob Coffin** | 3 | **Aranzazu Jimenez** |
| **Councilman Bob Coffin** | 3 | **Erika Washington** |
| **Councilman Steve Seroka** | 2 | *Vacant – to be determined upon fill of Wd. 2 vacancy* |
| **Councilman Michele Fiore** | 6 | **Louis DeSalvio** |
| **Councilman Cedric Crear** | 5 | **Sydni Sales** |
| **Councilman Cedric Crear** | 5 | **Shondra Summers-Armstrong** |
| **Councilman Cedric Crear** | 5 | **Eric James** |

# COMMUNITY DEVELOPMENT RECOMMENDING BOARD

| | MEMBERS | ORIGINAL APPT. | TERM EXPIRES |
|---|---|---|---|
| 1. | **MIKE AKER**<br>(Coffin's designee) | 10-3-2007<br>(Reappointed annually from 2008 to 2016 with most recent date of 10-18-17) | 6-18-2018 |
| 2. | **ROXANN McCOY**<br>(Barlow's designee) | 10-19-2011<br>(Reap. 12-19-12) (Reap. 1-22-14)<br>(Reap. 2-4-15) (Reap. 2-3-16)<br>(Reap. 12-21-16) (Reap. 10-18-17) | 6-18-2018 |
| 3. | **TERRI JANISON**<br>(Anthony's designee) | 2-4-2015<br>(Reap. 2-3-16) (Reap. 12-21-16)<br>(Reap. 10-18-17) | 6-18-2018 |
| 4. | **ERIC JAMES**<br>(Barlow's designee) | 10-18-2017 | 6-18-2018 |
| 5. | **ARANZAZU JIMENEZ**<br>(Coffin's designee) | 2-4-2015<br>(Reap. 2-3-16) (Reap 12-21-16)<br>(Reap. 10-18-17) | 6-18-2018 |
| 6. | **ERIKA WASHINGTON**<br>(Coffin's designee) | 12-21-2016<br>(Reap. 10-18-17) | 6-18-2018 |
| 7. | **LOUIS DeSALVIO**<br>(Fiore's designee) | 10-18-2017 | 6-18-2018 |
| 8. | **MACK McKNIGHT**<br>(Tarkanian's designee) | 10-18-2017 | 6-18-2018 |
| 9. | **TOM McGRATH**<br>(Tarkanian's designee) | 12-7-2005<br>(Reappointed annually from 2006 to 2016 with most recent date of 10-18-17) | 6-18-2018 |
| 10. | **KARMEN LA'SHAUN MILLER**<br>(Goodman's designee) | 12-6-2006<br>(Reappointed annually from 2007 to 2016 with most recent date of 10-18-17) | 6-18-2018 |
| 11. | **DEV INDER ROBELLO**<br>(Tarkanian's designee) | 12-6-2006<br>(Reappointed annually from 2007 to 2016 with most recent date of 10-18-17) | 6-18-2018 |
| 12. | **AUDREY ASSELIN**<br>(Seroka's designee) | 1-19-2011<br>(Reap. 10-19-11) (Reap. 12-19-12)<br>(Reap. 1-22-14) (Reap. 2-4-15)<br>(Reap. 2-3-16) (Reap. 12-21-16)<br>(Reap. 10-18-17) | 6-18-2018 |
| 13. | **RODNEY JORDAN**<br>(Barlow's designee) | 1-19-2011<br>(Reap. 10-19-11) (Reap. 12-19-12)<br>(Reap. 1-22-14) (Reap. 2-4-15)<br>(Reap. 2-3-16) (Reap 12-21-16)<br>(Reap. 10-18-17) | 6-18-2018 |

**GENERAL PURPOSE:** Review all Community Development Block Grant, HOME Investment Partnership, and Housing Opportunities for Persons with AIDS (HOPWA) applications for funding and make recommendations to the City Council on those applicants that should receive funding.

**AUTHORITY:** Created by City Council action on 1-8-1997 and members appointed on 1-8-1997.
(By-laws amended 12-15-99 to increase membership by four (4) members for a total of 31 members)(By-Laws amended 12-6-2000 to decrease term of office to six months) (By-Laws amended 8-15-2001 to reduce membership to 24 members) (By-Laws amended 7-20-2005 to increase term of office to nine months, to delete number of term limits, and to delete the specific areas of expertise of background designations.) (By-Laws amended 9-20-2006 to remove HOME and LIHTF funds from the Board's process.) (By-Laws amended 9-3-2008 to reduce the membership from 24 to 13 members)

**TERMS:** NINE MONTH TERMS – No limit to number of terms. **NO FINANCIAL DISCLOSURE REQUIRED.**
(May fill unexpired term.) (Membership is not transferable or assignable)
(Initially, 14 members appointed for 2 yr. terms to insure continuity on the Board.)

**MEMBERS:** 13 members who reside or work in the City of Las Vegas appointed by the Mayor and City Council. Board members represent target neighborhoods and populations, including low-income, disabled, minorities, elderly and the community at large.

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**53**

**DEPARTMENT: City Clerk** **DISCUSSION**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
Discussion for possible action regarding the appointment of Councilman Cedric Crear to the Southern Nevada Regional Planning Coalition

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
With the resignation of Steve Seroka, a vacancy exists on this board which is designated for a member of the City Council. The term of office for this seat has no expiration date; members serve until replaced.

**RECOMMENDATION:**
None

**BACKUP DOCUMENTATION:**
None

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**54**

**DEPARTMENT: City Clerk** **DISCUSSION**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
BOARDS & COMMISSIONS:

Discussion for possible action regarding the appointment of Mayor Carolyn Goodman to the Metropolitan Police Committee on Fiscal Affairs

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
With the resignation of Steve Seroka, a vacancy exists on this board which is designated for a member of the City Council. The term of office for this seat has no expiration date; members serve until replaced.

**RECOMMENDATION:**
None

**BACKUP DOCUMENTATION:**
None

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**55**

**DEPARTMENT: City Clerk** **DISCUSSION**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
BOARDS & COMMISSIONS:

Discussion for possible action regarding the reappointment of Dr. Constance Brooks to the Las Vegas-Clark County Library District Board of Trustees

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
This board is comprised of five members appointed by the City Council and five members appointed by the Clark County Commission. Terms of office are four years and members are limited to two full terms. Membership on this Board requires City residency and attendance is compensatory. Ms. Brooks was originally nominated by Councilman Crear and Council appointed her in October of 2018 to fill the unexpired term of a previous member who had resigned. That term expires on April 3rd. Ms. Brooks is eligible and wishes to be reappointed.

**RECOMMENDATION:**
Procedure for this Board requires recommendation by any member of the City Council with Council ratification. Options are:
Reappoint Dr. Brooks or direct staff to bring forward an item to a future meeting to appoint a nominee to serve in this capacity.

**BACKUP DOCUMENTATION:**
1. Current Listing and Authority

**10-3-2018 Per Senate Bill 147, effective June 11, 2003, compensated boards meeting certain criteria are no longer required to file State Financial Disclosure Statements. This board meets that established criteria.**

# LAS VEGAS-CLARK COUNTY
# LIBRARY DISTRICT BOARD OF TRUSTEES

| | MEMBERS | ORIG. APPT. | TERM EXPIRES |
|---|---|---|---|
| **1.** | JOSE MELENDREZ | 3/6/2015 | 3/6/2019 |
| **2.** | DR. CONSTANCE BROOKS<br>(replaces Ydoleena Yturralde who resigned) | 10/3/18 | 4/3/2019 |
| **3.** | FELIPE ORTIZ | 7/10/2013<br>**(Reapp. 4/5/2017)** | 4/7/2021 |
| **4.** | MARILYN DRAKE | 3/20/2013<br>**(Effect. 4/18/2013)**<br>**(Reapp. 4/18/2017)** | 4/18/2021 |
| **5.** | ROBIN MUNIER | 12/7/2011<br>**(Reapp. 3/20/2013)**<br>**(Reapp. 4/18/2017)** | 4/18/2021 |

**AUTHORITY:** Consolidated Library District created by the 1985 Legislature
S. B. 158, 2-18-85
NRS 379.0222
Amended per Bill 2001-70, Ordinance 5346, adopted 8-1-2001 regarding Financial Disclosure requirement
Per L.V.M.C. 2.49.010, a person is not eligible to serve on this board unless he or she is a resident of the City of Las Vegas.

**TERM:** 4 years (limited to 2 terms*)
(Must fill unexpired portion of terms, if appropriate)
*In March of 2009, the Consolidated Library District Attorney reversed the opinion made in 2003 that members may serve two four-year terms plus any unexpired portion of a term to which they have been appointed, provided the total number of years does not exceed 10 years. The new opinion removes the 10 year cap while maintaining the limit to two full terms in addition to any portion of an unexpired term to which the member has been appointed.

**MEMBERS:** 5 members appointed by the City Council
(County also appoints 5 members)

**NOTES:** **MUST BE CITY OF LAS VEGAS RESIDENT**

Per Senate Bill 147, effective June 11, 2003, compensated boards meeting certain criteria are no longer required to file State Financial Disclosure Statements. This board meets that established criteria.

Members receive $40 per meeting, but not more than $80 per month.

Dr. Ronald Heezen, Executive Director
7060 W. Windmill Lane
Las Vegas, NV 89113
507-6186

# *AGENDA SUMMARY PAGE*
**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**56**

**DEPARTMENT: City Attorney** **DISCUSSION**
**DIRECTOR: Brad Jerbic**

**SUBJECT:**
RECOMMENDING COMMITTEE: BILLS ELIGIBLE FOR ADOPTION AT THIS MEETING

Bill No. 2018-61 - For possible action - Amends LVMC Titles 6 and 19 to adopt provisions establishing a business license category and land use regulations for social use venues (marijuana), together with accompanying requirements and limitations. Sponsored by: Councilman Bob Coffin

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
This bill will amend LVMC Titles 6 and 19 to adopt provisions establishing a business license category and land use regulations for social use venues (marijuana), together with accompanying requirements and limitations. The bill includes items recommended by the sponsor and City staff. It also takes into account input from interested parties that was received during and after workshops that were held on the subject.

**RECOMMENDATION:**
ABEYANCE to 2/19/2019 Recommending Committee Meeting by the 1/14/2019 Recommending Committee; ABEYANCE to 3/4/2019 Recommending Committee Meeting by the 2/19/2019 Recommending Committee; Forward to the 3/20/2019 City Council Meeting with no recommendation pursuant to the 3/4/2019 Recommending Committee Meeting. Bill is eligible for adoption at the 3/20/2019 City Council Meeting.

First Reading – 12/05/2018 First Publication – 3/7/2019

**BACKUP DOCUMENTATION:**
1. Bill No. 2018-61
2. Backup Submitted from the January 14, 2019 Recommending Committee Meeting
3. Proposed First Amendment Submitted from the March 4, 2019 Recommending Committee Meeting
4. Proposed First Amendment Submitted after the March 4, 2019 Recommending Committee Meeting
5. Submitted at Meeting - Toxicology Results for 2018 Fatal Collisions Submitted by Councilman Coffin

**BILL NO. 2018-61**

**ORDINANCE NO. _____**

AN ORDINANCE TO AMEND LVMC TITLES 6 AND 19 TO ADOPT PROVISIONS ESTABLISHING A BUSINESS LICENSE CATEGORY AND LAND USE REGULATIONS FOR SOCIAL USE VENUES (MARIJUANA), TOGETHER WITH ACCOMPANYING REQUIREMENTS AND LIMITATIONS; AND TO PROVIDE FOR OTHER RELATED MATTERS.

Sponsored by: Councilman Bob Coffin

Summary: Amends LVMC Titles 6 and 19 to adopt provisions establishing a business license category and land use regulations for social use venues (marijuana), together with accompanying requirements and limitations.

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Title 6 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended by adding thereto a new chapter, designated as Chapter 6.96, consisting of Sections 10 to 110, inclusive, reading as follows:

**6.96.010:** As used in this Chapter:

"Marijuana" has the meaning ascribed to it in NRS Chapter 453D.

"Marijuana paraphernalia" has the meaning ascribed to it in NRS 453D.030 and means any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, preparing, testing, analyzing, packaging, repacking, storing, or containing marijuana, or for ingesting, inhaling, or otherwise introducing marijuana into the human body.

"Marijuana products" has the meaning ascribed to it in NRS 453D.030 and means products comprised of marijuana or concentrated marijuana and other ingredients that are intended for use or consumption, such as, but not limited to, edible products, ointments, and tinctures.

"Social use venue" means a business which offers or allows, as part of its business activity, a location and equipment for the consumption of marijuana or marijuana products.

"State regulating authority" means the Department of Taxation of the State of Nevada and/or any

other agency assigned to administer NRS 453D.

**6.96.020:** The City Council finds and declares that:

(A) It is an appropriate exercise of the licensing power to authorize the operation of social use venues subject to appropriate limitations and conditions.

(B) Nothing in this Chapter is intended to limit the application of State law and regulations governing marijuana products, drug paraphernalia, marijuana paraphernalia or substances that are classified or to be classified as controlled substances under State law and regulations, including without limitation NRS Chapters 453, 453A and 453D, and regulations adopted thereunder.

(C) Businesses subject to this Chapter are subject to compliance with State law and regulations in accordance with the terms thereof, notwithstanding any provisions of the Chapter that pertain specifically to and are an exercise of the City's licensing and regulatory powers and jurisdiction.

**6.96.030:** (A) No person shall engage in business as a social use venue within the City without first obtaining a social use venue business license pursuant to this Chapter. The license shall be a privileged license subject to the provisions of LVMC Chapter 6.06. In addition to any other condition that may be imposed upon a business license pursuant to Title 6, the City Council may issue a time-limited license or otherwise condition a license to a specified duration.

(B) Each licensee under this Chapter shall pay an annual license fee of five thousand dollars.

(C) A social use venue is authorized to sell, provide or distribute marijuana paraphernalia. Sales of such paraphernalia shall be subject to a general retail license, with license fees to be based on gross sales pursuant to LVMC 6.04.005.

(D) If the applicant for a social use venue license under this Chapter is someone other than the owner of the property on which the social use venue will be located, the applicant must provide, in connection with the license application, written confirmation by the property owner that the owner is fully aware of the property's intended use.

**6.96.040:** In addition to any other requirements for a license application that is subject to NRS Chapter

6.06, the applicant for a social use venue license under this Chapter must submit the following:

(A) A written statement acknowledging that the applicant understands applicable federal laws, any guidance or directives issued by the U.S. Department of Justice, the laws of the State of Nevada and the laws and regulations of the City applicable thereto concerning the operation of an establishment. The written statement shall also acknowledge that any violation of any laws or regulations of the State of Nevada or of the City, or any activity in violation of any guidance or directives issued by the U.S. Department of Justice, in such place of business, or in connection therewith, or the commencement of any legal proceeding relating to such establishment by federal authorities, may render the license subject to immediate suspension or revocation.

(B) A written statement to the Director that the applicant will hold harmless, indemnify, and defend the City against all claims and litigation arising from the issuance of a license, including any claims and litigation arising from the establishment, operation, or ownership of the establishment, and that a bond to secure such obligation in an amount required pursuant to LVMC 6.95.090 will be provided prior to the issuance of any license.

(C) Provide an acknowledgement that the applicant is seeking a privilege under LVMC Chapter 6.06 and understands that each principal must be found suitable to hold such license by the City Council prior to the issuance of any license; that the applicant understands and acknowledges that the burden of proving qualifications to receive a license is at all times on the applicant; that the granting of a license is at the discretion of the City Council; and that the applicant agrees to abide by the decision.

**6.96.050:** Before the issuance of a license pursuant to this Chapter, the applicant must submit:

(A) For approval by the Department:

(1) A security plan designed to ensure compliance with this Chapter.

(2) A training plan by which employees and principals will receive and successfully complete training regarding the effects of marijuana use, overconsumption, safety standards, and sanitation standards, with such training to be provided by a properly licensed provider capable of certifying the successful completion of training. The curriculum must consist of not fewer than two hours of

instruction and include, without limitation, instruction on the following topics:

(a) The clinical effects of marijuana on the human body;

(b) Methods of identifying intoxicated persons;

(c) Relevant provisions of State laws and City ordinances concerning the selling and possession of marijuana;

(d) Proper sanitation with respect to the use of marijuana paraphernalia and the consumption of edibles, to the extent not regulated by Southern Nevada Health District;

(e) Methods of preventing and halting fights and other disturbances of the peace; and

(f) Methods of preventing the entry of minors into establishments.

(3) For social use venues that will allow smoking or vaping, or both, an air quality plan that provides for the operation of an air purification system that is adequate to remove from the ambient air any smoke or vapor that contains THC compounds so as to protect employees from the effects of secondhand smoke or vapors.

(B) For approval by the Department of Fire and Rescue, a fire safety plan designed to ensure the safety of employees, patrons and the public.

**6.96.060:** Each employee of a social use venue must first obtain and maintain a valid work card pursuant to LVMC Chapter 6.86.

**6.96.070:** It is unlawful for an employee or principal of a licensee to be intoxicated or under the influence of alcohol, marijuana or marijuana products while working on the premises during business hours.

**6.96.080:** During any time a social use venue business is in operation, whether or not another business is being operated in the same location, it is unlawful for the social use venue business to:

(A) Employ a person under the age of twenty-one years (or allow such an employee) to handle marijuana, marijuana products or marijuana paraphernalia.

(B) Allow any person under the age of twenty-one years inside the establishment.

(C) Sell, provide or distribute marijuana, marijuana products within or on the premises

of a social use venue.

(D) Allow the consumption of marijuana or marijuana products within the view of the general public from outside the establishment.

(E) Allow the smoking of marijuana within any outdoor area.

(F) Allow within the establishment the use of any paraphernalia or equipment that does not comply with the fire safety plan approved by the Department of Fire and Rescue.

(G) Allow the delivery to the establishment of marijuana or marijuana products except in accordance with applicable requirements of the State regulating authority.

(H) Provide or allow on the premises the sale or consumption of alcoholic beverages, except as permitted pursuant to LVMC 6.96.100.

(I) Store marijuana or marijuana products on the premises or allow such storage on the premises.

(J) Allow any room to be used for the consumption of marijuana or marijuana products that is not immediately accessible to law enforcement or any patron of the establishment.

**6.96.090:** Each social use venue shall:

(A) Comply with the odor control and disposal requirements that are set forth in LVMC 6.95.130 and 6.95.190, respectively, regarding other marijuana-related establishments.

(B) Comply, as applicable, with the requirements of the security plan, training plan, air quality plan and fire safety plan approved pursuant to LVMC 6.96.050.

(C) Be responsible for maintaining and conducting all activities upon, and providing security and security measures for, the premises in accordance with applicable statutes, regulations, ordinances, license conditions, and the approved security and fire safety plans.

(D) Not knowingly permit upon the premises any violation of applicable statutes, regulations, ordinances, license conditions, or the approved security and fire safety plans, or permit nuisances or other activities that endanger the health or safety of patrons, employees or the public.

(E) Ensure that at least one qualified person is on the premises at all times during the

hours of operation. For purposes of this subsection, "qualified person" means a principal or key employee who has been approved for suitability pursuant to LVMC 6.06.060.

**6.96.100:** A social use venue may be operated in the same location and in conjunction with the exercise of a beer and wine room license pursuant to LVMC 6.50.080, but only if the social use venue license specifically authorizes the licensee to sell or serve beer or wine at the same location and time. The issuance or approval of a social use venue license that authorizes the sale or service of beer or wine may be conditioned upon reasonable conditions designed to protect health, safety and welfare, including without limitation conditions that:

(A) Prohibit the sale or service of beverages with an alcohol content greater than eleven percent; and

(B) Prohibit the sale or service of alcoholic beverages other than those that are premixed and in their original container.

**6.96.110:** In addition to and independent of any other remedy available under this Title, the Director or Metro may suspend a license immediately for a period not to exceed ten days under any of the following circumstances:

(A) Alcoholic beverages have been sold or served or are found on the premises, except as permitted pursuant to LVMC 6.96.100.

(B) Employees of the establishment are found in possession of illegal substances.

(C) Employees of the establishment have consumed marijuana or marijuana products while working.

(D) Marijuana or marijuana products are being stored on the premises.

SECTION 2: Title 6, Chapter 86, Section 50, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

**6.86.050:** Applicants for a work card for the following are subject to the provisions of Section 6.86.060:

(A) Employees of adult nightclub establishments licensed under Chapter 6.06B;

(B) Employees of erotic dance establishments licensed under Chapter 6.35; [and]

(C) Employees of medical marijuana establishments and marijuana establishments licensed under Chapter 6.95[.]; and

(D) Employees of social use venues licensed under Chapter 6.96.

SECTION 3: Title 6, Chapter 50, Section 80, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

**6.50.080:** A beer and wine room alcoholic beverage license authorizes the sale of beer and wine only for consumption on the premises where the same are sold. Such a license may be issued in connection with a social use venue, but only as authorized by and in accordance with LVMC 6.96.090.

SECTION 4: Ordinance No. 6289 and the Unified Development Code adopted as Title 19 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, are hereby amended as set forth in Sections 4 and 5 of this Ordinance. The amendments in those Sections are deemed to be amendments to both Ordinance No. 6289 and the Unified Development Code adopted as Title 19.

SECTION 5: Table 2 of the Land Use Tables adopted in Title 19, Chapter 12, Section 10, is hereby amended by providing that the use "Social Use Venue" is permitted by means of special use permit in the C-1, C-2, C-M and M Zoning Districts. In order to reflect the amendment, the use "Social Use Venue" shall be added at the appropriate location and the letter "S" shall be inserted in the box that represents the intersection of the row for the use "Social Use Venue" and each of the columns for the C-1, C-2, C-M and M Zoning Districts.

SECTION 6: Title 19, Chapter 12, Section 70, is hereby amended by adding thereto, at the appropriate location, an entry for the use "Social Use Venue" to read as follows:

**Social Use Venue**

**Description:** A business which offers or allows, as part of its business activity, a location and equipment for the consumption of marijuana or marijuana products.

**Minimum Special Use Permit Requirements:**

*1. Pursuant to its general authority to regulate the use of marijuana within business establishments, the

City Council declares that the public health, safety and general welfare of the City are best promoted and protected by generally requiring a minimum separation between a social use venue and certain other uses that should be protected from the impacts associated with a social use venue. Therefore, except as otherwise provided below, no social use venue may be located within 1000 feet of any school, or within 300 feet of any of the following uses:

a. City park;

b. Church/house of worship;

c. Individual care - family home, individual care - group home, or individual care center (in each case licensed for the care of children);

d. Community recreational facility (public); or

e. Any use whose primary function is to provide recreational opportunities to minors. Such uses include without limitation commercial recreation/amusement (indoor or outdoor); library, art gallery or museum (public); teen dance center; and martial arts studio that provides instruction to minors.

*2. The distance separation referred to in Requirement 1 shall be measured with reference to the shortest distance between two property lines, one being the property line of the proposed social use venue which is closest to the existing use to which the measurement pertains, and the other being the property line of that existing use which is closest to the proposed social use venue. The distance shall be measured in a straight line without regard to intervening obstacles.

*3. For the purpose of Requirement 2, and for that purpose only:

a. The "property line" of a protected use refers to the property line of a fee interest parcel that has been created by an approved and recorded parcel map or subdivision map, and does not include the property line of a leasehold parcel; and

b. The "property line" of a social use venue refers to:

i. The property line of a parcel that has been created by an approved and recorded parcel map or commercial subdivision map; or

ii. The property line of a parcel that is located within an approved and recorded commercial

subdivision and that has been created by a record of survey or legal description, if:

A. Using the property line of that parcel for the purpose of measuring the distance separation referred to in Requirement 1 would qualify the parcel under the distance separation requirement;

B. The proposed social use venue will have direct access (both ingress and egress) from a street having a minimum right-of-way width of 100 feet. The required access may be shared with a larger development but must be located within the property lines of the parcel on which the proposed social use venue will be located;

C. All parking spaces required by this Section 19.12.070 for the marijuana consumption lounge use will be located on the same parcel as the use; and

D. The owners of all parcels within the commercial subdivision, including the owner of agreement, satisfactory to the City Attorney, that provides for perpetual, reciprocal cross-access, ingress and egress throughout the commercial subdivision.

*4. The use shall conform to, and is subject to, the provisions of LVMC Title 6, as they presently exist and may be hereafter amended.

*5. Subject to the requirements of applicable building and fire codes, public access to the building shall be from one point of entry and exit, with no other access to the interior of the building permitted.

*6. The Special Use Permit shall be void without further action if the uses ceases for a period exceeding 90 days.

**On-site Parking Requirement:** No additional parking required beyond that which is required for the principal use(s) on the site, if operated in conjunction with other such use(s). If operated as the sole or principal use, one space for each 250 square feet of gross floor area.

SECTION 7: For purposes of Section 2.100(3) of the City Charter, Sections 19.12.010 and 19.12.070 are deemed to be subchapters rather than sections.

SECTION 8: The Department of Planning is authorized and directed to incorporate into the Unified Development Code the amendments set forth in Sections 5 and 6 of this Ordinance.

SECTION 9: If any section, subsection, subdivision, paragraph, sentence, clause or phrase

in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 10: Whenever in this ordinance any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or whenever in this ordinance the doing of any act is required or the failure to do any act is made or declared to be unlawful or an offense or a misdemeanor, the doing of such prohibited act or the failure to do any such required act shall constitute a misdemeanor and upon conviction thereof, shall be punished by a fine of not more than $1,000.00 or by imprisonment for a term of not more than six months, or by any combination of such fine and imprisonment. Any day of any violation of this ordinance shall constitute a separate offense.

SECTION 11: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2019.

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM:

Val Steed 11-20-18
Val Steed, Date
Deputy City Attorney

The above and foregoing ordinance was first proposed and read by title to the City Council on the _____ day of _____, 2018, and referred to a committee for recommendation, the committee being composed of the following members _____; thereafter the said committee reported favorably on said ordinance on the _____ day of _____, 2019, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as first introduced and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

POLICE DEPARTMENT
JOSEPH LOMBARDO, Sheriff

Partners with the Community

October 11, 2018

Honorable Mayor Pro-Tem Lois Tarkanian
City of Las Vegas
495 South Main Street
Las Vegas, Nevada

Subject: Ordinance to Amend LVMC Titles 6 &19/Marijuana Social Use Venues

Dear Mayor Pro-Tem Tarkanian,

As the Sheriff of Clark County, it is my responsibility to constantly evaluate the potential impact to public safety caused by new businesses ventures in our community. Since Nevada voters approved recreational marijuana in 2016, the Las Vegas Metropolitan Police Department has worked hand in hand with the marijuana industry, local business licensing, and our elected to ensure the overall impact to public safety has been minimized.

Since 2016, I have also had many discussions regarding the lack of venues for tourists who visit our community to legally consume marijuana. This issue has resulted in confusion and visitors consuming in public in violation of the law.

While I am not opposed to the concept of a consumption lounge to provide a legal place for people to consume marijuana, I do have several major concerns with the proposed marijuana social venue ordinance. My primary concern is section 6.96.100, which would allow the consumption of marijuana in the same location as the consumption of certain alcoholic beverages. With an increase in impaired driving on our roadways, I believe that the combination of marijuana and alcohol use in a consumption lounge is a recipe for disaster that will increase the risks on our roadways. I am also concerned that the ordinance does not address how these establishments will prevent dangerous black market product from being consumed inside.

For these reasons, The Las Vegas Metropolitan Police Department opposes the ordinance as written and I would respectfully request that it be held until these important issues are addressed. Thank you for your consideration on this matter.

Respectfully,

Joseph Lombardo, Sheriff

Las Vegas Metropolitan Police Department

Submitted At Meeting
Date 1/14/19 Item 5

400 S. Martin L. King Blvd. • Las Vegas, Nevada 89106-4372 • (702) 795-3111
www.lvmpd.com • www.protectthecity.com

Submitted by Chuck Calloway

## Request letter for Social Use Lounge Amendment

495 S. Main Street
City of Las Vegas, Nevada
**January 14th, 2018**

Dear City of Las Vegas Council Chambers;
Mayor Carolyn G. Goodman, Councilwoman Lois Tarkanian, Councilman Steven G. Seroka, Councilman Bob Coffin, Councilman Stavros S. Anthony, Councilman Cedric Crear, Councilwoman Michele Fiore

Below are the questions I have regarding Bill 2018-61:

1. The words "education" or "~~training~~" are not in this bill draft; is the responsibility of the business or work card issuer?
    a. According to NRS 453A.370 Item 7; Establish different categories of medical marijuana establishment agent registration cards, including, without limitation, **criteria for training and certification**, for each of the different types of medical marijuana establishments at which such an agent may be employed or volunteer or provide labor as a medical marijuana establishment agent.
    b. According to NAC R092-17A Item 78.3 (pg 49); An education plan which must include, without limitation, providing educational **materials to the staff** of the proposed marijuana establishment…
    c. According to NAC R092-17A Item 106.D (pg 86); Consumer education and support, including, without limitation….
    d. According to NAC R092-17A Item 145.2 (pg 140); Offer any appropriate consumer education or support materials….

2. Does the city have a minimum standard on education?
3. How much would this class of agent card be, and what requirements are attached to it?
4. What is the city's plan to show transparency regarding use of 2018 tax income on educating consumers and agents?
    a. According to NRS 453D.020.2; The People of the State of Nevada find and declare that the cultivation and sale of marijuana should be taken from the domain of criminals and be regulated under a controlled system, where businesses will be taxed and the **revenue will be dedicated to public education** and the enforcement of the regulations of this chapter.

Sincerely,
Madison Rodgers
madison@cannaguild.org
702-349-2975

Submitted At Meeting

Date 1/14/19 Item 5

Submitted by: Madison Rodgers

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Below are the recommendations I have regarding Bill 2018-61:

6.96.030 B - $5,000 application fee is recommended to be too high; especially for non-profit/educational based events. A separate license fee of $2,000 should be considered for licensed nonprofits to directly model alcohol license PL231.

6.96.070 - "under the influence" should be removed, as the burden of regulating employees is the employers responsibility.

6.96.080 B - This 21+ age limit is presumably in response to the sale of alcohol at these events; understandable however is restricting valid Medical Marijuana card holders between 18-21 from entering events, especially if educational. Recommend a waiver for these patrons or a subsection clause that restricts the sale of alcohol to minors at such events? Having caretakers of elder patients be able to attend such educational events is highly recommended to maintain and enhance the care of those needing caretakers. Recommended to have waiver option for MMJ Patient Card holders 18-21 to sign.

6.96.080 C - doesn't provide a system or model for profitability of marijuana paraphernalia - recommend three tier system provided by Andrew Mieure of TopShelf Budtending.

6.96.080E - restricting usage to inside only is understandable; recommended is a waiver for outside use, signed by all affected parties within the area - not all events are within proximity of harm to others.

6.96.080 G - this restricts deliveries of cannabis to the social event, and requires patrons to bring their own supplies. Recommended to remove this from draft.

6.96.110 C - recommended removal of this line - this is the employers responsibility to monitor their staffs behavior and consumption.

6.96.110 D - negated if 6.96.080C is removed

6.86.060 D - Define what this card has standards of upholding.

Title 19, Chapter 12, Section 70 *1*- due to the imposed zoning restrictions, outdoor consumption should be considered as the population most likely affected by outdoor use would be outside the impact zone.

Title 19, Chapter 12, Section 70 *3* C - parking spaces shouldn't be restricted to the same parcel, as this limits the quantity of patrons, businesses should be responsible to maintain a parking log of sorts.

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495 S. Main Street
City of Las Vegas, Nevada
**January 14th, 2018**

Dear City of Las Vegas Council Chambers;
Mayor Carolyn G. Goodman, Councilwoman Lois Tarkanian, Councilman Steven G. Seroka, Councilman Bob Coffin, Councilman Stavros S. Anthony, Councilman Cedric Crear, Councilwoman Michele Fiore

Below are the questions I have regarding Bill 2018-61:

1. The words "education" or "~~training~~" are not in this bill draft; is the responsibility of the business or work card issuer?
    a. According to NRS 453A.370 Item 7; Establish different categories of medical marijuana establishment agent registration cards, including, without limitation, **criteria for training and certification**, for each of the different types of medical marijuana establishments at which such an agent may be employed or volunteer or provide labor as a medical marijuana establishment agent.
    b. According to NAC R092-17A Item 78.3 (pg 49); An education plan which must include, without limitation, providing educational **materials to the staff** of the proposed marijuana establishment…
    c. According to NAC R092-17A Item 106.D (pg 86); Consumer education and support, including, without limitation….
    d. According to NAC R092-17A Item 145.2 (pg 140); Offer any appropriate consumer education or support materials….

2. Does the city have a minimum standard on education?
3. How much would this class of agent card be, and what requirements are attached to it?
4. What is the city's plan to show transparency regarding use of 2018 tax income on educating consumers and agents?
    a. According to NRS 453D.020.2; The People of the State of Nevada find and declare that the cultivation and sale of marijuana should be taken from the domain of criminals and be regulated under a controlled system, where businesses will be taxed and the **revenue will be dedicated to public education** and the enforcement of the regulations of this chapter.

Sincerely,
Madison Rodgers
madison@cannaguild.org
702-349-2975

## Request letter for Social Use Lounge Amendment

495 S. Main Street
City of Las Vegas, Nevada
**January 14th, 2018**

Dear City of Las Vegas Council Chambers;
Mayor Carolyn G. Goodman, Councilwoman Lois Tarkanian, Councilman Steven G. Seroka, Councilman Bob Coffin, Councilman Stavros S. Anthony, Councilman Cedric Crear, Councilwoman Michele Fiore

Below are the recommendations I have regarding Bill 2018-61:

6.96.030 B - $5,000 application fee is recommended to be too high; especially for non-profit/educational based events. A separate license fee of $2,000 should be considered for licensed nonprofits to directly model alcohol license PL231.

6.96.070 - "under the influence" should be removed, as the burden of regulating employees is the employers responsibility.

6.96.080 B - This 21+ age limit is presumably in response to the sale of alcohol at these events; understandable however is restricting valid Medical Marijuana card holders between 18-21 from entering events, especially if educational. Recommend a waiver for these patrons or a subsection clause that restricts the sale of alcohol to minors at such events? Having caretakers of elder patients be able to attend such educational events is highly recommended to maintain and enhance the care of those needing caretakers. Recommended to have waiver option for MMJ Patient Card holders 18-21 to sign.

6.96.080 C - doesn't provide a system or model for profitability of marijuana paraphernalia - recommend three tier system provided by Andrew Mieure of TopShelf Budtending.

6.96.080E - restricting usage to inside only is understandable; recommended is a waiver for outside use, signed by all affected parties within the area - not all events are within proximity of harm to others.

6.96.080 G - this restricts deliveries of cannabis to the social event, and requires patrons to bring their own supplies. Recommended to remove this from draft.

6.96.110 C - recommended removal of this line - this is the employers responsibility to monitor their staffs behavior and consumption.

6.96.110 D - negated if 6.96.080C is removed

6.86.060 D - Define what this card has standards of upholding.

Title 19, Chapter 12, Section 70 *1*- due to the imposed zoning restrictions, outdoor consumption should be considered as the population most likely affected by outdoor use would be outside the impact zone.

Title 19, Chapter 12, Section 70 *3* C - parking spaces shouldn't be restricted to the same parcel, as this limits the quantity of patrons, businesses should be responsible to maintain a parking log of sorts.

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Sincerely,
Madison Rodgers, madison@cannaguild.org, 702-349-2975

**PROPOSED FIRST AMENDMENT**

**BILL NO. 2018-61**

**ORDINANCE NO. _____**

AN ORDINANCE TO AMEND LVMC TITLES 6 AND 19 TO ADOPT PROVISIONS ESTABLISHING A BUSINESS LICENSE CATEGORY AND LAND USE REGULATIONS FOR SOCIAL USE VENUES (MARIJUANA), TOGETHER WITH ACCOMPANYING REQUIREMENTS AND LIMITATIONS; AND TO PROVIDE FOR OTHER RELATED MATTERS.

Sponsored by: Councilman Bob Coffin

Summary: Amends LVMC Titles 6 and 19 to adopt provisions establishing a business license category and land use regulations for social use venues (marijuana), together with accompanying requirements and limitations.

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Title 6 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended by adding thereto a new chapter, designated as Chapter 6.96, consisting of Sections 10 to 100, inclusive, reading as follows:

**6.96.010:** As used in this Chapter:

"Marijuana" has the meaning ascribed to it in NRS Chapter 453D.

"Marijuana paraphernalia" has the meaning ascribed to it in NRS 453D.030 and means any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, preparing, testing, analyzing, packaging, repacking, storing, or containing marijuana, or for ingesting, inhaling, or otherwise introducing marijuana into the human body.

"Marijuana products" has the meaning ascribed to it in NRS 453D.030 and means products comprised of marijuana or concentrated marijuana and other ingredients that are intended for use or consumption, such as, but not limited to, edible products, ointments, and tinctures.

"Social use venue" means a business which offers or allows, as part of its business activity, a location and equipment for the consumption of marijuana or marijuana products.

Submitted after final agenda
Recommending Committee
Submitted At Meeting
Date 3/4/19 Item 3

"State regulating authority" means the Department of Taxation of the State of Nevada and/or any other agency assigned to administer NRS 453D.

**6.96.020:** The City Council finds and declares that:

(A) It is an appropriate exercise of the licensing power to authorize the operation of social use venues subject to appropriate limitations and conditions.

(B) Nothing in this Chapter is intended to limit the application of State law and regulations governing marijuana products, drug paraphernalia, marijuana paraphernalia or substances that are classified or to be classified as controlled substances under State law and regulations, including without limitation NRS Chapters 453, 453A and 453D, and regulations adopted thereunder.

(C) Businesses subject to this Chapter are subject to compliance with State law and regulations in accordance with the terms thereof, notwithstanding any provisions of the Chapter that pertain specifically to and are an exercise of the City's licensing and regulatory powers and jurisdiction.

**6.96.030:** (A) No person shall engage in business as a social use venue within the City without first obtaining a social use venue business license pursuant to this Chapter. The license shall be a privileged license subject to the provisions of LVMC Chapter 6.06. In addition to any other condition that may be imposed upon a business license pursuant to Title 6, the City Council may issue a time-limited license or otherwise condition a license to a specified duration.

(B) Each licensee under this Chapter shall pay an annual license fee of five thousand dollars.

(C) A social use venue is authorized to sell, provide or distribute marijuana paraphernalia. Sales of such paraphernalia shall be subject to a general retail license, with license fees to be based on gross sales pursuant to LVMC 6.04.005.

(D) If the applicant for a social use venue license under this Chapter is someone other than the owner of the property on which the social use venue will be located, the applicant must provide, in connection with the license application, written confirmation by the property owner that the owner is fully aware of the property's intended use.

**6.96.040:** In addition to any other requirements for a license application that is subject to LVMC Chapter 6.06, the applicant for a social use venue license under this Chapter must submit the following:

(A) A written statement acknowledging that the applicant understands applicable federal laws, any guidance or directives issued by the U.S. Department of Justice, the laws of the State of Nevada and the laws and regulations of the City applicable thereto concerning the operation of an establishment. The written statement shall also acknowledge that any violation of any laws or regulations of the State of Nevada or of the City, or any activity in violation of any guidance or directives issued by the U.S. Department of Justice, in such place of business, or in connection therewith, or the commencement of any legal proceeding relating to such establishment by federal authorities, may render the license subject to immediate suspension or revocation.

(B) A written statement to the Director that the applicant will hold harmless, indemnify, and defend the City against all claims and litigation arising from the issuance of a license, including any claims and litigation arising from the establishment, operation, or ownership of the establishment, and that a bond to secure such obligation in an amount required pursuant to LVMC 6.95.090 will be provided prior to the issuance of any license.

(C) Provide an acknowledgement that the applicant is seeking a privilege under LVMC Chapter 6.06 and understands that each principal must be found suitable to hold such license by the City Council prior to the issuance of any license; that the applicant understands and acknowledges that the burden of proving qualifications to receive a license is at all times on the applicant; that the granting of a license is at the discretion of the City Council; and that the applicant agrees to abide by the decision.

**6.96.050:** Before the issuance of a license pursuant to this Chapter, the applicant must submit:

(A) For approval by the Department:

(1) A security plan designed to ensure compliance with this Chapter.

(2) A training plan by which employees and principals will receive and successfully complete training regarding the effects of marijuana use, overconsumption, safety standards, and sanitation standards, with such training to be provided by a properly licensed provider capable of

certifying the successful completion of training. The curriculum must consist of not fewer than two hours of instruction and include, without limitation, instruction on the following topics:

(a) The clinical effects of marijuana on the human body;

(b) Methods of identifying intoxicated persons;

(c) Relevant provisions of State laws and City ordinances concerning the selling and possession of marijuana;

(d) Proper sanitation with respect to the use of marijuana paraphernalia and the consumption of edibles, to the extent not regulated by Southern Nevada Health District;

(e) Methods of preventing and halting fights and other disturbances of the peace; and

(f) Methods of preventing the entry of minors into establishments.

(3) For social use venues that will allow smoking or vaping, or both, an air quality plan that provides for the operation of an air purification system that is adequate to remove from the ambient air any smoke or vapor that contains THC compounds so as to protect employees from the effects of secondhand smoke or vapors.

(B) For approval by the Department of Fire and Rescue, a fire safety plan designed to ensure the safety of employees, patrons and the public.

**6.96.060:** Each employee of a social use venue must first obtain and maintain a valid work card pursuant to LVMC Chapter 6.86.

**6.96.070:** It is unlawful for an employee or principal of a licensee to be intoxicated or under the influence of alcohol, marijuana or marijuana products while working on the premises during business hours.

**6.96.080:** During any time a social use venue business is in operation, whether or not another business is being operated in the same location, it is unlawful for the social use venue business to:

(A) Employ a person under the age of twenty-one years (or allow such an employee) to

handle marijuana, marijuana products or marijuana paraphernalia.

(B) Allow any person under the age of twenty-one years inside the establishment.

(C) Sell, provide or distribute marijuana, marijuana products within or on the premises of a social use venue.

(D) Allow the consumption of marijuana or marijuana products within the view of the general public from outside the establishment.

(E) Allow the smoking of marijuana within any outdoor area.

(F) Allow within the establishment the use of any paraphernalia or equipment that does not comply with the fire safety plan approved by the Department of Fire and Rescue.

(G) Allow the delivery to the establishment of marijuana or marijuana products except in accordance with applicable requirements of the State regulating authority.

(H) Provide or allow on the premises the sale or consumption of alcoholic beverages.

(I) Store marijuana or marijuana products on the premises or allow such storage on the premises.

(J) Allow any room to be used for the consumption of marijuana or marijuana products that is not immediately accessible to law enforcement or any patron of the establishment.

**6.96.090:** Each social use venue shall:

(A) Comply with the odor control and disposal requirements that are set forth in LVMC 6.95.130 and 6.95.190, respectively, regarding other marijuana-related establishments.

(B) Comply, as applicable, with the requirements of the security plan, training plan, air quality plan and fire safety plan approved pursuant to LVMC 6.96.050.

(C) Be responsible for maintaining and conducting all activities upon, and providing security and security measures for, the premises in accordance with applicable statutes, regulations, ordinances, license conditions, and the approved security and fire safety plans.

(D) Not knowingly permit upon the premises any violation of applicable statutes, regulations, ordinances, license conditions, or the approved security and fire safety plans, or permit

nuisances or other activities that endanger the health or safety of patrons, employees or the public.

(E) Ensure that at least one qualified person is on the premises at all times during the hours of operation. For purposes of this subsection, "qualified person" means a principal or key employee who has been approved for suitability pursuant to LVMC 6.06.060.

**6.96.100:** In addition to and independent of any other remedy available under this Title, the Director or Metro may suspend a license immediately for a period not to exceed ten days under any of the following circumstances:

(A) Alcoholic beverages have been sold or served or are found on the premises.

(B) Employees of the establishment are found in possession of illegal substances.

(C) Employees of the establishment have consumed marijuana or marijuana products while working.

(D) Marijuana or marijuana products are being stored on the premises.

SECTION 2: Title 6, Chapter 86, Section 50, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

**6.86.050:** Applicants for a work card for the following are subject to the provisions of Section 6.86.060:

(A) Employees of adult nightclub establishments licensed under Chapter 6.06B;

(B) Employees of erotic dance establishments licensed under Chapter 6.35; [and]

(C) Employees of medical marijuana establishments and marijuana establishments licensed under Chapter 6.95[.]; and

(D) Employees of social use venues licensed under Chapter 6.96.

SECTION 3: Ordinance No. 6289 and the Unified Development Code adopted as Title 19 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, are hereby amended as set forth in Sections 4 to 6, inclusive, of this Ordinance. The amendments in those Sections are deemed to be amendments to both Ordinance No. 6289 and the Unified Development Code adopted as Title 19.

SECTION 4: Table 2 of the Land Use Tables adopted in Title 19, Chapter 12, Section

10, is hereby amended by providing that the use "Social Use Venue" is permitted by means of special use permit in the C-1, C-2, C-M and M Zoning Districts. In order to reflect the amendment, the use "Social Use Venue" shall be added at the appropriate location and the letter "S" shall be inserted in the box that represents the intersection of the row for the use "Social Use Venue" and each of the columns for the C-1, C-2, C-M and M Zoning Districts.

SECTION 5: Title 19, Chapter 12, Section 70, is hereby amended by adding thereto, at the appropriate location, an entry for the use "Social Use Venue" to read as follows:

**Social Use Venue**

**Description:** A business which offers or allows, as part of its business activity, a location and equipment for the consumption of marijuana or marijuana products.

**Minimum Special Use Permit Requirements:**

*1. Pursuant to its general authority to regulate the use of marijuana within business establishments, the City Council declares that the public health, safety and general welfare of the City are best promoted and protected by generally requiring a minimum separation between a social use venue and certain other uses that should be protected from the impacts associated with a social use venue. Therefore, except as otherwise provided below, no social use venue may be located within 1000 feet of any school, or within 300 feet of any of the following uses:

a. City park;

b. Church/house of worship;

c. Individual care - family home, individual care - group home, or individual care center (in each case licensed for the care of children);

d. Community recreational facility (public); or

e. Any use whose primary function is to provide recreational opportunities to minors. Such uses include without limitation commercial recreation/amusement (indoor or outdoor); library, art gallery or museum (public); teen dance center; and martial arts studio that provides instruction to minors.

*2. The distance separation referred to in Requirement 1 shall be measured with reference to the shortest

distance between two property lines, one being the property line of the proposed social use venue which is closest to the existing use to which the measurement pertains, and the other being the property line of that existing use which is closest to the proposed social use venue. The distance shall be measured in a straight line without regard to intervening obstacles.

*3. For the purpose of Requirement 2, and for that purpose only:

a. The "property line" of a protected use refers to the property line of a fee interest parcel that has been created by an approved and recorded parcel map or subdivision map, and does not include the property line of a leasehold parcel; and

b. The "property line" of a social use venue refers to:

i. The property line of a parcel that has been created by an approved and recorded parcel map or commercial subdivision map; or

ii. The property line of a parcel that is located within an approved and recorded commercial subdivision and that has been created by a record of survey or legal description, if:

A. Using the property line of that parcel for the purpose of measuring the distance separation referred to in Requirement 1 would qualify the parcel under the distance separation requirement;

B. The proposed social use venue will have direct access (both ingress and egress) from a street having a minimum right-of-way width of 100 feet. The required access may be shared with a larger development but must be located within the property lines of the parcel on which the proposed social use venue will be located;

C. All parking spaces required by this Section 19.12.070 for the marijuana consumption lounge use will be located on the same parcel as the use; and

D. The owners of all parcels within the commercial subdivision, including the owner of agreement, satisfactory to the City Attorney, that provides for perpetual, reciprocal cross-access, ingress and egress throughout the commercial subdivision.

*4. The use shall conform to, and is subject to, the provisions of LVMC Title 6, as they presently exist and may be hereafter amended.

*5. Subject to the requirements of applicable building and fire codes, public access to the building shall be from one point of entry and exit, with no other access to the interior of the building permitted.

*6. The Special Use Permit shall be void without further action if the uses ceases for a period exceeding 90 days.

**On-site Parking Requirement:** No additional parking required beyond that which is required for the principal use(s) on the site, if operated in conjunction with other such use(s). If operated as the sole or principal use, one space for each 250 square feet of gross floor area.

SECTION 6: Title 19, Chapter 18, Section 20, is hereby amended by adding thereto, at the appropriate location, the following term and its corresponding definition:

**Social Use Venue.** A business which allows, as part of its business activity, a location and equipment for the consumption of marijuana or marijuana products.

SECTION 7: For purposes of Section 2.100(3) of the City Charter, Sections 19.12.010, 19.12.070 and 19.18.020 are deemed to be subchapters rather than sections.

SECTION 8: The Department of Planning is authorized and directed to incorporate into the Unified Development Code the amendments set forth in Sections 4 to 6, inclusive, of this Ordinance.

SECTION 9: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 10: Whenever in this ordinance any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or whenever in this ordinance the doing of any act is required or the failure to do any act is made or declared to be unlawful or an offense or a misdemeanor, the doing of such prohibited act or the failure to do any such required act shall constitute a misdemeanor and upon

conviction thereof, shall be punished by a fine of not more than $1,000.00 or by imprisonment for a term of not more than six months, or by any combination of such fine and imprisonment. Any day of any violation of this ordinance shall constitute a separate offense.

SECTION 11: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2019.

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM:

_____
Val Steed, Date
Deputy City Attorney

The above and foregoing ordinance was first proposed and read by title to the City Council on the _____ day of _____, 2018, and referred to a committee for recommendation, the committee being composed of the following members _____; thereafter the said committee reported favorably on said ordinance on the _____ day of _____, 2019, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as amended and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

**PROPOSED FIRST AMENDMENT VERSION 3-7**

**BILL NO. 2018-61**

**ORDINANCE NO. _____**

AN ORDINANCE TO AMEND LVMC TITLES 6 AND 19 TO ADOPT PROVISIONS ESTABLISHING A BUSINESS LICENSE CATEGORY AND LAND USE REGULATIONS FOR SOCIAL USE VENUES (MARIJUANA), TOGETHER WITH ACCOMPANYING REQUIREMENTS AND LIMITATIONS; AND TO PROVIDE FOR OTHER RELATED MATTERS.

Sponsored by: Councilman Bob Coffin

Summary: Amends LVMC Titles 6 and 19 to adopt provisions establishing a business license category and land use regulations for social use venues (marijuana), together with accompanying requirements and limitations.

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SECTION 1: Title 6 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended by adding thereto a new chapter, designated as Chapter 6.96, consisting of Sections 10 to 100, inclusive, reading as follows:

**6.96.010:** As used in this Chapter:

"Marijuana" has the meaning ascribed to it in NRS Chapter 453D.

"Marijuana paraphernalia" has the meaning ascribed to it in NRS 453D.030 and means any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, preparing, testing, analyzing, packaging, repacking, storing, or containing marijuana, or for ingesting, inhaling, or otherwise introducing marijuana into the human body.

"Marijuana products" has the meaning ascribed to it in NRS 453D.030 and means products comprised of marijuana or concentrated marijuana and other ingredients that are intended for use or consumption, such as, but not limited to, edible products, ointments, and tinctures.

"Social use venue" means a business which offers or allows, as part of its business activity, a location and equipment for the consumption of marijuana or marijuana products.

"State regulating authority" means the Department of Taxation of the State of Nevada and/or any other agency assigned to administer NRS 453D.

**6.96.020:** The City Council finds and declares that:

(A) It is an appropriate exercise of the licensing power to authorize the operation of social use venues subject to appropriate limitations and conditions.

(B) Nothing in this Chapter is intended to limit the application of State law and regulations governing marijuana products, drug paraphernalia, marijuana paraphernalia or substances that are classified or to be classified as controlled substances under State law and regulations, including without limitation NRS Chapters 453, 453A and 453D, and regulations adopted thereunder.

(C) Businesses subject to this Chapter are subject to compliance with State law and regulations in accordance with the terms thereof, notwithstanding any provisions of the Chapter that pertain specifically to and are an exercise of the City's licensing and regulatory powers and jurisdiction.

**6.96.030:** (A) No person shall engage in business as a social use venue within the City without first obtaining a social use venue business license pursuant to this Chapter. No such license is available to any person other than the holder of a license for a medical marijuana dispensary or a retail marijuana store. The license shall be a privileged license subject to the provisions of LVMC Chapter 6.06. In addition to any other condition that may be imposed upon a business license pursuant to Title 6, the City Council may issue a time-limited license or otherwise condition a license to a specified duration.

(B) Each licensee under this Chapter shall pay an annual license fee of five thousand dollars.

(C) A social use venue is authorized to sell, provide or distribute marijuana paraphernalia. Sales of such paraphernalia shall be subject to a general retail license, with license fees to be based on gross sales pursuant to LVMC 6.04.005.

(D) If the applicant for a social use venue license under this Chapter is someone other than the owner of the property on which the social use venue will be located, the applicant must provide, in connection with the license application, written confirmation by the property owner that the owner is fully

aware of the property's intended use.

**6.96.040:** In addition to any other requirements for a license application that is subject to LVMC Chapter 6.06, the applicant for a social use venue license under this Chapter must submit the following:

(A) A written statement acknowledging that the applicant understands applicable federal laws, any guidance or directives issued by the U.S. Department of Justice, the laws of the State of Nevada and the laws and regulations of the City applicable thereto concerning the operation of an establishment. The written statement shall also acknowledge that any violation of any laws or regulations of the State of Nevada or of the City, or any activity in violation of any guidance or directives issued by the U.S. Department of Justice, in such place of business, or in connection therewith, or the commencement of any legal proceeding relating to such establishment by federal authorities, may render the license subject to immediate suspension or revocation.

(B) A written statement to the Director that the applicant will hold harmless, indemnify, and defend the City against all claims and litigation arising from the issuance of a license, including any claims and litigation arising from the establishment, operation, or ownership of the establishment, and that a bond to secure such obligation in an amount required pursuant to LVMC 6.95.090 will be provided prior to the issuance of any license.

(C) Provide an acknowledgement that the applicant is seeking a privilege under LVMC Chapter 6.06 and understands that each principal must be found suitable to hold such license by the City Council prior to the issuance of any license; that the applicant understands and acknowledges that the burden of proving qualifications to receive a license is at all times on the applicant; that the granting of a license is at the discretion of the City Council; and that the applicant agrees to abide by the decision.

**6.96.050:** Before the issuance of a license pursuant to this Chapter, the applicant must submit:

(A) For approval by the Department:

(1) A security plan designed to ensure compliance with this Chapter.

(2) A training plan by which employees and principals will receive and successfully complete training regarding the effects of marijuana use, overconsumption, safety standards,

and sanitation standards, with such training to be provided by a properly licensed provider capable of certifying the successful completion of training. The curriculum must consist of not fewer than two hours of instruction and include, without limitation, instruction on the following topics:

(a) The clinical effects of marijuana on the human body;

(b) Methods of identifying intoxicated persons;

(c) Relevant provisions of State laws and City ordinances concerning the selling and possession of marijuana;

(d) Proper sanitation with respect to the use of marijuana paraphernalia and the consumption of edibles, to the extent not regulated by Southern Nevada Health District;

(e) Methods of preventing and halting fights and other disturbances of the peace; and

(f) Methods of preventing the entry of minors into establishments.

(3) For social use venues that will allow smoking or vaping, or both, an air quality plan that provides for the operation of an air purification system that is adequate to remove from the ambient air any smoke or vapor that contains THC compounds so as to mitigate the impact of those compounds on employees of the establishment.

(B) For approval by the Department of Fire and Rescue, a fire safety plan designed to ensure the safety of employees, patrons and the public.

**6.96.060:** Each employee of a social use venue must first obtain and maintain a valid work card pursuant to LVMC Chapter 6.86.

**6.96.070:** It is unlawful for an employee or principal of a licensee to be intoxicated or under the influence of alcohol, marijuana or marijuana products while working on the premises during business hours.

**6.96.080:** During any time a social use venue business is in operation, whether or not another business is being operated in the same location, it is unlawful for the social use venue business to:

(A) Employ a person under the age of twenty-one years (or allow such an employee) to handle marijuana, marijuana products or marijuana paraphernalia.

(B) Allow any person under the age of twenty-one years inside the establishment.

(C) Sell, provide or distribute marijuana, marijuana products within or on the premises of a social use venue.

(D) Allow the consumption of marijuana or marijuana products within the view of the general public from outside the establishment.

(E) Allow the smoking of marijuana within any outdoor area.

(F) Allow within the establishment the use of any paraphernalia or equipment that does not comply with the fire safety plan approved by the Department of Fire and Rescue.

(G) Allow the delivery to the establishment of marijuana or marijuana products except in accordance with applicable requirements of the State regulating authority.

(H) Provide or allow on the premises the sale or consumption of alcoholic beverages.

(I) Store marijuana or marijuana products on the premises or allow such storage on the premises.

(J) Allow any room to be used for the consumption of marijuana or marijuana products that is not immediately accessible to law enforcement or any patron of the establishment.

**6.96.090:** Each social use venue shall:

(A) Comply with the odor control and disposal requirements that are set forth in LVMC 6.95.130 and 6.95.190, respectively, regarding other marijuana-related establishments.

(B) Comply, as applicable, with the requirements of the security plan, training plan, air quality plan and fire safety plan approved pursuant to LVMC 6.96.050.

(C) Be responsible for maintaining and conducting all activities upon, and providing security and security measures for, the premises in accordance with applicable statutes, regulations, ordinances, license conditions, and the approved security and fire safety plans.

(D) Not knowingly permit upon the premises any violation of applicable statutes,

regulations, ordinances, license conditions, or the approved security and fire safety plans, or permit nuisances or other activities that endanger the health or safety of patrons, employees or the public.

(E) Ensure that at least one qualified person is on the premises at all times during the hours of operation. For purposes of this subsection, "qualified person" means a principal or key employee who has been approved for suitability pursuant to LVMC 6.06.060.

**6.96.100:** In addition to and independent of any other remedy available under this Title, the Director or Metro may suspend a license immediately for a period not to exceed ten days under any of the following circumstances:

(A) Alcoholic beverages have been sold or served or are found on the premises.

(B) Employees of the establishment are found in possession of illegal substances.

(C) Employees of the establishment have consumed marijuana or marijuana products while working.

(D) Marijuana or marijuana products are being stored on the premises.

SECTION 2: Title 6, Chapter 86, Section 50, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

**6.86.050:** Applicants for a work card for the following are subject to the provisions of Section 6.86.060:

(A) Employees of adult nightclub establishments licensed under Chapter 6.06B;

(B) Employees of erotic dance establishments licensed under Chapter 6.35; **[**and**]**

(C) Employees of medical marijuana establishments and marijuana establishments licensed under Chapter 6.95**[.]**; and

(D) Employees of social use venues licensed under Chapter 6.96.

SECTION 3: Ordinance No. 6289 and the Unified Development Code adopted as Title 19 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, are hereby amended as set forth in Sections 4 to 6, inclusive, of this Ordinance. The amendments in those Sections are deemed to be amendments to both Ordinance No. 6289 and the Unified Development Code adopted as Title 19.

SECTION 4: Table 2 of the Land Use Tables adopted in Title 19, Chapter 12, Section 10, is hereby amended by providing that the use "Social Use Venue" is permitted by means of special use permit in the C-1, C-2, C-M and M Zoning Districts. In order to reflect the amendment, the use "Social Use Venue" shall be added at the appropriate location and the letter "S" shall be inserted in the box that represents the intersection of the row for the use "Social Use Venue" and each of the columns for the C-1, C-2, C-M and M Zoning Districts.

SECTION 5: Title 19, Chapter 12, Section 70, is hereby amended by adding thereto, at the appropriate location, an entry for the use "Social Use Venue" to read as follows:

**Social Use Venue**

**Description:** A business which offers or allows, as part of its business activity, a location and equipment for the consumption of marijuana or marijuana products.

**Minimum Special Use Permit Requirements:**

*1. Pursuant to its general authority to regulate the use of marijuana within business establishments, the City Council declares that the public health, safety and general welfare of the City are best promoted and protected by generally requiring a minimum separation between a social use venue and certain other uses that should be protected from the impacts associated with a social use venue. Therefore, except as otherwise provided below, no social use venue may be located within 1000 feet of any school, or within 300 feet of any of the following uses:

a. City park;

b. Church/house of worship;

c. Individual care - family home, individual care - group home, or individual care center (in each case licensed for the care of children);

d. Community recreational facility (public); or

e. Any use whose primary function is to provide recreational opportunities to minors. Such uses include without limitation commercial recreation/amusement (indoor or outdoor); library, art gallery or museum (public); teen dance center; and martial arts studio that provides instruction to minors.

*2. The distance separation referred to in Requirement 1 shall be measured with reference to the shortest distance between two property lines, one being the property line of the proposed social use venue which is closest to the existing use to which the measurement pertains, and the other being the property line of that existing use which is closest to the proposed social use venue. The distance shall be measured in a straight line without regard to intervening obstacles.

*3. For the purpose of Requirement 2, and for that purpose only:

a. The "property line" of a protected use refers to the property line of a fee interest parcel that has been created by an approved and recorded parcel map or subdivision map, and does not include the property line of a leasehold parcel; and

b. The "property line" of a social use venue refers to:

i. The property line of a parcel that has been created by an approved and recorded parcel map or commercial subdivision map; or

ii. The property line of a parcel that is located within an approved and recorded commercial subdivision and that has been created by a record of survey or legal description, if:

A. Using the property line of that parcel for the purpose of measuring the distance separation referred to in Requirement 1 would qualify the parcel under the distance separation requirement;

B. The proposed social use venue will have direct access (both ingress and egress) from a street having a minimum right-of-way width of 100 feet. The required access may be shared with a larger development but must be located within the property lines of the parcel on which the proposed social use venue will be located;

C. All parking spaces required by this Section 19.12.070 for the marijuana consumption lounge use will be located on the same parcel as the use; and

D. The owners of all parcels within the commercial subdivision, including the owner of agreement, satisfactory to the City Attorney, that provides for perpetual, reciprocal cross-access, ingress and egress throughout the commercial subdivision.

*4. The use shall conform to, and is subject to, the provisions of LVMC Title 6, as they presently exist

and may be hereafter amended.

*5. Subject to the requirements of applicable building and fire codes, public access to the building shall be from one point of entry and exit, with no other access to the interior of the building permitted.

*6. The Special Use Permit shall be void without further action if the uses ceases for a period exceeding 90 days.

*7. No Special Use Permit for this use is available for any parcel on which nonrestricted gaming is conducted, or any parcel that is within a gaming enterprise district referenced in LVMC 6.40.160 or the Gaming Enterprise Overlay District described in LVMC 19.10.130.

**On-site Parking Requirement:** No additional parking required beyond that which is required for the principal use(s) on the site, if operated in conjunction with other such use(s). If operated as the sole or principal use, one space for each 250 square feet of gross floor area.

SECTION 6: Title 19, Chapter 18, Section 20, is hereby amended by adding thereto, at the appropriate location, the following term and its corresponding definition:

**Social Use Venue.** A business which allows, as part of its business activity, a location and equipment for the consumption of marijuana or marijuana products.

SECTION 7: For purposes of Section 2.100(3) of the City Charter, Sections 19.12.010, 19.12.070 and 19.18.020 are deemed to be subchapters rather than sections.

SECTION 8: The Department of Planning is authorized and directed to incorporate into the Unified Development Code the amendments set forth in Sections 4 to 6, inclusive, of this Ordinance.

SECTION 9: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 10: Whenever in this ordinance any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or whenever in this ordinance the doing of any act is required or the failure to do any act is made or declared to be unlawful or an offense or a misdemeanor, the doing of such prohibited act or the failure to do any such required act shall constitute a misdemeanor and upon conviction thereof, shall be punished by a fine of not more than $1,000.00 or by imprisonment for a term of not more than six months, or by any combination of such fine and imprisonment. Any day of any violation of this ordinance shall constitute a separate offense.

SECTION 11: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2019.

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM:

_____
Val Steed, Date
Deputy City Attorney

The above and foregoing ordinance was first proposed and read by title to the City Council on the _____ day of _____, 2018, and referred to a committee for recommendation, the committee being composed of the following members _____; thereafter the said committee reported favorably on said ordinance on the _____ day of _____, 2019, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as amended and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

#56 SUV ALK and THC

Below you will see a list toxicology results for 2018 fatal collisions. I've included only fatal collision events that indicated marijuana (18 events in total). Please note that there are toxicology reports still pending. The following data includes all results that we have as of today (02-27-19). I have provided the information for both the at fault, and the not at fault party (primary at fault being determined by the Detectives, assigning the primary causal factor).

| At Fault Impairment | Alcohol or Type of Drug At Fault | Toxicology Results At Fault | Not At Fault Impairment | Alcohol or Type of Drug Not At Fault | Toxicology Results Not At Fault |
|---|---|---|---|---|---|
| Yes | Alcohol | .194 / .179 | Yes | Hydrocodone-Free, Deta-9 THC | 37 ng/mL, 1.1 ng/mL |
| Yes | Alcohol & Cannabis | 0.22 bac 5.3 ng/mL | N/A | N/A | N/A |
| Yes | Alcohol & Cannabis | .228 BAC / 21 THC | No | N/A | N/A |
| Yes | Alcohol & Marijuana | .195 & .173, 11-Hydroxy-THC 3.5ng/ml, THC-Carboxylic Acid 41.9 ng/ml, Delta-9 Tetra 16.2 ng/mL | No | | |
| Yes | Alcohol, Cocaine, Cannabis | Alcohol = .200; Cocaine = 25 ng/ml; Cannabis = 17 ng/ml | N/A | N/A | N/A |
| Yes | Amphetamine, Methamphetamine, Delta-9 Carboxy THC, Delta-9 THC | Codeine- Free 20 ng, Morphine-Free, 170 ng, Amphetamine 27 ng, Methamphetamine 59 ng, Delta-9 Carboxy THC 7.6, Delta-9 THC .5 | N/A | N/A | N/A |
| Yes | Caffeine, Phenylpropanolamine, Amphetamine, Methamphetamine, Delta-9 Carboxy THC, Delta-9 THC | Positive, 7.0 ng/mL, 30 ng/mL, 110 ng/mL, 7.3 ng/mL, .97 ng/mL | Yes | No | N/A |
| Yes | Cannabis | 13 ng/mL | No | N/A | N/A |
| Yes | Cannabis | Pending | No | N/A | N/A |
| Yes | Marijuana | Delta-9 THC 12 ng | No | | |
| Yes | Marijuana | 33 ng/mL | No | N/A | N/A |
| Yes | Marijuana | 4.5 ng/mL | N/A | N/A | N/A |
| Yes | Marijuana / Meth | 9.7 ng/mL (Marijuana) - 20 ng/mL (Meth) | No | N/A | N/A |

Submitted at City Council
Date 3/20/19 Item 56
By: Councilman Coffin

| | | | | | |
|---|---|---|---|---|---|
| Yes | Meth / Marijuana | TOX not done, hospital records showed positive. | No | N/A | N/A |
| No | N/A | N/A | Yes | Marijuana | 2.9 ng/mL |
| No | n/a | N/A | Yes | CNS Depressant, Narcotic Analgesic, Cannabis | 39 ng/mL of Alprazolam, 94 ng/mL of Dihydrocodeine / Hydrocodol, 690 ng/mL of Hydrocodone – Free, 3.6 ng/mL of Hydromorphone – Free, 610 ng/mL of Oxycodone – Free, 4.3ng/mL of Oxymorphone, 11 ng/mL of Delta-9 Carboxy Tetrahydrocannabinol (THC), and 10 ng/mL of Delta-9 Tetrahydrocannabinol (THC). |
| No | | | Yes | Alcohol and Marijuana within legal limits | BAC .036g/100ml, D9 Carboxy THC 5.3 ng/ml, D9 THC 1.9 ng/ml |
| No | | | Yes | Marijuana | 8 ng/mL Delta-9 THC |

Here are two sets of stats. The top one is for cases with a BAC below the per se limit, the bottom one is for cases with a BAC above the per se limit. This includes data for all of the agencies that we provide forensic analysis for (Henderson, Mesquite, Boulder City and North Las Vegas):

DUI cases with blood alcohol content (BAC) below 0.084% that had one or more drugs in the blood 84%

DUI cases with BAC below 0.084% with multiple drugs 61%

DUI drug cases below 0.084 with THC only 39%

Percentage of DUI cases with a BAC above 0.084% with drugs in their system: 62%

Here is a breakdown of those cases with a BAC above 0.084% with drugs in their system:

- % of cases with Marijuana and other drugs in their system and BAC above 0.084%: 16%
- % of cases with only marijuana in their system and BAC above 0.084%: 46%
- % of cases with any drug in their system that was not marijuana and BAC above 0.084%: 38%

Henderson Police Department Crime Lab
222 Lead Street
Henderson, NV 89015

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**57**

**DEPARTMENT: City Attorney** **DISCUSSION**
**DIRECTOR: Brad Jerbic**

**SUBJECT:**
RECOMMENDING COMMITTEE: BILLS ELIGIBLE FOR ADOPTION AT A LATER MEETING

Bill No. 2019-5 - Amends LVMC 2.60.070 to adopt the most recent versions of the Nevada Local Government Records Management Program Manual and related Local Government Records Retention Schedules. Proposed by: LuAnn D, Holmes, City Clerk

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
This bill will amend LVMC 2.60.070 to adopt the most recent versions of the Nevada Local Government Records Management Program Manual and related Local Government Records Retention Schedules. State law and regulations establish minimum records retention requirements for local governments, while allowing local governments the flexibility to adopt standards that either supplement or exceed the minimum State requirements. Adoption of the State's minimum standards by means of this bill will document the City's compliance with the record-retention requirements.

**RECOMMENDATION:**
ABEYANCE to 3/4/2019 Recommending Committee Meeting by the 2/19/2019 Recommending Committee; ABEYANCE to 4/1/2019 Recommending Meeting by the 3/4/2019 Recommending Committee.

**BACKUP DOCUMENTATION:**
1. Bill No. 2019-5
2. Backup Submitted from the March 4, 2019 Recommending Committee Meeting

**BILL NO. 2019-5**

**ORDINANCE NO. _____**

AN ORDINANCE TO AMEND LVMC 2.60.070 TO ADOPT THE MOST RECENT VERSIONS OF THE NEVADA LOCAL GOVERNMENT RECORDS MANAGEMENT PROGRAM MANUAL AND RELATED LOCAL GOVERNMENT RECORDS RETENTION SCHEDULES, AND TO PROVIDE FOR OTHER RELATED MATTERS.

Proposed by: LuAnn D. Holmes, City Clerk

Summary: Amends LVMC 2.60.070 to adopt the most recent versions of the Nevada Local Government Records Management Program Manual and related Local Government Records Retention Schedules.

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Title 2, Chapter 60, Section 70, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

**2.60.070:** (A) A record may be disposed of only in accordance with the records retention schedule that has been approved for records of that type.

(B) **[**The following documents are hereby adopted by the City:

(1) "Nevada Local Government Records Program Manual," as adopted by the Division of State Library and Archives on June 26, 2007, and subsequently amended on February 9, 2010; and

(2) "Local Government Records Retention Schedules," as adopted by the Division of State Library and Archives on June 26, 2007, and as subsequently amended on August 28, 2008, February 9, 2010, and June 27, 2012.**]** <u>The City hereby adopts the "Local Government Records Management Program Manual" and the "Local Government Records Retention Schedules" in the versions of those documents that have been adopted most recently by the Nevada State Library, Archives and Public Records Division of the Nevada Department of Administration.</u> The respective retention periods that are established in those documents shall be the minimum periods for which the records of the City, other than judicial records and other documents of the Municipal Court, must be retained.

(C) The City may establish periods of retention longer than those designated by the State for any particular class of record. Further, the City may establish retention schedules for any record not addressed by the State's schedules. Any schedule proposed to be established pursuant to this Subsection (C) shall be submitted to the City Clerk for approval. Thereafter, the City Clerk shall submit the same to the City Council for its approval. Such approval shall be accomplished by ordinance.

(D) The disposition of judicial records and other documents of the Municipal Court shall be governed by a records retention schedule that is approved by the Judges of the Municipal Court by a court rule that is adopted in accordance with the rules of the Nevada Supreme Court. Such schedule shall become effective upon its approval by a majority of the Judges of the Municipal Court and shall establish a system of records management for Municipal Court to be implemented by the Court Administrator.

SECTION 2: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

. . .

. . .

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. . .

SECTION 3: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2019.

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM:

Val Steed 1-22-19
Val Steed, Date
Deputy City Attorney

The above and foregoing ordinance was first proposed and read by title to the City Council on the _____ day of _____, 2019, and referred to a committee for recommendation, the committee being composed of the following members _____; thereafter the said committee reported favorably on said ordinance on the _____ day of _____, 2019, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as first introduced and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

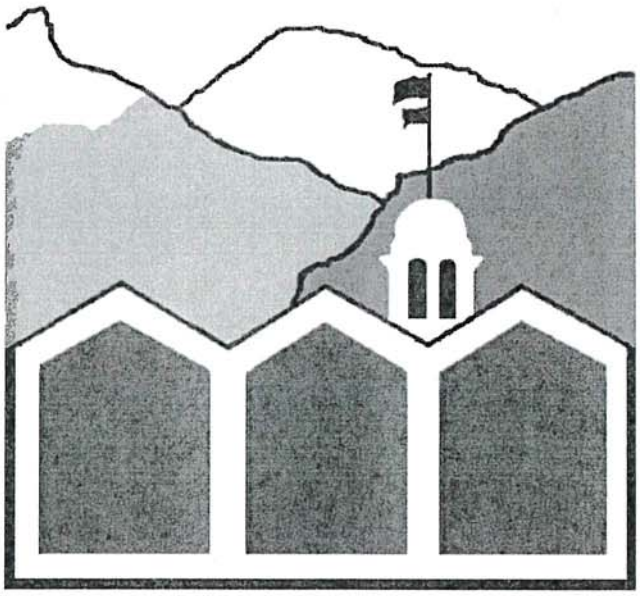
APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

# Local Government Records Retention Schedules



## Amended
## November 21, 2018

These schedules were adopted in accordance with NRS 239.125 and NAC 239.155, and supersede all previous versions.

Submitted after final agenda
Recommending Committee
Submitted at Meeting
Date: 3/4/2019 Item: 4

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| Section Name | Record Series Title |
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| | Airport Fueling Agent Inspections |
| | Airport Law Enforcement Activity Records |
| | Airport Project Records |
| | Daily Log of Control Center |
| | Escort Log |
| | Federal Aid to Airport Records |
| | Navigational Facilities Maintenance and Operation Records |
| | Noise Compatibility Planning Records |
| | Notices to Airmen (NOTAM) |
| | Parking Positions for Aircraft |
| | Passenger Facility Charges (PFC) |
| | Security Program Records |
| | Self-Inspection Program Records |
| Animal Control | Animal Permit and License Records |
| | Bite Reports |
| | Communicable Disease Reports |
| | Counter Receipts / Logs |
| | Dog License Forfeits |
| | Euthanasia License Records |
| | Lost and Found Records |
| | Medical Records, Animal Control |
| | Pet Impound Records |
| | Rabies Vaccination Certificate Records |

| Section Name | Record Series Title |
|---|---|
| Animal Control | Records Relating to the Use, Storage and Disposition of Sodium Pentobarbital |
| | Reports of Injured Animals |
| | Violation Notices to Owners |
| Assessors | Additional Tax Due and Valuation Notices |
| | Affidavits of Tax Exemption |
| | Appraisal Records |
| | Assessment Appeals |
| | Assessment Rolls and/or Tax Lists |
| | Business Personal Property Statements |
| | Change of Address Form |
| | County Board of Equalization Records |
| | Court Orders and Affidavits, Confidential Taxpayer |
| | Declarations of Value |
| | Escrow Confirmation Reports |
| | Maps |
| | Property Tax Abatement Records |
| | Ratio Studies |
| | Receipts for Payment of Personal Property Tax |
| | Reports to Nevada Department of Taxation |
| | Special Assessments |
| | Trip Permits |
| Attorney | Attorney General Opinions |
| | Calendar of Cases |
| | Case Files Felony: Where Defendant Sentenced to Life or Death Penalty |
| | Case Files: Appealed Cases |
| | Case Files: Domestic Violence -Misdemeanor |
| | Case Files: Domestic Violence-Felony |
| | Case Files: Driving Under the Influence (DUI)-Felony |
| | Case Files: Driving Under the Influence (DUI)-Misdemeanor |
| | Case Files: Felony |
| | Case Files: Gross Misdemeanor |
| | Case Files: Juvenile |
| | Case Files: Misdemeanor |
| | Child Support Case Files |
| | Child Support Compliance Statements from Licensing Agencies |

| Section Name | Record Series Title |
| --- | --- |
| Attorney | Child Support Payment Reports |
| | Child Support Reports |
| | Child Support Statistical Reports |
| | Child Welfare: Appellate Case Files |
| | Child Welfare: Case Files |
| | Child Welfare: Sexual Abuse and Child Fatality Case Files |
| | Child Welfare: Termination of Parental Rights (TPR) Case Files |
| | Civil Cases |
| | Civil Forfeiture and Asset Seizure Files |
| | Complaints |
| | Denied Prosecution Files |
| | Dispositions of Cases |
| | Fraudulent Check Diversion Program Files |
| | Fugitives from Justice Case Files (Other Jurisdictions) |
| | Grand Jury Reports |
| | Improper Governmental Action Case Files |
| | Opinions |
| | Pre-Prosecution Diversion Program Files |
| | Receipts for Criminal Reports |
| | Record Sealing Petition Case Files |
| | Requests for Opinions |
| | Victim Assistance Case Files |
| | Witness Compelling Case Files |
| | Writs |
| Auditor | Accounts Payable |
| | Accounts Receivable (Revenue) |
| | Annual Audits |
| | Annual Statement to State Controller |
| | Auditors Policy and Procedures Manual |
| | Fee books |
| | Monthly Statement to Governing Body |
| | Tax Deeds |
| | Treasurer's Receipts (duplicates) |
| Building and Safety | Addresses in Subdivisions |
| | Affidavits of Non-Use |

| Section Name | Record Series Title |
| --- | --- |
| Building and Safety | Applications for Temporary Placement of Trailer |
| | Building Master Record |
| | Building Trades Occupational Licensing Records |
| | Buildings, Record of Street Addresses |
| | Cancelled Plans |
| | Code Interpretations |
| | Code Violation Records |
| | Customer Tickets (Call Before You Dig) |
| | Daily Logs of Inspections, Code Enforcement |
| | Demolition Records |
| | Dust Control Permits |
| | Fire and Life Safety Files |
| | Inspection Records |
| | Inspection Reports, Fire Damage |
| | Inspections of Mobile Home Parks |
| | Inspector’s Daily Logs |
| | Moved Buildings |
| | Performance Bonds |
| | Permits - Application File |
| | Permits - Cancelled Permits |
| | Permits - Design and Construction File, Commercial or Public Structures |
| | Permits - Design and Construction File, Residential Structures |
| | Plans for Commercial and Public Structures |
| | Plans for Residential Structures |
| | Plans: Checkers, Records of Persons Reviewing Plans and Blueprints |
| | Plot Plans |
| | Residential Pool and Spa Files |
| | Sewer Taps |
| | Temporary Power Service Records |
| | Temporary Power, Requests |
| Business Licenses and Permits | Business License Appeal Hearing Records |
| | Business License Applications-Rejected/Denied |
| | Business License Audit Reports |
| | Business Licenses – Renewals |
| | Business Licenses- Applications |

| Section Name | Record Series Title |
| --- | --- |
| Business Licenses and Permits | Financial Investigations |
| | Investigations |
| | Liquor and Gaming Licenses |
| | Lists of and Requests for Changes of Information |
| | Master List of Businesses Licensed |
| | Notices to Renew License |
| | Out of Business Files |
| | Receipts for Collection of Taxes on Lodging, Liquor and Gaming |
| | Records of Gross Receipts Reported by Gaming Establishments |
| | Reports of Hotels, Motels and Campgrounds |
| | Temporary Licenses or Permits |
| | Waivers |
| City Clerk | Applications to Solicit Money |
| | Bonds (Construction) |
| | Claims Against a City |
| | Filings of all items required by law to be filed with the City Clerk |
| | Financial Disclosure List |
| | Financial Statements of Solicitors of Money |
| | Franchise Agreements |
| | Leases |
| | Proposed Expenditures |
| | Sister City Programs |
| | Solicitation Permits, Receipts |
| Civil Service | Examinations: Applicants Records |
| | Report of Oral Ratings |
| | Transcripts of Hearings of Civil Service Board Involving Appeals |
| Conservation Districts | Conservation District Files |
| Constable | Dockets |
| | Mistakes and Refunds |
| | Record of Evictions |
| | Record of Notices of Eviction |
| | Revocation Files |
| | Unserved Papers |
| Convention and Visitor Authorities | Advertising (including audio and visual materials) |
| | Bookings |

| Section Name | Record Series Title |
| --- | --- |
| Convention and Visitor Authorities | Convention Calendar |
| | Gaming and Room Tax Records: Duplicate (original filed by county) |
| | Gaming and Room Tax Records: Original (taxing authority) |
| | Marketing Records |
| | Press Kits |
| | Reservations |
| Cooperative Extension Programs | Cooperative Extension Program Reports |
| | Enrollment Cards:4 H Club |
| | Guidelines Pertaining to the Civil Rights of Employees of and Participants in Cooperative Extension Programs |
| | Records of Accident Insurance Provided to Participants in Special Programs |
| Coroner / Medical Examiner | Autopsies: Protocol |
| | Autopsies: Reports |
| | Case Files |
| | Decedent Personal Property Records |
| | Deputies Appointments and Oaths |
| | Inquests |
| | Laboratory Equipment Repair and Maintenance Records |
| | Missing Persons Bulletins |
| | Register of Cases |
| County Clerk | Bonding Companies: Powers of Attorney |
| | Bonding Companies: Reports |
| | Bonds and Oaths of Notaries Public |
| | Business Fictitious Name Certificates |
| | Certificates of Ministers Authorized to Perform Marriages: Record of Active Certificates |
| | Certificates of Ministers Authorized to Perform Marriages: Record of Revoked Certificates |
| | County Board of Equalization Records |
| | District Attorney's Opinions |
| | Fee Book |
| | Filings of all Records Required to be Filed With the County Clerk |
| | Financial Disclosure List |
| | Leases |
| | Marriage License Records (applications, receipts, etc.) |
| | Outdoor Advertising Permits |
| | Petition Sign-Up Site Listing |
| | Petitions, Failed Initiatives |

| Section Name | Record Series Title |
| --- | --- |
| County Clerk | Proposed Expenditures |
| | Resources and Expenditures, Quarterly Report |
| | Surveys and Established Boundaries, including Maps |
| County Recorder | Certificates for Appropriation of Water |
| | General Receiving /Fee Records |
| | Monthly Report of Recorded Documents |
| | Notices of Federal Tax Liens |
| | Recorded Documents |
| Economic Development | Community Development Block Grant (CDBG) Files |
| | Economic Development - Client Profiles |
| | Façade Improvement Projects |
| | Revolving Loan Account |
| | Revolving Loans |
| Elections | Absentee Voter Records |
| | Abstract of Votes Cast |
| | Ballots and Ballot Receipt |
| | Campaign Contribution and Expense Reports |
| | Certificate of Election |
| | Challenge Lists |
| | Contested Election Records |
| | Declarations of Candidacy |
| | Election Complaints |
| | Election Costs Records |
| | Initiative or Referendum Petitions |
| | Lists of Official Candidates |
| | Official Returns |
| | Petition Sign-Up Site Records |
| | Plans for the Security of Ballots |
| | Precinct Maps |
| | Procedure Plans for Observers of Elections |
| | Recall of Public Officers |
| | Records of Election Board Officers |
| | Records of Persons Assigned to Work at Polling Places |
| | Rosters of Registered Voters and Poll Books |
| | Sample Ballots |

| Section Name | Record Series Title |
| --- | --- |
| Elections | Tally Lists |
| | Voter Registration Records |
| | Voting Systems - Computer Programs |
| Emergency Management | Civil Preparedness Guidance (CPG) and State and Local (SLG) Guides |
| | Disasters and Emergencies - Financial Records |
| | Incident Records - Disasters and Emergencies |
| | List of Vendors from Whom Equipment and Products (supplies) are Purchased |
| | Plans for Recovery from Disasters |
| | Records of Emergency Training Exercises |
| | Records of Equipment Inventories |
| Financial Records | Abstract of Taxes |
| | Accounting Files (Office Copy) |
| | Accounts Payable Files |
| | Accounts Receivable Files |
| | Annual Budget - Files |
| | Annual Budget - Final Budget |
| | Audit Materials |
| | Auditors' Reports |
| | Bank Transaction Records |
| | Bankruptcy Records |
| | Bills for Care of Indigent Persons |
| | Bond Issues |
| | Check Registers |
| | Checks, Cancelled |
| | Claims Against Others |
| | Credit Card Payment Records |
| | Direct Deposit Authorizations |
| | Direct Payment Records |
| | Employment Tax Records |
| | Fees, Requests for Payment |
| | Fixed Assets and Inventories |
| | Franchise Fees |
| | Fraudulent Checks |
| | Fund Transfer Records |
| | Fundraising Records |

| Section Name | Record Series Title |
| --- | --- |
| Financial Records | General Ledger |
| | Gift and Donation Records [Financial Records] |
| | Grant Records |
| | Grants or Donations to Nonprofit Organizations |
| | Grants: Federal Grants- Real Property and Equipment |
| | Grants: Unsuccessful Loan/Grant Applications |
| | Housing Authorities Files |
| | Investment Records |
| | IRS Section 125 Records |
| | Journal Entries |
| | Liens and Releases |
| | Local Government Financial Emergency Files |
| | Monthly Budget Status Reports |
| | NRS 338.1444 Report |
| | Payment Card Industry (PCI) – Cardholder Data |
| | Payment Card Industry (PCI)-Audit Logs |
| | Payment Card Industry (PCI)-Sensitive Authentication Data |
| | Payroll Administrative Reports |
| | Payroll Deduction Documents |
| | Payroll Files |
| | Payroll Maintenance Reports |
| | Payroll Registers or Reports |
| | Payroll Reports / Printouts (office copies) |
| | Postal/Freight Records |
| | Procurement and Credit Card Records |
| | Project Ledgers |
| | Property and Equipment Inventory |
| | Receipts, All Monies Received |
| | Refund Records |
| | Returned Checks, Files |
| | Revenue Ledgers |
| | Revenue Sharing Records |
| | Room Tax Return Files |
| | Subsidiary Ledgers or Registers |
| | Superfund Grant Records |

| Section Name | Record Series Title |
| --- | --- |
| Financial Records | Tax Bills |
| | Tax Exempt Bond Files |
| | Tax Notices |
| | Tax Protest Letters |
| | Tax Receipts and Stubs |
| | Tax Redemption Certificates |
| | Tax Rolls |
| | Tax Sales Redeemed |
| | Tax Sales Reports |
| | Travel Records |
| | Trial Balance Reports |
| | Unclaimed Property Report |
| Fire and Rescue Department | Accident Reports |
| | Activity Reports and Logs, Fire Department |
| | Against Medical Advice Records |
| | Alarm System Files |
| | Ambulance Operating Permits |
| | Apparatus and Equipment Records |
| | Building Inspections (Fire Department) |
| | Building Plans |
| | Burn Injury Reports |
| | Controlled Substance Inventory and Use File |
| | Dispatch Logs |
| | Dispatcher, Audio Tapes |
| | Duty Roster |
| | Emergency Medical Incident Records - Youth |
| | Emergency Medical Incident Records-Adult |
| | Evidence Log |
| | Explosives: Storage and Use Permits |
| | Exposure Reports |
| | False Alarm Reports |
| | Fire Alarm Reports, Daily |
| | Fire Codes |
| | Fire Department Training Files |
| | Fire Hydrant Records |

| Section Name | Record Series Title |
| --- | --- |
| Fire and Rescue Department | Fire Investigation Records |
| | Fire Investigation Records - Juvenile Offenders (Arson) |
| | Fire Prevention Education Programs |
| | Fire Reports |
| | Fire Station and Facility Inspection Records |
| | Fire System Licensing Files |
| | Firefighter Medical Files |
| | Hazardous Material Incident Records |
| | Hazardous Material Reference Guide |
| | Hazardous Materials Storage Permit Files |
| | Maps and Plans of Water Systems |
| | Maps, Fire Department |
| | Mutual Aid Agreements |
| | National Fire Incident Reporting System (NFIRS) |
| | Permit Files |
| | Pre-Fire Planning Reports |
| | Radio Frequencies |
| | Reports of Drills |
| | Responses, No Fire or Casualties |
| | Retrofitting Files |
| | School Master Files |
| | Standard Operating Procedures |
| | Vacation Rosters |
| Health Departments | AIDS Drug Assistance Program Client Files |
| | Air Pollution: Data |
| | Air Pollution: Inventory of Emissions |
| | Ambulance Service Permits File |
| | Application for Solid Waste Permits: Denied, Incomplete or Withdrawn |
| | Birth Certificates |
| | Burial Transit Permits |
| | Burning Permits |
| | Certificate of Occupancy Logs |
| | Certificates of Stillbirth |
| | Closures of Facilities |
| | Communicable Disease Case Files |

| Section Name | Record Series Title |
| --- | --- |
| Health Departments | Communicable Disease/TB Control Reports |
| | Daily Meteorological Data |
| | Dairy Samples |
| | Death Certificates |
| | Delayed or Altered Birth Records |
| | Dog Bites |
| | Emergency Medical Services (EMS) Course Files |
| | EMS License / Certification Files |
| | Food Protection Manager Certification |
| | Health Protection Complaint Files |
| | Health Protection Permit Files |
| | Health Protection Temporary Permit Files |
| | Immunization: Consents |
| | Immunization: Statistics |
| | Inspection Reports and Files |
| | Inventory of Hazardous Waste |
| | ISDS (Individual Sewage Disposal Systems) - Commercial Files |
| | ISDS (Individual Sewage Disposal Systems) - Residential Files |
| | Laboratory Services: Accessions of Specimens Records |
| | Laboratory Services: Analytic Systems Records |
| | Laboratory Services: Authorization or Request for Test Records |
| | Laboratory Services: Logs, Worksheets, Instrument Printout Reports |
| | Laboratory Services: Procedures, Protocols, Instrument Maintenance, Validations |
| | Laboratory Services: Proficiency Test Reports |
| | Laboratory Services: Quality Control and Quality Assurance Records |
| | Laboratory Services: Slides, Cytology |
| | Laboratory Services: Slides, Histopathology |
| | Laboratory Services: Slides, Pathology Blocks |
| | Laboratory Services: Test Reports |
| | Laboratory Services: Test Reports - Pathology |
| | Laboratory Services: Test Reports, Immunohematology |
| | Maternal Child Health Program Files |
| | Notices of Violations and Citations Issued |
| | Orders for Maintenance Work |
| | Patient Medical Records - Adult |

| Section Name | Record Series Title |
| --- | --- |
| Health Departments | Patient Medical Records - Youth |
| | Pools and Spa Files |
| | Program Reports |
| | Public Water System Plan Review Files |
| | Request for Vital Record |
| | Ryan White Program Client Grievance Files |
| | Sanitation Investigation Files |
| | Sewage and Water System Plan Reviews - Hotels and Motels |
| | Sewage and Water System Plan Reviews - Mobile Home Parks |
| | Sewage and Water System Plan Reviews - RV Parks |
| | Solid Waste Disposal Files (Facility Files) |
| | Statistical Record of Air Quality |
| | Swimming Pool Testing Logs |
| | TB Control Program Case Files |
| | WIC Client Files |
| Hospitals | Admission and Discharge Statistical Reports |
| | Admissions Register or Report |
| | Alcohol: Inventories and Orders |
| | Alcohol: Permits |
| | Ambulance Enroute Telemetry Tape |
| | Annual Reports to Board |
| | Appointments for Treatment |
| | Birth Records |
| | Blood Bank Records |
| | Blueprints of Buildings |
| | Census |
| | Certificates of Stillbirth |
| | Complaint Records - Mammography Facility |
| | Constitution and Bylaws |
| | Credentialing Records-Physicians, Allied Health Providers and Observers |
| | Death Certificates |
| | Death Records |
| | Departmental Reports |
| | Dietary Services Records |
| | Discharge Reports |

| Section Name | Record Series Title |
| --- | --- |
| Hospitals | Emergency Medical Services (EMS) Recordings |
| | Equipment: Depreciation Records |
| | Equipment: Inspection Records |
| | Equipment: Inventories |
| | Equipment: Locations of Equipment |
| | Exposure Control Files |
| | Health Information Disclosure Files |
| | HIPAA Compliance Audits |
| | Housekeeping Services Records |
| | Infection Control Records |
| | Inspections of Grounds and Buildings |
| | Lab Test Order Requisitions |
| | Medical Information Indexes |
| | Methadone Clinic Records |
| | Patient Accounts |
| | Patient Laboratory Test Records - Anatomic Pathology |
| | Patient Medical Records - Adult |
| | Patient Medical Records - Youth |
| | Patient Safety Records |
| | Patient Transport System Records |
| | Permits - Narcotics |
| | Pharmacy:  Adverse Drug Reaction Report to FDA |
| | Pharmacy:  Theft / Loss of Controlled Substances, Reports to Drug Enforcement Administration |
| | Pharmacy: Controlled Substance Inventory and Issue File |
| | Pharmacy: Inspection Reports |
| | Pharmacy: Narcotics Destruction Forms |
| | Pharmacy: Repackaging of Medications Log |
| | Physician On-Call Schedules |
| | Physician Privileges |
| | Policies and Procedures |
| | Psychiatric Reports, Records and Case Histories |
| | Radioisotopes - Receipt, Transfer, Use, Storage, Delivery, Disposal and Reports of Overexposure |
| | Radiological Film Badge Reports |
| | Records of Mammograms and Related Documents |
| | Reports of Communicable Disease |

| Section Name | Record Series Title |
|---|---|
| Hospitals | Security Guards / Systems, Logs and Diaries |
| | Sentinel Events |
| | Sharps Injury Log |
| | Social Services Case Histories |
| | Surgical Cases, Register |
| | Welfare Agency |
| Improvement Districts and Boards | Applications for Service |
| | Covenants, Restrictions and Amendments thereto |
| | Drains, Locations and Maintenance |
| | Easements |
| | Elections of Board-Records |
| | Financial Reports |
| | General Ledger |
| | LID Foreclosure Files |
| | Maps |
| | Proceedings of the Board of Trustees (records) |
| | Project files for Construction |
| | Reapportionments |
| | Specifications of Wells |
| | Water Flow of Wells |
| Information Technology | Capital Improvement Enterprise Electronic Development Project Files |
| | Computer Access Log |
| | Computer Run Scheduling Records |
| | Computer Usage Files |
| | Documentation of Computer System and Programs |
| | Enterprise Electronic Development Project Files |
| | Enterprise Electronic Development Project Files - Not Implemented |
| | Error Reports |
| | Geographic Information System (GIS) - Core Data |
| | Help Desk Telephone Logs and Reports |
| | Internet Services Logs |
| | Inventories of Circuits |
| | IT Access Control Policies and Procedures |
| | IT Access Control Reviews and Audit Trails |
| | IT Asset Inventory Files |

| Section Name | Record Series Title |
|---|---|
| Information Technology | IT Contingency Plan Tests |
| | IT Contingency Plans |
| | IT Employee Access Control and Security Awareness Files |
| | IT Security Evaluations |
| | IT Security Plans |
| | IT Security Reviews, Reports and Logs |
| | IT System User Master List |
| | Master Files |
| | Network or Circuit Installation and Service Files |
| | Production Job Submittal Log |
| | Restructure Database Audit Report |
| | Software Licenses |
| | Software Review Files |
| Juvenile Probation | Activity Forms Submitted to State Subsidy Program |
| | Aging Reports |
| | Community/School Notification Files |
| | Interstate Compact (ICOJ) Files |
| | Juvenile Probation Case Files |
| | Juvenile Probation Case Files-Sexual Offender |
| | Statistical Reports |
| Law Enforcement | Aircraft History and Maintenance Records |
| | Alarm Contact Records (Responsible Persons) |
| | Automated License Plate Reader/Recognition (ALPR) Records |
| | Auxiliary Police Files |
| | Background Investigations (Citizen Requested) |
| | Background Investigations (Internal) |
| | Bail, Records of (copies) |
| | Bicycles |
| | Billings, Casino Records Checks |
| | Bolo Books \ Bulletins from Other Agencies |
| | Booking\Re-Booking Records, Jails and Stations |
| | Calibration of Breath-Testing Device Records |
| | Case Assignments, Log Books |
| | Cases Referred to District or City Attorneys |
| | Civil Protective Custody Records |

| Section Name | Record Series Title |
| --- | --- |
| Law Enforcement | Community Notification Records |
| | Community Service Programs |
| | Concealed Weapons Permit (Retired Law Enforcement Officers HR-218) |
| | Concealed Weapons Permits |
| | Confidential Source Records |
| | Crime Prevention Program Records |
| | Criminal Citations |
| | Criminal Intelligence Research and Statistical Records |
| | Department Reports |
| | Dispatch (Communications) and Emergency Call Records |
| | Equipment Violations |
| | Evidence Vault Inspection Reports |
| | Explorer Program Participant Records |
| | Fee Records |
| | Field Interrogation Reports |
| | Fingerprint Cards sent to the Central Repository for Nevada Records of Criminal History |
| | Firearm \ Weapon Discharge Reports |
| | Firearms: Qualification Records |
| | Firearms: Registration and Inventory |
| | Henry Files |
| | Impound/Abandoned Vehicle Case Files |
| | Incident/Crime Files (Arrest Made) |
| | Internal Affairs Files |
| | Interstate Identification Index (Triple III) Log |
| | Investigation Files |
| | Jail Inspection Report or Log |
| | Jails: Commissary and Kitchen Records |
| | Jails: Incident Reports |
| | Jails: Inmate Abandoned Property Report or Log |
| | Jails: Inmate Activity Requests |
| | Jails: Inmate Case Files |
| | Jails: Inmate Funds, Records of |
| | Jails: Inmate Grievances |
| | Jails: Inmate Mail Log or Report |
| | Jails: Inmate Medical Records – Youth |

| Section Name | Record Series Title |
| --- | --- |
| Law Enforcement | Jails: Inmate Medical Records-Adult |
| | Jails: Inmate Work Program Records |
| | Jails: Kitchen Inventory List |
| | Jails: Register |
| | Jails: Release Orders |
| | Jails: Roster of Inmates |
| | Jails: Suicide Threat \ Precaution Records |
| | Jails: Video Recordings |
| | Jails: Visitors Log |
| | Juvenile Incident/Crime Reports |
| | K-9 \ Horse Management Records |
| | Law Enforcement Training Records |
| | Licenses, Business Background: Application |
| | Licenses, Business Background: Suspensions and Revocations |
| | Licenses, FCC: Station |
| | Missing Persons Incident/Crime Report |
| | Mobile Audio-Visual Recordings |
| | Mobile Data Computer Transmissions (MDC) |
| | Parking Citations |
| | Parking Meter Collection Records |
| | Pawn Shop Records |
| | Peace Officer Disciplinary Action Records |
| | Photographs, Law Enforcement |
| | Police Officer Medical Files |
| | Polygraph Examinations |
| | POST Course Certification Documentation |
| | Processes, Civil Cases |
| | Protective Order Log |
| | Radio and Car Logs |
| | Records Dissemination Log |
| | Records of Convicted Person Registration |
| | Records Ordered Sealed by a Court |
| | Report of Multiple Sale or Other Disposition of Pistols and Revolvers-ATF form 3310.4 |
| | Sale of Personal Property |
| | Sex Offenders and Offenders Convicted of a Crime Against a Child Registration |

| Section Name | Record Series Title |
| --- | --- |
| Law Enforcement | Special Unit/Task Force Activity Records |
| | Special Watch Records |
| | Speed-Timing Equipment |
| | Suspect Photographs (including Mug Shots) |
| | Temporary Criminal Intelligence Research and Statistical Records |
| | Traffic Citations |
| | Traffic: Accident Incident/Crime Reports |
| | Trespass Warning Citations |
| | Unmanned Aerial Vehicle Recordings – Law Enforcement |
| | Use of Force Reports - No Weapon Involved |
| | Vehicles, Maintenance and Repair Records |
| | Vulnerability Assessments |
| | Warrants (copy of court records) |
| | Work Permit/Cards |
| | Work Permit/Cards for Prostitutes, All Records |
| | Work Permits/Cards: Receipts for Work Cards |
| Law Library | Catalog Records |
| | Collections of Fines and Fees |
| | Copy Log |
| | Narrative Reports |
| | Register of Borrowers |
| Parks and Recreation | Application to Become a Park Commissioner |
| | Applications to Rent or Lease Facilities |
| | Behavioral Reports |
| | Construction of Facilities, Proposed or Completed |
| | Contractors, Records of Persons Hired as |
| | Equipment: Rental Records |
| | Equipment: Usage Reports |
| | Equipment: Use Requests |
| | Park and Facility Inspection Records |
| | Park/Facility Inventories, Property and Equipment |
| | Permits Issued for Park or Facility Use |
| | Programs: Accidents Occurring During a Program Which Result in Personal Injury or Death |
| | Programs: Descriptions of Programs |
| | Programs: Participant Registration and Attendance Records |

| Section Name | Record Series Title |
| --- | --- |
| Parks and Recreation | Programs: Payment Records, Participants |
| | Programs: Senior Citizens' Program Records |
| | Schedules for Use of Facilities |
| | Scholarship Applications |
| | Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury |
| | Swimming Pool Operating Records |
| Personnel | Affirmative Action Program Files |
| | Alcohol and Drug Testing Records - Negative Results |
| | Alcohol and Drug Testing Records - Positive Results |
| | Americans With Disabilities Act (ADA) Compliance Records |
| | Appeals Files (Disciplinary Actions) |
| | Apprenticeship Records |
| | Background Checks/Investigations |
| | Commercial Drivers License Records |
| | Continuation of Insurance Benefits (COBRA) Records |
| | Continuing Education Files |
| | Deferred Compensation Plans - Participant Records |
| | Deferred Compensation Plans - Plan Details |
| | Disciplinary Records |
| | Donated Leave Program Records |
| | EEO Reports |
| | Eligibility Lists |
| | Employee Assistance Program Case Files - Required |
| | Employee Assistance Program Case Files - Voluntary |
| | Employee Attendance Records |
| | Employee Development \Training Records |
| | Employee Directories, Rosters or Indexes |
| | Employee Handbooks |
| | Employee Licenses / Certificates |
| | Employee Medical Records [Except Police Officers and Firefighters] |
| | Employee Medical Records-Hazard Exposure Records |
| | Employee Recognition Program Records |
| | Employment Contracts |
| | Evidence of Insurability Files |
| | Family Leave (FMLA) Records |

| Section Name | Record Series Title |
| --- | --- |
| Personnel | Fitness For Duty Files |
| | Garnishments |
| | Grievances: Case Files |
| | Grievances: Hearings |
| | Grievances: Record on Judicial Review |
| | Group Health and Life Insurance - Death Claims |
| | Group Health and Life Insurance - Employee Records |
| | Group Health and Life Insurance - Long Term Disability Records |
| | Group Health and Life Insurance Plans |
| | Job Advertisements |
| | Local Government Employee-Management Relations Board - Complaints |
| | Master Personnel File |
| | Organizational Climate Studies |
| | Pay Resolutions for Management and Classified Employees |
| | Personnel Files - Temporary and Seasonal Employees |
| | Photo Identification Records |
| | Position Description Records |
| | Position Reports |
| | Reasonable Accommodation Records |
| | Recruitment Files |
| | Recruitment Files: Pre-Employment Medical Screenings |
| | Retirement and Deduction Reports - Public Employees Retirement System (PERS) |
| | Salary Surveys |
| | Salary/Wage Schedules |
| | Seniority Lists |
| | Sexual Harassment / Discrimination Files |
| | Supervisor Performance Assessments |
| | Supervisory Review Records |
| | Unemployment Insurance Records |
| | Unemployment Insurance Records - Employer Contribution Records |
| | Union Contracts |
| | Unsolicited Applications and/or Resumes |
| | Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9) |
| | Volunteer Worker Records |
| Planning Commissions / Districts | Annual Reports |

| Section Name | Record Series Title |
| --- | --- |
| Planning Commissions / Districts | Application for Waiver of Standards |
| | Distance Separation Analysis Reports |
| | Facilities Plans |
| | Master Plan |
| | Records of Actions Taken Against Commission or District |
| | Records of Official Actions |
| | Records of Public Hearings |
| | Regional Plan |
| | Reports from Public Utilities |
| | Resolutions |
| | Rules for Transactions of Business |
| | Staff Reports |
| Public Administrator | Case Files |
| | Collected Fee Records |
| | Inventories of Property |
| Public Defender | Annual Reports |
| | Appealed Cases |
| | Office Files and Records - Life and Death Sentences |
| | Office Files and Records of Adult Clients Represented |
| | Office Files and Records of Juvenile Clients Represented |
| Public Guardian | Client Financial Records |
| | Client/Ward Case Files- Public Guardian & Representative Payee |
| | Client/Ward Fees Paid |
| | Client/Ward Personal Property Liquidation Records |
| | Client/Ward Property Inventory Records |
| Public Libraries | Acquisition Records |
| | Applications for Library Card |
| | Catalog Records |
| | Children's Internet Protection Act (CIPA) Records |
| | Daily Sign-In or Sign-Up Records |
| | Equipment Use Records |
| | Fines, Overdue Books and other media, Records of |
| | Fines, Requests for Payment |
| | Friends of the Library Records |
| | Interlibrary Loan Requests |

| Section Name | Record Series Title |
|---|---|
| Public Libraries | Library Reports |
| | Program Registration Records |
| | Reference Request Records |
| | Returns, Includes Records of Items Returned Through Interlibrary Loans |
| | Standing Orders |
| Public Works | Acceptance Letters |
| | Aerial Photographs |
| | Alternative Fuel Vehicle Records |
| | Approval of Payments |
| | Asbestos Abatement Records |
| | Barricade Plans |
| | Bridge and Culvert Files |
| | Certified Payroll Reports |
| | Construction Tests, Results |
| | Disaster / Damage Reports |
| | Equipment Maintenance Reports |
| | Facility Equipment Inspection Files, OSHA Required |
| | Field Books |
| | Field Reports, On-Site Inspections: Commercial and Public |
| | Field Reports, On-Site Inspections: Residential |
| | Fuel Summary Reports |
| | Highway/Road Maintenance Schedules |
| | Intersection Files and Records |
| | Maps, Plans, and Drawings |
| | Master Plan and Amendments |
| | Parking: Fees for Permits |
| | Parking: Handicapped Permit Applications |
| | Permits to Work in the Public Right of Way |
| | Permits, Industrial Waste Discharge |
| | Plans for Capital Improvement (Rejected, Withdrawn, or Administratively Stopped) |
| | Project Files - External Agency / Developer |
| | Projects, Reports of Expenditures |
| | Property Acquisition Records |
| | Public Works Project Files |
| | Refrigerant Usage Log |

| Section Name | Record Series Title |
|---|---|
| Public Works | Revenue Expenditure Reports |
| | Sewer Maintenance Records |
| | Signs and Road Marking Records |
| | Special Assessment Districts, Files |
| | Specifications |
| | Street Light Records and Plans |
| | Street Maintenance |
| | Street Name Changes |
| | Structure Which is Moved |
| | Studies |
| | Subdivision Files |
| | Tentative Subdivision Files |
| | Traffic Count Reports |
| | Traffic Signal Records |
| | Tree and Plant Files |
| | Underground Storage Tank (UST) Records |
| | Underground Storage Tank -Leaking (LUST) Records |
| | Waste Water Monitoring |
| | Water Rights, Files and Maps |
| | Work Orders |
| Purchasing | Assignment of Vehicles |
| | Bid Files |
| | Cancelled Bid Files |
| | Contract Appeals Files |
| | Distribution Records |
| | Excess, Lost and Stolen Property Files |
| | Labor Prevailing Wage Violations |
| | Product Recall Records |
| | Receiving Reports |
| | Requisitions and Purchase Orders |
| | Sale of Surplus Goods to the Public, Records of |
| | Supplies |
| | Vendor Code Requests |
| | Vendor Files |
| | Vendor Master List |

| Section Name | Record Series Title |
|---|---|
| Purchasing | Vendor Performance Case Files |
| | Warranties |
| Regional Transportation Commission | Allotments of Fuel Tax |
| | Application for Services - Denied, Incomplete or Withdrawn |
| | Money Received and Expended, Reports of |
| | Paratransit Customer Complaints of Regulatory Noncompliance |
| | Paratransit Customer Records |
| | Paratransit Customer Service or Policy Complaints |
| | Planning Files (proposed streets, highways or transportation systems) |
| | Project Files - Construction |
| | Project Files - Grants |
| | Project Review Files |
| | Property Acquisition Records |
| | Route Files |
| | Transportation Studies / Plans |
| Sanitation District | Air Quality Permits |
| | Authorization to Discharge Permit |
| | Consumer Confidence Reports |
| | Corrective Action Records |
| | Costs of Construction, Estimated |
| | Cross-Connection Control and Backflow Prevention Records |
| | Developer Inspection Reports |
| | Distribution System Records |
| | Drawings, Blueprints and Specifications |
| | Equipment Maintenance and Calibration Records |
| | Fixture Records |
| | General Ledger |
| | Laboratory - Chain of Custody Forms |
| | Laboratory - Preventive Maintenance Reports |
| | Laboratory Certifications |
| | National Pollution Discharge Elimination System Permits (NPDES) |
| | Operation and Maintenance Manuals |
| | Oversight Inspections |
| | Plant Maintenance Records |
| | Reclaimed Water Permits |

| Section Name | Record Series Title |
| --- | --- |
| Sanitation District | Reservoir Inspections |
| | Sanitary Survey Records |
| | Secondary Contaminant Reports |
| | Sewer Cleaning Records |
| | Variance and Exemption Records |
| | Waste Collection and System Operation |
| | Waste Flow Measurement Readings |
| | Wastewater Sewage Sludge Application Records |
| | Water Conservation Plan |
| | Water Operators Certification File |
| | Water Project Files |
| | Water Project Files [Financial Records] |
| | Water Project Files -Not Needed to Maintain System or Facility |
| | Water Quality, Reports of Bacteriological Analysis |
| | Water Quality, Reports of Chemical and Radiological Analysis |
| | Water Quality, Reports of Lead and Copper |
| | Water Quality, Statistical Averages |
| | Water Turbidity Reports |
| School Districts | Academic Performance - Permanent Records |
| | Academic Performance - Subsidiary Records |
| | Alternative High School Programs |
| | Applications for Free Meals or for Meals at Reduced Prices |
| | Athletic Activity Records |
| | Athletics: Travel Expenses |
| | Behavior Policy/Code of Conduct Records |
| | Certificated Employees: Admonitions |
| | Certificated Employees: Appraisals |
| | Certificated Employees: Authorization for Extra Pay |
| | Certificated Employees: Credentials |
| | Certificated Employees: Personnel Notifications, Records of |
| | Certificated Employees: Requisitions |
| | Charter School Reports: Enrollment (Statistical) |
| | Charter School Reports: Fiscal |
| | Charter School Reports: Program |
| | Children's Internet Protection Act (CIPA) Records |

| Section Name | Record Series Title |
| --- | --- |
| School Districts | Class Record Books and Grade Books |
| | Classified Employees: Performance Evaluations, Reports, and Response |
| | Comparative Analysis of Attendance Averages |
| | Consultants, Out-of-District Authorization and Payments |
| | District Attendance and Enrollment |
| | Emergency Contact File |
| | Enrollment and Attendance Records |
| | Fact-Finding Material and Expenditures |
| | Federal Programs: Audit Reports |
| | Federal Programs: Breakfast Program Records |
| | Federal Programs: Lunch Programs, Reports |
| | Federal Programs: Special Milk Programs |
| | Federal Programs: Summer Food Program |
| | Federal Survey Cards, Eligible |
| | Federal Survey Cards, Ineligible |
| | Federal/State Returns (941, NIC, PERB) |
| | Field Trip Authorizations/Parental Permissions |
| | Financial Surveys |
| | GEAR UP Grant - Administrative Files |
| | GEAR UP Grant Records |
| | GEAR UP- Scholarship Payment Files |
| | GEAR UP Scholarship Student Eligibility Records |
| | Gun-Free Schools Act Records |
| | Health Inventory |
| | Kindergarten Entry Assessment |
| | Notice of Intent to Homeschool Form |
| | Occupational Injuries and Illnesses |
| | Out-of-School-Time Program Records |
| | Performance Evaluations of School Principals and Administrators |
| | Promotion Lists (K-6) |
| | Psychological Evaluations of Pupils |
| | Pupil Release Records |
| | School Bus Driver's Records |
| | School District Sponsored Charter Schools (Approved) |
| | School District Sponsored Charter Schools (Denied) |

| Section Name | Record Series Title |
| --- | --- |
| School Districts | Special Education Records |
| | Surplus Food Reports |
| | Teachers and other Licensed Personnel: Evaluations |
| | Teachers: Instructional Plans |
| | Teachers: Register of Pupils |
| | Teachers: Request for Hearing on Suspension |
| | U.S. Dept of Agriculture Commodity Reports |
| | Zone Exception, Requests for |
| Social Services | Adoption Case Files |
| | Adult Protective Services Case File |
| | Child Care Facilities Files |
| | Child Fatality or Near Fatality Public Disclosure Notices |
| | Child Welfare Services - Child Fatality |
| | Child Welfare Services - Medical Assessment |
| | Child Welfare Services - Sexual abuse cases and/or cases that have been referred to a District Attorney for criminal prosecution |
| | Child Welfare Services- Clinical Assessment |
| | Child Welfare Services- No Court Case Filed |
| | Child Welfare Services-Court Case Filed |
| | Client Case Files - Economic Assistance |
| | Client Case Files - Social Services |
| | Clients' Appointment Slips |
| | Complaints, Unlicensed Child Care Facilities |
| | Denied Adoption Files |
| | Eligibility Files |
| | Family Preservation Case File - Not Sexually Abused |
| | Family Preservation Case File - Sexually Abused |
| | Family Preservation Program Recipient Files |
| | Foster Care Licensing Files |
| | Homemaker Program: Client Case Files |
| | Homemaker Program: Provider List |
| | Homemaker Program: Time Sheets |
| | Hospital Bills Accepted for Payment |
| | Incentive Payments |
| | Subsidized Transportation Program Records |
| Utilities Owned by a Local Government | Agreement/Application for Service Files |

| Section Name | Record Series Title |
| --- | --- |
| Utilities Owned by a Local Government | Annual Reports |
| | Customer Deposits, Records of |
| | Customer Histories |
| | Delinquent Accounts |
| | Energy Trading Records |
| | Fraudulent Accounts |
| | Meter History Records |
| | Meter Readings |
| | Meter Testing Reports |
| | Rate Schedules |
| | Utility Advertising |
| | Utility Facilities |
| | Utility Forecast Reports |
| | Utility Ledger |
| | Utility Revenue Summaries |
| Zoning | Administrative Adjustment Files |
| | Architectural Supervisions |
| | Board of Adjustment |
| | Boundary Line Adjustment Files |
| | Conditional / Special Use Permits |
| | Environmental Impact Studies |
| | Maps of Parcels, Final Maps and Aerial Maps |
| | Names of Streets and Changes of Street Names |
| | Subdivisions |
| | Temporary Use Permits |
| | Vacations |
| | Zoning Case Files |
| | Zoning Violation Records |

# 2018 Nevada Local Government Records Retention Schedule

## Administrative Records

### Accreditation Records

**LRDA # 20070787**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents compliance with the standards and guidelines outlined by professional accreditation programs. Records may include but are not limited to accreditation application, annual compliance reports, records documenting rules and regulations, records documenting standard operating procedures, general or special orders, internal reports, forms, correspondence, and other supporting documentation and backup material. This series may also include a formal written assessment statement of the agency's compliance or noncompliance and subsequent follow-up reports. | Retain certificate/final report of accreditation Permanently. Retain other documents and backup material related to the accreditation process for the length of the current accreditation cycle plus an additional one (1) calendar year or for the period required by the accrediting entity, whichever is longer. If not accredited retain all records for a minimum period of one (1) calendar year from the date of notification of non-accreditation. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 42 CFR 493.55 to 493.63, NRS 449.445, NRS 459.500, NRS 394.241, NRS 388A.366, NRS 289.510, NAC 289.310, NAC 652.320, NAC 450B.570, and others. | |

### Activity Reports

**LRDA # 20071558**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These reports document the program or primary activities and accomplishments of various local government units for the previous year. They are often compiled from monthly, quarterly or other activity reports. This series may include but is not limited to reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information. | Retain annual activity reports permanently. Retain other activity and statistical reports (not scheduled elsewhere) for two (2) calendar years from the year created. | If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent its reconstruction. | NRS 239.0105, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses. |

## Administrative Records

### Administrative Hearing Files

**LRDA #** **20121869**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents administrative hearings/appeals usually performed by individual departments addressing specific actions. Files may contain but are not limited to notices, citations, motions, pleadings, supporting documents, decision documents, and related correspondence. Note**These are not Public Hearing Files [LRDA# 2007-0011] which are to be retained permanently. | Three (3) calendar years from the date of the decision. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(a)(d), NAC 239.165 | None. |

### Annexations of Property

**LRDA #** **20070176**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the governmental annexation of areas into municipal boundaries. This series may include but is not limited to annexation petitions, annexation agreements, copies of annexing and zoning ordinances for the property, annexation maps, surveys, staff reports, census reports, franchise notices, service plans, certifying statements, supporting documentation, and related correspondence. | Permanent. | None | NRS 268.570 to 268.670, NRS 318.261 to 318.272, NRS 269.650 to 269.652 and others. | This series is used to fulfill legal requirements and document the acquisition process. |

### Annual Audit Plan Files

**LRDA #** **20101771**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the annual plan for auditing agencies and governmental departments based on need, risk assessment, or rotational review requirements. The files may contain but are not limited to annual plan, revisions to the plan, summary sheets, staff reports, calculations, analysis, developmental findings, recommendations, related correspondence and similar documents. | Six (6) calendar years from the date the plan was submitted as finalized | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (1)(b) | None |

## Administrative Records

**Applications and Resumes for Appointive Positions - Appointed** **LRDA # 20070256**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains applications and/or resumes submitted by individuals seeking appointive positions, who were appointed and may contain but is not limited to name, address, phone or contact number, social security number, job skills, employment history, education and similar documents. | Add to Master Personnel File. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405 (c)(2)(C)(viii), 29 CFR 1602.31, NRS 239B.030, NAC 239.165 (1)(2) | None. |

**Applications and Resumes for Appointive Positions - Not Appointed** **LRDA # 20070257**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains applications and/or resumes submitted by individuals seeking appointive positions, who were not appointed and may contain but is not limited to name, address, phone or contact number, social security number, job skills, employment history, education and similar documents. | Four (4) years after position is filled. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1981, 28 USC section 1658, 42 USC section 405 (c)(2)(C)(viii), 29 CFR 1602.31, NRS 239B.030, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Board and Commission Volunteer Interest Forms** **LRDA # 20071553**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests to be a volunteer on a local government board or commission. Forms often contain name, address, contact information, title of the board or commission, category of interest, conflict of interest statement, related correspondence and similar information. | If appointed: Retain for a minimum period of three (3) calendar years from the separation of service. If not appointed: Retain one (1) calendar year from the date an appointment is made. | This record series may contain confidential or sensitive Information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

## Administrative Records

### Calendars

**LRDA #** **20101769**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records are kept to document and facilitate the routine planning and scheduling of meetings, appointments and similar activities. Series may include calendars, appointment books, diaries, journals, daily planners, and similar records with routine content. Records may be in hardcopy and/or electronic format. | Retain calendars of elected officials, directors, department heads, appointed/key staff for a minimum period of one (1) calendar year from the end of the calendar year to which the record pertains. Retain calendars of supporting staff until no longer administratively useful. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Cemetery Records

**LRDA #** **20070027**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the administration and management of local government owned or operated cemeteries. This series may include but is not limited to lists of names and maps of grave locations, deeds, purchase information on lots and burials, deed register, interment and disinterment registers, copy of burial permit, copy of death certificate, plot index records and logs, section maps, certificates of perpetual care, state licensing and reporting documentation, related correspondence and similar documents. | Permanent. | This record series may contain confidential or sensitive information. | NRS Chapter 452, NRS 239B.030, NRS 205.4617 | None. |

### Census of Government and Survey of Government Employment

**LRDA #** **20070051**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are voluntary reports and/or surveys submitted to the U.S. Census Bureau detailing governmental organization, public employment, and governmental finances. | Two (2) years after reports submission to U.S. Census Bureau. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Administrative Records

**Certificate of Transfer - Recipient Department or Office** **LRDA # 20161941**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document the receipt and transfer of legal custody of governmental records from an originating department or office to a local governmental entity. Series may include but is not limited to transfer certificates or forms, deeds of gift, accession materials, related correspondence, and similar documents. | Retain for the same authorized retention period as the records being transferred. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b), NAC 239.041, NAC 239.061, NAC 239.101, County or Municipal Code | None |

**Certificate of Transfer - Transferring Department or Office** **LRDA # 20161940**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to transfer legal custody (See NAC 239.041) of local government records from an originating department or office to another entity (such as an archives, museum, library, state or federal agency, etc...). Series may include but is not limited to copy of transfer certificate or form, transfer receipt from recipient, related correspondence, and similar documents. | Six (6) calendar years from the date of transfer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b), NAC 239.041, NAC 239.061, NAC 239.101, County or Municipal Code | None |

**Charter Records** **LRDA # 20070028**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Records relating to the adoption, amendment or repeal of charters or provisions of the charter. | Permanent. | None | NRS 267.010 to 267.140 | None |

**Citizen Awards** **LRDA # 20070029**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents awards presented to citizens in honor of their civic contributions. This series may include but is not limited to award nominations, award certificates, background information on the honoree, lists of past recipients, presentation or ceremony records, photographs, audio-visual recordings, correspondence and related documents. | Two (2) calendar years from the year to which it pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

## Administrative Records

### Committee Records, Ad Hoc

**LRDA #** **20071243**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the establishment, organization, membership, policies, activities, and accomplishments of ad hoc (internal, interagency, advisory, etc.) committees. These types of committees are usually formed for a specific and often temporary function, usually on an informal basis. These types of committees do not always produce minutes, but this series may contain agendas, original minutes, media articles, newsletters, reports, summaries, notes, related correspondence and similar documents. | If the ad hoc committee falls under the definition of a "Public Body" as described in NRS 241.015 (3) retain this series Permanently. If the ad hoc committee does not fall under the definition of a "Public Body" retain this series for three (3) calendar years from the date of the record. | If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 241.015 (3), NRS 241.035, The Open Meeting Law Manual (Office of the Attorney General), NRS 11.190 (3)(d), NAC 239.850 | The determination on whether a ad hoc committee is a "Public Body" and subject to the open meeting law should be made by your agency legal counsel. |

### Committee/Board Records-External Agencies

**LRDA #** **20081760**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of records received from or provided to external committees/boards for informational purposes only. | Retain for as long as administratively useful. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None. | None. |

### Community Histories

**LRDA #** **20070030**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of narrative histories of the community prepared for special events, reference and other informational purposes. This series may include but is not limited to narrative reports, artifacts, memorabilia, photographs, maps, brochures, guides, pamphlets, and other documents which provide a "snapshot in time" of the community. | Permanent. | None | None | None |

## Administrative Records

### Contracts and Agreements

**LRDA #** **2007474**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents products and services provided to a governmental entity for a specified cost and period of time. This series may contain but is not limited to lease/rental agreements, service contracts, contracts for program services, copies of bid documents, copies of legal notices, related correspondence, and similar documents. | Six (6) fiscal years from theterminatio n/completion of the contract or agreement. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b) | None |

### Cooperative Agreements

**LRDA #** **20071024**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents cooperative agreements between political subdivisions for performance of any government function. Such agreements may include but are not limited to purchasing, the furnishing or exchange of personnel, equipment, property or facilities of any kind, or the payment of money. | If the agreement is for more than $25,000: Retain permanently. If the agreement is for $25,000 or less: Retain for a minimum period of six (6) fiscal years after the agreement is terminated. | If this series contains confidential, restricted or sensitive information, that information should be protected from disclosure or if the agreement is for $25,000 or less destroyed in a secure manner that will prevent its reconstruction. | NRS 277.045, NRS 277.110, NRS 11.190 (1)(b) | If it is reasonably foreseeable that a political subdivision of this State will be required to expend more than $25,000 to carry out such an agreement, the agreement must be by formal resolution or ordinance of the governing body of each political subdivision included, and must be spread at large upon the minutes, or attached in full thereto as an exhibit, of each governing body. |

### Correspondence: Complaints

**LRDA #** **2007055**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents complaints, and may include but is not limited to name, address, and phone number of person making complaint, description of complaint, name of person responding to complaint, resolution of complaint, correspondence and related records. This series includes electronic mail that communicates the above. | Three (3) calendar years after response or resolution. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2) | None. |

## Administrative Records

**Correspondence: Executive** **LRDA # 2007007**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Records not duplicated elsewhere that contain executive level correspondence (emails, social media, letters, memos, etc...) documenting the entities functions, pattern of action, policies and achievements. Correspondence may pertain to but is not limited to budgeting and financial, decisions, official positions, planning, directing, policy and rulemaking, prominent; celebrated and/or noteworthy achievements, formal announcements, awards and/or events. | Permanent. | None | None | None |

**Correspondence: Project or Case** **LRDA # 20071674**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents correspondence related to a specific case or project and may contain but is not limited to incoming and outgoing letters, memoranda, faxes, notes and their attachments, notices, enclosures, and similar documents. This series includes electronic mail that communicates the above. | This series should be filed with and retained for the same retention period as the associated project or case file. | Same as the associated project or case file. | Same as the associated project or case file. | Same as the associated project or case file. |

**Correspondence: Routine Business** **LRDA # 20141919**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of correspondence (emails, social media, letters, memos, etc.) that is work related and deals with the day-to-day office administration and activities. Examples may include but are not limited to internal correspondence, external correspondence from various individuals, companies, and organizations requesting information pertaining to the agency business, and other routine inquiries. | One (1) calendar year from the date of the correspondence. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | If you have questions on whether a request for information is routine correspondence or a public records request, it is recommended to treat it as a public records request. |

## Administrative Records

**Correspondence: Transitory** **LRDA # 2007056**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of correspondence (emails, social media, letters, memos, etc.) that do not document core functions or activities of an agency or department and do not require an official action. Examples may include but are not limited to general announcements including meeting reminders, notices of upcoming events, informational copies (cc or bcc) of correspondence which do no document administrative action, follow-up or suspense (tickler), transmittal letters that do not add information to the transmitted material or attachments, requests for routine information or publications provided to the public by the agency which are answered by standard form letters, spam, junk mail, unsolicited vendor mail, and personal/non-work related mail. | Retain only as long as the record holds value to the agency. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | It is recommended this type of correspondence be retained for no longer than thirty (30) days. |

**Delegation of Authority Records** **LRDA # 20071280**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records are used to authorize, assign authority for and verify approval of various governmental actions. The files may contain but are limited to list or documents of individuals who have been delegated authority to verify approvals for purchasing, grant authorized entry to restricted areas, to grant use of vehicles or equipment, to perform personnel actions, to grant authorization for access to computers and computer systems, etc.; as well as all supporting documentation required to establish such an authorization and verification process | Three (3) fiscal years from the date authorization was withdrawn. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405 (c)(2)(C)(viii) [SSN] and NRS 205.4617 (Identity Theft), NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Departmental Regulations, Policies and Procedures** **LRDA # 2007057**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document the methods for accomplishing the functions and activities assigned to the department. This series may contain but is not limited to policy and procedure manuals, directives, policy statements, correspondence, and similar documents. | Six (6) calendar years after superseded or abandoned officially. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b) | Review for historical value. |

## Administrative Records

**Directives of Manager** **LRDA # 2007008**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Direction or instruction by manager or executive officer. This series may include but is not limited to executive orders, bulletins and advisories, directives, policy statements, notes on policy and procedures, related correspondence, and similar documents. | Permanent. | None | None | None |

**Electronic Mail (E-mail)** **LRDA # 2007245**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Electronic mail is a technology that allows for the written exchange of information in machine readable format. E-mail represents not the system, but the information communicated through the system. E-mail messages are public records when they are created or received in the transaction of public business. They must be retained as evidence of official policies, actions, decisions, or transactions. Such messages must be identified, filed, and retained just like records in other formats. E-mail is managed by its content, not its format. For additional information on E-mail see the State of Nevada - Guidelines for Developing an Agency Email Policy. | Retain for the retention period required for equivalent hardcopy. | Same as the equivalent hardcopy (if applicable). | Same as the equivalent hardcopy (if applicable). | Same as the equivalent hardcopy (if applicable). |

**Employee Suggestion Forms** **LRDA # 20071238**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents "employee suggestions", "good ideas" , "action needed" and similar agency programs. | Until no longer administratively useful | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Administrative Records

**Final Plan for Capital Improvement** **LRDA # 2007009**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the planning of projects for the physical improvement or new construction of buildings, parks, structures, warehouses, communication & utility facilities and similar local government owned or controlled facilities. This series may include but is not limited to drawings, maps, blueprints, renderings, financial estimates, budget reports, fee schedules, related correspondence and similar documents. | Permanent. | This record series may contain confidential or restricted information. | NRS 354.59801, NRS 239C.090, NRS 239C.210 | None |

**Financial Impact Analysis Records** **LRDA # 20071529**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the financial analysis of various governmental practices. This series may include but is not limited to reports, studies, worksheets, related correspondence and similar records. | Three (3) fiscal years from the fiscal year to which it pertains. Review for historical value. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | This series is useful for planning future budget proposals. |

**Fleet GPS Monitoring Reports** **LRDA # 20101775**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains data created by Global Positioning System (GPS) units placed in local government owned or leased fleet vehicles in order to monitor their use and to discourage their misuse. Information in these reports may include the vehicle ID number as well as the date, time, location, and time spent performing government business while using the vehicle. | One (1) calendar year from the end of the calendar year to which the report pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 482.5536 | None. |

## Administrative Records

**Generators of Hazardous Waste Records** **LRDA # 20071704**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the requirements for generators of hazardous waste to produce records and reports in accordance with state and federal law or regulation. This series may contain but is not limited to hazardous waste shipment manifests, biennial reports, exception reports, records documenting test results/waste analysis, inspection reports, variances, storage container labeling reports, related correspondence and similar records. | Three (3) calendar years from the end of the calendar year to which the records pertain. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 40 CFR Part 262, 40 CFR 262.40, 40 CFR 268.7, NRS 459.550, NRS 459.3822, NAC 444.8655 to 444.8688 | None. |

**Gift and Donation Records** **LRDA # 20071568**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents gifts and donations to the local governmental entity. This series may contain but is not limited to donor information, copies of wills, bequest documents, endowment documents, trust documents, acknowledgement letters, award guidelines, records documenting conditions or restraints of gift or contribution, letters and agreements of gift, copy of gift disclosure, donation forms, donation lists, deeds, related correspondence and similar documents. | Retain for a minimum period of six (6) calendar years following the expenditure of funds, expiration of agreement, or in accordance with the terms of the gift or donation, whichever is longer. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b), NRS 239B.030, NRS 205.4617 | None. |

**Gift Disclosures** **LRDA # 20071658**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents gift disclosures in accordance with state law. | Six (6) fiscal years after the date on which the disclosure was filed. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 281A.400 , NRS 281A.420, Nevada Ethics in Government Manual | None |

## Administrative Records

**History Files** **LRDA # 2007033**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the history of an agency, department, division, or other governmental body, and is usually used as an informational source for the governmental entity. This series may contain but is not limited to narratives, copies of legislative bills, artifacts, memorabilia, photos, negatives, slides, audio-visual recordings, subject files, reports, newspaper clippings, scrapbooks, certificates, correspondence, and documents of a similar nature. | Permanent. | None | None | None |

**In Memorial Records** **LRDA # 20081752**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents gifts or donations to memorialize individuals or events and are often associated with special programs such as adopt a tree, donor brick, exemplary public service, friends of the library, 911 remembrance and similar programs. This series may contain but is not limited to honoree information, donor information, acknowledgement letters, program information, letters and agreements of gift, disclosure forms, donation forms, copies of plaques, copy of placement maps, accounting documents, reports, log books, forms, related correspondence and similar documents. | Permanent. | None | None | None |

## Administrative Records

### Interlocal Contracts

**LRDA #** **20181979**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents interlocal contracts between political subdivisions for performance of any government function. Such interlocal contracts may include but are not limited to the joint and cooperative use of hospitals, road construction and repair equipment, county and city personnel, equipment and facilities, including sewer systems, drainage systems, street lighting systems, fire alarm systems, sewage disposal plants, playgrounds, parks and recreational facilities, fire-fighting and fire-protection equipment for the protection of property and the prevention and suppression of fire, joint and cooperative use of law enforcement agencies, the joint use or operation of a system of public transportation and such other facilities or services as may and can be reasonably used for the promotion and protection of the health and welfare of the inhabitants of this State. | If the interlocal contract is for more than $25,000: Retain permanently. If the interlocal contract is for $25,000 or less: Retain for a minimum period of six (6) fiscal years after the contract is terminated. | If this series contains confidential, restricted or sensitive information, that information should be protected from disclosure or if the interlocal contract is for $25,000 or less destroyed in a secure manner that will prevent its reconstruction. | NRS 277.080 to NRS 277.180, NRS 11.190 (1)(b), NAC 239.165 | NRS 277.180: If it is reasonably foreseeable that a public agency of this State will be required to expend more than $25,000 to carry out an interlocal contract, the contract must set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties, be ratified by appropriate official action of the governing body of each party to the contract as a condition precedent to its entry into force, if an agency of this State is a party to the contract, be approved by the Attorney General as to form and compliance with law, and be in writing. |

### Jury Duty, Exemption Requests

**LRDA #** **2007620**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents requests for jury duty exemption or excuse. | One (1) calendar year from the date of request. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 6.020 to 6.030 | None |

## Administrative Records

### Key and Keycard Records

**LRDA #** **2007078**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the issuance of keycards to agency staff to enable access to agency buildings and sites. Records may include but are not limited to key inventories, key issue forms, key replacement records, and key disposal records. | Three (3) calendar years after key/keycard is turned in. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | None |

### Legal Opinions

**LRDA #** **20071115**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains formal opinions rendered by the Attorney Generals office, District Attorney's office or other legal counsel. Opinions document the rationale for local government policies and help maintain consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion. | Permanent. | None | None | None |

### Legislative Relations Records

**LRDA #** **2007034**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series may be used to review and/or plan a local government's position on impacting legislative actions. This series may include but is not limited to bill review and tracking forms, opinion requests, bill tracking reports, copies of pending or approved legislation, notes, memorandum, related correspondence and similar documentation. Information in this series may also be used in lobbying efforts and recommending legislative changes. | As long as administratively useful to the agency. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.59803 | Review for historical value. |

## Administrative Records

**Lobbyist Forms** **LRDA # 20071659**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document lobbyist and lobbyist employer activities. This series may include but is not limited to expenditure reports, registration statements, supplementary registration statements, termination records, guidelines, related correspondence and similar documents. | Five (5) fiscal years from the date of filing. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 218H.500 | None |

**Mailings: Mailing and Distribution Lists** **LRDA # 2007063**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is usually a list of names and addresses compiled for various mailings, such as billings, notifications, community outreach, and other administrative purposes. | Until superseded by a new or revised list. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Mailings: Records of Mailing** **LRDA # 2007070**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Documentation of mailing dates, content of mailings, and addressees for mailing sent by the local government for various purposes. | One (1) calendar year from date of mailing. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Mailings: Undeliverable Mailings** **LRDA # 2007072**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Mailings (excluding mailed ballots) sent by local governments that were returned as undeliverable. | One (1) calendar year after the matter referenced in mailing is concluded. | None | NRS 278.0217 | None |

## Administrative Records

**Membership of Boards and Commissions** **LRDA # 2007281**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the membership of boards, commissions, councils, and similar organized bodies. Records may include but are not limited to copies of oath of office forms, appointment and commission forms, related correspondence and supporting documentation. | Permanent. | None | NRS 282.010, NRS 232A.010 to 232A.020, NRS 283.030 | None |

**Microfilm Quality Control Records** **LRDA # 20071359**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents that microfilm produced by or for governmental entities conforms to the specifications required by NRS 239.051(2). Records in this series may include but are not limited to microfilmed records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, security copy depository transmittals, camera/processor/duplicator inspection reports, equipment and operator logs, related correspondence, and similar documents. | Retain this record series for the same retention period as related microfilm. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 239.051(2), NAC 239.635 to 239.638, NAC 239.763 | None |

**Mission Statement** **LRDA # 20071301**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the mission statement of a local governmental entity and its divisions, sections, offices and branches listing it's goals and objectives. | Until superseded with an updated or amended statement. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

## Administrative Records

**Museum Records** **LRDA # 20101776**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document the acquisition, and ownership of materials in museums, local history collections, and similar repositories owned and/or operated by local governments. Records may include but are not limited to exhibit files, temporary custody forms, collection catalogs, gift or deed forms, acquisition forms, collection permits, inventory forms, loan forms, specimen catalogs, deaccession records, records of purchases, records of loans and/or trades, and similar documents. | Permanent | This record series may contain confidential or sensitive information. | NRS 205.4617 | None. |

**Naming of Local Government Buildings/Facilities Files** **LRDA # 20141908**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the naming of local government owned buildings and/or facilities and may contain but is not limited to naming requests, application forms, opinion surveys, copies of contracts, naming rights lease agreements, enterprise fund records (if applicable), lease agreement renegotiation and renewal records, copies of agenda items, approvals, related correspondence, and similar records. | Permanent. | None | NRS 266.275, 244.30701, NRS 450.810, NRS 338.200, County and Municipal Code | None |

**Nevada Acknowledgement of Ethical Standards for Public Officials** **LRDA # 20141885**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document the filing of the Acknowledgement of Ethical Standards form by all elected and appointed public officials. The record may contain but is not limited to Nevada Acknowledgement of Ethical Standards form and related correspondence. | Three (3) years from the date of submission to the Nevada Commission on Ethics. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 281A.500, NRS 11.190 (3)(d) | The Nevada Commission on Ethics is the office of record for this record series. |

## Administrative Records

**Oaths** **LRDA # 20081768**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents constitutional and loyalty oaths administered to elected officials/officers, firefighters, marshals, teachers or other licensed employees, non-elected or non-appointed staff, board and commission members, and others required to take the oath of office as prescribed by law. | Permanent. | None | NRS 282.010, NRS 253.020, NRS 281.030, NRS 391.080, NRS 142.010, and others. | None |

**Occupational Safety: First Aid Records** **LRDA # 20071325**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document the single treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters and other injuries which do not ordinarily require medical care. Such treatment and any follow up visit for the purpose of observation are considered first aid, even if the treatment or visit is provided by a health care provider (NAC 618.5506). The records may contain incident report of minor injuries, first aid log, supply requests, supply expenditure reports, first-aid kit inspection reports, and similar documentation. | One (1) calendar year from the end of the calendar year to which they pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 CFR 1904.7 (b)(5)(ii), 29 CFR 1904.4 | First aid injuries, as defined by 29 CFR 1904.7 (b)(5)(ii), do not have to be reported to OSHA (See also 29 CFR 1904.4). These records do not fall under the provisions of HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.) -- see the definition of "protected health information" found in 45 CFR 164.501. |

**Occupational Safety: Hazard Communication Program** **LRDA # 20071706**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the Hazard Communication Program established in accordance with federal law and may include but is not limited to a written Hazard Communication Program, written information produced and received by the agency on hazardous material (including first-aid bulletins), training documentation, emergency first aid procedures, related correspondence and similar documents. | Three (3) calendar years from the creation or receipt of material or supersession of the written Hazard Communication Program. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 CFR1910.1200(e)(f)(g) and (h)), | None |

## Administrative Records

**Occupational Safety: Hazardous Material Safety File** **LRDA # 2007064**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to provide information on hazardous materials stored, manufactured or used by the agency as part of the Hazard Communication Program. This series includes material safety data sheets (MSDS) and a listing of hazardous material in the workplace. | Thirty (30) calendar years from the creation or receipt of material. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 CFR 1910.1200 (a)(e)(f)(g) and (h) | None |

**Occupational Safety: Occupational Noise Exposure Measurement Record** **LRDA # 20121837**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of studies and measurements of the noise levels employees are exposed to by location or job classification. This series may include but is not limited to measurement of background sound pressure reports, monitoring reports, risk management assessments, related correspondence, and similar information used to support the possibility of exposure. | Two (2) calendar years from the date of the record. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 CFR 1910.95 (m)(3)(i) | None |

**Occupational Safety: OSHA Citation Postings** **LRDA # 20101780**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are the postings of citations required to be posted by federal law/regulation. | Keep posted until the violation has been abated or closed, or for three (3) working days, whichever is longer. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 29 CFR 1903.16 | None |

## Administrative Records

**Occupational Safety: OSHA Files** **LRDA # 20071552**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the activities of local governmental agencies in administering federal and state requirements for Occupational Safety and Health. The files may contain but are not limited to various OSHA forms and reports, instructional booklets, announcements and notices, instructional form letters, memos, correspondence, and related documents. | Five (5) calendar years from the end of the calendar year to which they pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1904.29, 29 CFR 1904.33, NAC 239.165 (1) (2) | None. |

**Occupational Safety: OSHA Inspection and Violation Files** **LRDA # 20101779**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents citations received due to OSHA inspections and/or complaints about safety issues. The files may contain but are not limited to complaints, inspections, conferences, reviews, consultations, OSHA citations, abatement documentation, supportive documentation, and related correspondence. | Five (5) calendar years from the date of the inspection or abatement or closing of the citation, whichever is longer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 USC section 651, 29 CFR Part 1903 | None |

**Occupational Safety: OSHA Notices Postings** **LRDA # 20101781**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are the notices required to be posted by federal law/regulation and usually includes OSHA Notices, State approved OSHA notices, Copy of the federal Occupational Safety and Health Act, and similar notices. | Keep posted until the notice has been superseded. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 29 CFR 1903.2, 29 USC section 651, 29 CFR Part 1903 | None |

## Administrative Records

**Occupational Safety: Personal Protective Equipment (PPE) Records** **LRDA # 20071700**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the authorization and acquisition of specialized safety devices and clothing for employees working in hazardous situations. This series may include but is not limited to employer hazard assessments, equipment selection records, defective and/or damaged equipment reports, PPE request forms, authorization forms, PPE training and written certification records, copies of purchase orders, manufactures warranties, related correspondence and similar documents | Three (3) calendar years after the disposal of the protective equipment. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 CFR 1910.132 to 1910.138, NRS 11.190 (3) (d), NRS 11.190 (4) (e) | If this record series contains employee hazard exposure or employee medical records those records must be retained in accordance with those record series found in Personnel Section. (See Employee Medical Records and Employee Medical Records - Hazard Exposure) |

**Occupational Safety: Records and Reports of Safety Committees** **LRDA # 2007297**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents safety committees established to promote a safe work environment for employees. This series may include but is not limited to safety plans, policies and procedures, safety and health training records, safety committee meeting records, vulnerability assessments, reports on inspections conducted by safety officers, staff reports, attendance reports, correspondence, and related documents. | Three (3) calendar years from the date of the report or record. | Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 618.295, NAC 618.538 to 618.544, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**Occupational Safety: Respirator Fit Test** **LRDA # 20121838**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document qualitative and quantitative fit tests administered to employees. Information includes name or identification of the employee tested, type of fit test performed, specific make, model, style, and size of respirator tested, date of test, and the pass/fail results for Qualitative fit test (QLFT) or the fit factor and strip chart recording or other recording of the test results for Quantitative fit test. (QNFT) | Retain until the next fit test is administered. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 CFR 1910.134 (m) (2) (ii) | None |

## Administrative Records

**Occupational Safety: Respiratory Protection Program Records** **LRDA # 20121839**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document Respirator Protection Program's established in accordance with federal law. Records may include but are not limited to worksite-specific procedures, equipment inspections, program evaluations and assessments, correspondence, and related documents. | Two (2) calendar years after revised or superseded. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 CFR 1910.134 (c)(1), NRS 11.190 (4)(e) | None |

**Occupational Safety: Workers' Compensation Claim Files - Insurer Copy** **LRDA # 20071423**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the recording and reporting of occupational injuries and illnesses. This series may include but is not limited to employee name, social security number, employers report of industrial injury or occupational disease, workers compensation claim forms, reports from health care providers, copies of OSHA reports and forms, written determinations, ratings performed by any physician or chiropractor, copies of bills and payment vouchers, records of all compensation paid to the injured employee and all payments made to any other person in connection with the claim, copies of payroll documents, legal correspondence, communication log, review or appeal documents, and any other forms or correspondence which pertain to the claim. | Six (6) calendar years after the death of the injured employee. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, NRS Chapters 616A to 617, NAC 616C.070, NAC 616C.088, NRS 11.190 (1)(b), NAC 239.165 (1)(2) | The determination of who is legally considered the "Insurer" (as defined in NAC 616C.070) should be addressed by your agency legal counsel. |

## Administrative Records

**Occupational Safety: Workers' Compensation Claims File - Agency Copy** **LRDA # 20071424**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the recording and reporting of occupational injuries and illnesses. This series may include but is not limited to employee name, social security number, employers report of industrial injury or occupational disease, workers compensation claim forms, reports from health care providers, copies of OSHA reports and forms, written determinations, ratings performed by any physician or chiropractor, copies of bills and payment vouchers, records of all compensation paid to the injured employee and all payments made to any other person in connection with the claim, copies of payroll documents, legal correspondence, communication log, review or appeal documents, and any other forms or correspondence which pertain to the claim. | Three (3) calendar years from the closure, resolution or cancellation of the claim or case. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1320d-2, 42 USC section 1320d-6, NRS Chapters 616A to 617, NRS 11.190 3(d), NAC 239.165 (1)(2) | The long term retention of this record series is the responsibility of the "Insurer". The determination of who is legally considered the "Insurer" (as defined in NAC 616C.070) should be addressed by your agency legal counsel. |

**Open Meeting Law: Agendas - Annotated** **LRDA # 20071638**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is a summary document listing all the items discussed during public meetings and the action taken on those items. This series is not the official/final agenda which are retained permanently as part of the official meeting minutes. | One (1) calendar year after the year in which they were created. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 241.035 | None |

**Open Meeting Law: Hearings - Notice of Public Hearing** **LRDA # 2007010**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the posting of notices of public hearings. Usually includes information on date, time, place and location of hearing, list of locations where notice has been posted, agenda, and related records. | Five (5) calendar years from the date of the meeting. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 241.020 | None |

## Administrative Records

**Open Meeting Law: Hearings - Records of Hearing** **LRDA # 2007011**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents hearings usually conducted as part of the regulatory process and/or hearings on proposed rules and changes, and the conclusions reached. This series may include but is not limited to agenda, testimony, public comment, forms, reports, conclusions reached, minutes, correspondence, and related records. | Permanent. | None | NRS 241.035 | None |

**Open Meeting Law: Legal Notices** **LRDA # 20071717**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents compliance with state laws requiring public notice of governmental activities. This series may include but is not limited to Affidavits of Publication, Certificates of Mailing, Affidavits of Posting, Public Hearing Notices, other required public or legal notices and similar documents. | Five (5) calendar years from the date of the meeting. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 241.020, NRS 241.035 | None |

**Open Meeting Law: Meeting Notification Lists** **LRDA # 2007065**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of listings kept of persons who have requested advance notification of all meetings or meetings with specific content. | Until superseded by a new or revised list. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 241.020 (3)(b) | A request for notice lapses 6 months after it is made. The public body shall inform the requester of this fact by enclosure with, notation upon or text included within the first notice sent. It is the requester's responsibility to inform the governmental entity if they wish to continue receiving meeting notifications after the 6 month period has elapsed. |

## Administrative Records

**Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils** **LRDA # 2007107**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These minutes are the official record of the proceedings of regularly scheduled, special and emergency meetings. They include the date, time, and meeting place, members present and absent, "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken, the names of citizens who appeared and the substance in brief of their testimony, any other information that any member requests be entered in the minutes" in accordance with NRS 241.035. This series may include but is not limited to meeting notice and agenda including amendments, committee packets, minutes, and any supplemental materials presented during the meeting which were requested by a member of the public body or a member of the public to be included with the minutes. | Permanent. | The minutes of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details. | NRS 241.015, NRS 241.020, NRS 241.035 (1)(d)(e), NRS 241.035, Open Meeting Law Manual (Office of the Attorney General), NAC 239.850 | None. |

**Open Meeting Law: Posting Requests Received from Public Bodies** **LRDA # 20141894**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| In accordance with NRS 241.020 (3)(a), public meeting notices must be posted at the principal office of the public body or, if there is no principal office, at the building in which the meeting is to be held, and at not less than three other separate, prominent places within the jurisdiction of the public body. This series documents posting requests received by local governmental entities for and in behalf of public bodies and may include but is not limited to notice of meeting and agenda. | Retain the posting until the date of the meeting or if the meeting is cancelled the date of cancellation. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 241.020, NRS 241.035 | The public body that is holding the meeting has the obligation to retain the official record of posting (See NRS 241.020 and NRS 241.035). These records should be retained until the date of the meeting as proof of compliance for and in behalf of the public body which requested the posting. |

## Administrative Records

**Open Meeting Law: Recordings of Meetings** **LRDA # 2007109**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to record the proceedings of regularly scheduled, special and emergency meetings and may also be used to transcribe, verify and correct the minutes of public meetings. The written minutes may be taken from these recordings, transcribed, corrected as needed, and presented to the meeting body for approval. This record series includes audio and /or audio/visual recordings. | Recordings must be transcribed into written minutes. Dispose of the recording one (1) year after the adjournment of the meeting at which it was recorded, or following transcription, whichever is later. | The recordings of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details. | NRS 241.035 (1), NRS 241.035 (4)(a), NRS 241.030 | For additional information on public meetings See the Open Meeting Law Manual (Office of the Attorney General). |

**Open Meeting Law: Speaker/Comment Cards** **LRDA # 20071640**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains information cards of citizens requesting to speak at public meetings. The substance of the remarks made by the public are included in the meeting minutes. | Retain until minutes of the associated meeting are created and approved. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 241.035 (1)(d) | None |

**Open Meeting Law: Supplemental Material** **LRDA # 20141907**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records consist of the supplemental material used during a meeting of a public body which was not requested to be included with the minutes. | One (1) calendar year from the adjournment of the meeting. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 241.035 (1)(d)(e) | None |

## Administrative Records

### Ordinances and Resolutions

**LRDA #** **20071676**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents ordinances and resolutions issued by local governments and may contain but is not limited to notice of filing, proof of publication, proof of posting, supporting documentation relating to preparation, drafting, passage, and implementation of the ordinance or resolution, date of adoption or passage, applicable signatures, related correspondence and similar documents. This series includes documentation related to ordinances or resolutions which have been repealed, revoked, or amended. | Permanent. | None | NRS 266.105 to 266.118, NRS 244.095 to 244.115, NRS 269.155 | None |

### Organizational Charts

**LRDA #** **2007285**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of organizational charts that show lines of authority and responsibility within and between the various departments of the local government. | Until modified, superseded, or no longer created. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

### Parking Permits, Employee

**LRDA #** **2007988**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the application and issuance of employee parking permits. | Until updated or cancelled. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Administrative Records

**Passport Transmittals** **LRDA # 20101773**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series provides verification that passport documents have been completed, documentation verified, and the information has been transmitted to the US Passport Office. Information may include date received, applicant's personal information, date transmitted, and similar data. | Two (2) calendar years from the end of the calendar year to which the record pertains. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 22 CFR 51.22, NRS 205.4617, NAC 239.165 | None. |

**Performance Audits by External Agencies (Non-Financial)** **LRDA # 20121835**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of quality control audits performed by external (usually regulatory) agencies. Audits may be used to assess effectiveness, economy, and efficiency of specific programs or functions, verify compliance with legal requirements, document internal control and compliance policies and procedures, and may include recommendations for improvement. Records in this series may include but are not limited to investigative reports, checklists, copies of documents involved in the review or audit, studies, questionnaires, staff training documentation, recommendations, regular and final reports, related correspondence and similar documentation. | Three (3) calendar years from the end of the calendar year to which they pertain, or for the period required by the regulatory agency, whichever is longer. Review for historical value. | Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Permission to Use Municipal Logo** **LRDA # 20141906**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains documentation authorizing the use by others of trademarked municipal logos. Records may include but are not limited to application for use, terms and conditions, approval forms, use permit, related correspondence, and similar records. | Six (6) calendar years from the expiration of the use permit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b) | Review for historical value. |

## Administrative Records

### Personal Information Security Breach Notification Records

**LRDA #** **20161926**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents data collectors actions following the discovery or notification of a breach of sensitive and/or personally identifying information it collects, stores, or maintains. Records may include but are not limited to breach investigative records, documentation of the notification process, and related correspondence. | Six (6) calendar years from the conclusion of the breach notification process. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 603A.010 to 603A.920, 45 CFR 164.400 to 164.414, NRS 11.190 (1) (a), NRS 11.190 (3)(d), NRS 41.1345 | NRS 603A.030- Data collector defined. Data collector means any governmental agency, institution of higher education, corporation, financial institution or retail operator or any other type of business entity or association that, for any purpose, whether by automated collection or otherwise, handles, collects, disseminates or otherwise deals with nonpublic personal information. |

### Petitions Submitted to Governing Body (Not Election Related)

**LRDA #** **20101834**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of petitions submitted to local government bodies (councils, boards, districts, etc...) to express the opinions of the signers. These types of petitions are often used to express satisfaction or dissatisfaction with actions taken or under consideration by the governing body. | Two (2) calendar years after response or action by the governing body. | Portions of this series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 205.4617, NRS 241.035, NAC 239.165 | Although these types of petitions are usually informational and may require no action, a summary of the petition should be retained in the governing bodies meeting minutes. |

## Administrative Records

### Photo Release Forms

**LRDA #** **20121846**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of release forms signed by citizens, local government employees, visitors granting permission to use their likeness in official publications, on local government websites, at local government sponsored activities/events, and other non-commercial uses. | Three (3) calendar years after photo/image is no longer in use. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d), NRS 597.790 (2)(g), NRS 597.790 (3) | None |

### Presentation Materials

**LRDA #** **20101831**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of materials created for use in presentations, demonstrations, classes, or seminars. This series may include but is not limited to slides, overheads, flip charts, handouts, and similar material. This series does not include commercially available materials. | Retain for as long as administratively useful. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Press/Media Releases

**LRDA #** **20070853**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains copies of press/media releases issued from the department, agency, or key personnel. This series may contain but is not limited to originals or copies of press releases, publicity files, audio and/or video recordings, informational flyers, notes, charts, graphs, correspondence, and related documents. | Retain media/publicity release files determined by the agency to be of historical value permanently. Retain other press release/publicity files for as long as administratively useful. | This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling. | None | It is recommended that non-permanent press/media releases be retained for no longer than two (2) years. |

### Proclamations

**LRDA #** **2007013**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the special recognition of local government events, activities, and/or persons. | Permanent. | None | None | None |

## Administrative Records

**Property and Equipment, Records and Inventories (office copies)** **LRDA # 2007067**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents property and equipment records and inventories. This series may contain but is not limited to copies of purchase orders, monthly property reports, descriptions of items, manufactures model and serial number, fiscal reports related to original cost, value, commodity codes, memos, correspondence and other related records. | One (1) fiscal year after superseded. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Property Management: Building Protection Systems Records-Agency Copy** **LRDA # 20081755**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the service/maintenance of fire extinguishers, fire alarm systems, sprinklers, fire suppression systems, emergency lighting systems, exit signs, smoke detectors and similar systems. Series may include but is not limited to inspection records, maintenance reports, service logs, copies of bids and contracts for service, related correspondence and similar documents. | Three (3) calendar years from the end of the calendar year to which the record pertains.. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 477.033, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**Property Management: Burglary and/or Vandalism, Reports of** **LRDA # 20071710**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents burglary and/or vandalism of local government equipment and/or property and may contain but is not limited to police reports, damage reports, witness statements, insurance information, related correspondence and similar documents. | Three (3) calendar years from the date of last action. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(b), NAC 239.165 (1)(2) | None. |

## Administrative Records

**Property Management: Pest Control (Extermination) Records** **LRDA # 20071747**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document pest control programs and the local government use of pesticides and may contain but is not limited to extermination logs, pesticide application record (showing kind and quantity used, dosage rate, method of application, target organism, area, date and time of application and employee name), incident reports, exterminator (contractor) reports, related correspondence and similar documentation. | Three (3) calendar years from the end of the calendar year to which they pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1910.141(a)(5), NRS Chapter 586, NRS Chapter 555, NRS 11.190 (3)(d), NRS 11.190 (4)(e) | Application logs do not contain medical information. For "Employee Medical Records-Hazard Exposure Records"- See LRDA # 2007-1289 in the Personnel Section. |

**Property Management: Security Camera Recordings** **LRDA # 20071749**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series consists of security camera recordings created to record activities inside and outside of public buildings. | Seven (7) days or for the period needed to review recordings, whichever is longer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Property Management: Security Records** **LRDA # 20071279**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents security programs provided for governmental buildings and grounds. Records in this series may include but are not limited to personnel identification (photograph) records, security activity reports, incident reports, crime reports, vehicle files, visitor control log, inspection reports, key accountability records, investigation reports, security logs, correspondence, and related records. | Three (3) calendar years from the end of the calendar year to which they pertain. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 239C, NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None. |

## Administrative Records

### Proposed Legislation Records

**LRDA #** **2007039**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Records created by governmental agencies for the purpose of proposing legislation. This series may contain but is not limited to research information on proposed legislation, fiscal notes, summaries, estimated cost reports, impact statements, correspondence, and other information documenting the proposed legislation. | As long as administratively useful to the agency. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

### Public Records Requests

**LRDA #** **20101782**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Records document requests for public records and provide a record of agency responses. Records may include but are not limited to request logs and/or request forms and response letters, legal citations for redaction or denial, and orders to grant or deny request. Excludes copies of the records which are the subject of the public records request. | Three (3) calendar years from the end of the calendar year in which the response was completed. | If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 239.001, NRS 239.010 to 239.012, NRS 603A.040, NRS 205.4617, NRS 11.190(3)(d) | "Nevada Public Records Act: A Manual for State Agencies" provides guidance local governments may wish to incorporate into their own public records policies and procedures. |

### Purchase, Sale or Transfer of Real Property Files

**LRDA #** **20101777**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents transactions for the purchase, sale, or trade of land, buildings or other real property by local governmental entities. Records may include but are not limited to public/legal notices, property information, disclosure statements, appraisal reports, bids/purchase offers, copies of acceptance or rejection notices, financial records, legal documents, meeting minutes and exhibits, copies of deeds, bill of sale or transfer, copies of purchase orders, related correspondence and similar documents. | Permanent | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 244.2795 to 244.282, NRS 268.059 to 268.062, NRS 205.4617, NRS 11.190 (1)(b) | If the financial transaction is summarized in the file the financial records themselves may be purged from the records six (6) calendar years from the final close of the sale. |

## Administrative Records

**Quality Assurance Recordings** **LRDA # 20121847**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These recordings (usually telephone) are used to document customer service calls and may be used for staff training and development purposes. | Thirty (30) days from the date of the recording. | These recordings may contain confidential or sensitive information and should be destroyed in a secure manner. (See NAC 239.165 (1)(2)). | None | None. |

**Quality Assurance Review Audits and Reports** **LRDA # 20071256**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of quality control reviews performed by an agency to check the effectiveness of policies and procedures [such as office security, training, safety, personnel, customer relations, emergency and similar procedures]. The files may consist of investigative reports, checklists, copies of documents involved in the review or audit, staff reviews, copies of policies & procedures, comparison reports, audit workpapers, studies, questionnaires, copies of safety manuals, copies of staff training documentation, regular and final reports, related correspondence and similar documentation. | Three (3) calendar years from the end of the calendar year to which they pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Records Destruction Certificate** **LRDA # 2007069**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the destruction of records in accordance with approved retention schedules. | Three (3) calendar years from date the records were destroyed | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d) | None |

## Administrative Records

### Records of Formal Negotiations

**LRDA #** **2007012**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents negotiations between the governing body or the governing body's representative and employee representatives. This series may include but is not limited to copies of expired contracts, negotiation notes, letters of agreement, arbitration findings, cost analyses, management counter proposals, negotiation updates, newspaper clippings, press releases, minutes, audio/video recordings, related correspondence and similar records. | Permanent. | Portions of this record series are not subject to the open meeting law (NRS 288.220). | NRS 288.140 to 288.220 | None. |

### Records Retention Schedule

**LRDA #** **2007073**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This schedule is a listing of all the record series in the legal custody of a local government, and the minimum retention that is established to satisfy administrative, fiscal, legal and historical requirements for each record series, and has been approved by those necessary within the organization and the State Library, Archives and Public Records Administrator. | Six (6) calendar years after superseded by a changed schedule | This record series does not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NAC 239.155 | None |

### Reports Required by Law/Regulation

**LRDA #** **20141900**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are reports (not scheduled else ware in the Local Government Records Management Program Manual) which are required by law or regulation to be submitted to governing bodies, state or federal agencies, Legislative Counsel Bureau/Legislature, or the Governor. | Retain for a minimum period of five (5) calendar years from the submission of the report. | If this series contains any confidential, restricted or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction. | Various State/Federal Laws and Regulations | The office of record for this series is usually the entity receiving the report. |

## Administrative Records

**Requisitions / Purchase Orders (office copies)** **LRDA # 2007074**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to purchase equipment, supplies, and or products for local governments and may include but is not limited to copies of purchase order forms, vendor invoices, worksheets, terms and conditions forms and related correspondence. | Until resolution of annual audit. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Resignations of Elective and Appointive Officials** **LRDA # 2007290**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents resignations of elected and appointive officials and may contain but is not limited to letter of resignation, copy of oath of office, related correspondence and similar documents. | One (1) calendar year after resignation is effective. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 283.030, NRS 245.130 | None |

**Restricted Document Log (Homeland Security Act)** **LRDA # 20071246**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the access granted to "Restricted Records" and contains information on the date access was granted, the individuals name, a copy of a photographic form of identity, the name of his/her employer, citizenship status, and the purpose for accessing the restricted documents | Three (3) calendar years from the end of the calendar year to which it pertains. | This record series must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.010 thru 239C.270 (Homeland Security Act) - NAC 239.165 (1)(2) | This log is NOT a "Public Record" per NRS 239C.220 and 239C.230 (2). |

**Risk Management: Accident Reports** **LRDA # 20071712**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents accidents involving departmental vehicles or equipment. Reports may contain but are not limited to date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, vehicle damage reports, witness statements, copies of police reports, departmental forms, notes, photos, correspondence, and related documents. | Three (3) calendar years following resolution or settlement of any claims or legal actions, or from the accident date if no legal action or damage results. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 12.080, NRS 12.105, NAC 239.165 (1)(2) | None. |

## Administrative Records

**Risk Management: Emergency Action Plan** **LRDA # 20101783**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents emergency action plans used to coordinate activities during emergencies. Information may include but is not limited to procedures for reporting a fire or other emergency, emergency evacuation plans (including type of evacuation and exit route assignments), physical security plans, environmental control plans, records documenting employee alarm systems, emergency action plan training records, plan reviews, related correspondence, and similar documents. | Five (5) calendar years after revised or superseded. | This series may containconfidential/restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1910.38, NRS 239C.090, NRS 239C.220, NAC 239.165 | None. |

**Risk Management: Insurance Policies** **LRDA # 2007062**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the terms and conditions of insurance policies between the local government and insurers. Types of insurance may include liability, property, motor vehicle, flood, and others. Records usually include policies, endorsements, rate change notices, agent of record, related correspondence and similar documents. This series does not include Group Health and Life Insurance policies which are scheduled in the Personnel Section. | Six (6) calendar years after policy expires. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b), NRS 11.190 (3)(d) | None |

**Risk Management: Insurance: Claims** **LRDA # 2007061**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document various types of liability claims filed against the local government. These include personal injury, property damage, motor vehicle accident, false arrest, and others. Records often include reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents. | Three (3) fiscal years after final settlement of claim | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

## Administrative Records

**Risk Management: Job Safety Analysis** **LRDA # 20161936**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the process of identifying and analyzing potential hazards in job tasks. Records may include but are not limited to Job Safety Analysis form and any related correspondence and similar material. | Three (3) years after superseded. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d) | None |

**Risk Management: Liability Release Forms** **LRDA # 20071672**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents individual liability release forms required for participation in various programs/activities offered by local governmental departments during the year. This series usually consists of event specific liability forms, participant information, contact information, signature of participant or parent/legal guardian, emergency contact information, and similar information. | Three (3) calendar years from the date of the event. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239B.030, NAC 239.165 (1)(2) | None. |

**Risk Management: National Flood Insurance Program (CRS) Records** **LRDA # 20141901**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of records relating to the Federal Emergency Management Administration's Community Rating System (CRS) program which allows for discounted flood insurance rates for communities that exceed minimum national flood protection standards. Records may include but are not limited to application, CRS certification forms, recertification and modification forms, flood insurance rate map (FIRM) determination forms, elevation certificates, verification visit documents, public outreach information, hazard disclosures, related correspondence and similar documents. | Retain the application and verification visit documentation until no longer participating in the program. Retain other records in this series for a minimum period of three (3) calendar years from the date of recertification or supersession. | Local governments must recertify annually and undergo in-depth programreview/verification every five years. | FEMA-National Flood Insurance Program Community Rating System-CRS Record Keeping Guidance, 42 U.S.C. section 4104 (c)(d), 2 CFR 200.333, NRS 11.190 (3)(d) | Review for historical value. |

## Administrative Records

**Risk Management: Property Insurance Inspection Reports** **LRDA # 20161931**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records are used for risk analysis purposes and consist of reports from Independent Loss Control Insurance Inspections. The record may include but is not limited to property/building life safety and fire system reviews, facility condition analysis reports; seismic bracing reviews, related correspondence, and similar documentation | Three (3) calendar years from the date of the report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239C.090 | None. |

**Risk Management: Red and Amber Light Permits** **LRDA # 20101772**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents red and/or amber light permits issued by the Nevada Highway Patrol for local governmental vehicles. Series may contain application for permit, permit log or lists, copies of accounting records, related correspondence and similar documents. | One (1) fiscal year after expiration of the permit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 484A.490 | Permits expire on June 30 of each calendar year. |

**Risk Management: Smog Inspections** **LRDA # 20121882**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents emission inspections of local government owned/operated vehicles. | Retain until superseded by a new inspection. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 445B.700 to 445B.845, NAC 445B.575 to 445B.601, NAC 445B.737 to NAC 445B.774 | None. |

## Administrative Records

**Risk Management: Vehicle Maintenance Records** **LRDA # 2007079**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the maintenance and repairs of local government owned or leased vehicles. Series is used to provide a maintenance and repair history and may include but is not limited to work order number, dates, maintenance or repair performed, mileage of vehicle, problem type, warranty information, driver's name, and action taken. | Life of the vehicle (plus three years if the vehicle was involved in an accident) | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None |

**Risk Management: Vehicle Visual Inspections** **LRDA # 20141897**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents visual inspections of local government owned vehicles for conditions that could affect driver safety. These inspections are usually done by the driver prior to vehicle operation. Series may include but is not limited to pre and/or post inspection report or checklist, related correspondence and similar documents. | If an unsafe condition is found: Retain for a minimum period of three (3) calendar years from the date of repair or correction. If no unsafe conditions are found: Retain until a subsequent vehicle inspection is performed. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None |

**Seal and Logo Records** **LRDA # 2007040**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Records pertaining to the creation and establishment of the municipal logo, seal and other similar graphic or symbolic representations of the local government. | Permanent. | None | None | None |

## Administrative Records

**Special Boards, Commissions, Councils, Committees, Offices and Task Force Records** **LRDA # 20071242**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document the governmental administration, activities, and history of specially organized committees, boards, councils, offices and task forces. These entities are usually organized or appointed to address specific problems or situations, and not intended to carry on activity beyond a final report or activity. The purpose of these special entities may involve advising, investigating, planning, recommending, compiling, summarizing and similar activities. Records may include but are not limited to agendas, original minutes of public meetings, meetings and workshops, interim and final reports, news articles and other informational documents, related correspondence and any other material compiled or created by the entity. | Permanent. | The minutes of closed meetings may contain confidential information. See NRS 241.035 (2)(a)(b)(c) for details. | NRS 241.010 to 241.035, The Open Meeting Law Manual (Office of the Attorney General), NAC 239.850 | None |

**Special Event and Celebration Records** **LRDA # 2007041**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents local government sponsored special events and celebrations. This series may include but is not limited to event planning information, cost studies, promotional material, speeches, dedications, public attendance summaries, final reports, correspondence, and related records. May also include routine documentation related to implementing the promotion and organization of the event. These often include lists, rosters, correspondence, volunteer information, and related records. | Retain records which document significant aspects of the event Permanently. Retain other records related to the event for a minimum period of two (2) fiscal years from the year to which it pertains. | This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Special Study Report Files** **LRDA # 20121878**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents special studies produced under the direction of governing bodies, department managers, courts, elected officials, but not required by law or regulation. Files may contain but are not limited to reports, exhibits, supporting documentation and related correspondence. | Three (3) calendar years from the completion or termination of the study. Review for historical value. | If this record series contains confidential, restricted, or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | None. |

## Administrative Records

**Specialized or Local Ethics Committee** **LRDA # 20141902**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents specialized or local ethics committees established to complement the functions of the State Commission on Ethics. Records may include but are not limited to code of ethical standards, hearing records, agendas, minutes, motions, deliberations, opinions, interpretations, correspondence, and supporting documentation. | Permanent. | Each request for an opinion submitted to a specialized or local ethics committee, each hearing held to obtain information on which to base an opinion, all deliberations relating to an opinion, each opinion rendered by a committee and any motion relating to the opinion are confidential unless: The public officer or employee acts in contravention of the opinion; or the requester discloses the content of the opinion. (NRS 281A.350 (4)(a)(b)) | NRS 281A.350 | None |

**Staff Meeting Records** **LRDA # 2007846**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the actions and activities taking place at internal staff meetings, team meetings, managers meetings, and other internal meetings. These types of meetings do not always produce minutes, but this series may include minutes, agendas, notes, reports, newsletters, correspondence, and related documents. | Retain only as long as the record holds value to the agency. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | It is recommended these records be retained no longer than one (1) year. |

## Administrative Records

**Strategic Plan Files** **LRDA # 2007047**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents detailed plans (methods) for accomplishing program goals. This series may include but is not limited to records documenting the development and establishment of agency goals and objectives, planning documents, laws and regulations, activity reports, statistical reports, related correspondence and similar records. | Three (3) calendar years from the date superseded. Review for historical value. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | This series may contain historically significant information on the development and modification of agency strategic plans. |

**Summons and Subpoenas** **LRDA # 20071281**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These documents are received by representatives of local governments and individuals in their official capacity as local government employees, requiring their appearance at a specified place, date and time. The summons and subpoenas are issued by agencies which are granted this power under law. These may include state and federal courts, boards, commissions, offices, etc.. The documents themselves contain a statement of the authority for the summons or subpoena, the reasons for the required appearance, the date, time and place. The documents are signed and dated and may be delivered by mail or by an officer of the summoning institution. | One (1) calendar year from the date of the scheduled appearance or cancellation of the summons or subpoena. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Surveys, Polls, and Questionnaires** **LRDA # 2007076**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document public opinion on various issues, actions, and concerns. This series may include but is not limited to surveys, polls, questionnaires, summaries, abstracts, related correspondence, and similar information. | Retain for as long as administratively useful to the agency. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

## Administrative Records

**Telecommunication System Management Records** **LRDA # 20071360**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the creation, modification, and disposition of local government telecommunications systems. Records in this series may include but are not limited to equipment records, Federal Communications Commission records, repair order forms, system planning records, telecommunications maintenance contracts and service agreements, service orders, related correspondence, and similar documents. | Retain serviceagreements/maintenance contracts for a minimum period of six (6) calendar years after expiration or fulfillment of all terms of the agreement or contract, whichever is later. Retain othertelecommunication system records for the life of the system. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b) | None |

**Telephone Logs** **LRDA # 20071008**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This is a listing or log of telephone calls made and similar telephone activity reports. | 90 days from last entry. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Trademarks, Trade Names and Service Marks Files** **LRDA # 20121861**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the trade names, trademarks and service marks registered with the Secretary of State in accordance with state law. The files may contain but are not limited to application, specimen of mark and/or name, copy of certificate of registration, correction documentation, renewals, receipt for fee payment, copy of checks, cancellation documentation and related correspondence. | Three (3) calendar years after the expiration or cancellation date of the registration. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 600.240 to 600.390, NRS 11.190 (3)(d) | The Nevada Secretary of State is the office of record for this record series. The registration of a mark is effective for 5 years from the date of registration. |

## Administrative Records

**Trust Fund for Retirement Benefits (NRS 287.017)** **LRDA # 20121868**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the establishment of trust funds for the future retirement of local government employees and their spouses and dependents. Series may contain but is not limited to Board of Trustee records, trust statements, contribution records, enrollment forms, actuarial records, employee/spouse/dependent files, audit reports, investment records, contracts and agreements, financial reports, various forms, related correspondence and similar records. | Retain Board of Trustee records, audit reports, statement of trust records permanently. Retain employee, spouse/dependent files for a minimum period of thirty (30) years from the close of file. Retain other records included in this series for a minimum period of six (6) calendar years from the end of the calendar year to which they pertain. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 287.017, NAC 287.776, NAC 287.788, NRS 11.190 (1)(b), NAC 239.165 | None. |

**Unmanned Aerial Vehicle (UAV) Recordings** **LRDA # 20181946**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series may consist of recorded images, sound waves, odors, and associated data captured by Unmanned Aerial Vehicles (UAV). Public agencies which have registered an UAV with the Department of Public Safety may operate the UAV for one or more of the following public purposes: fire services, emergency medical services, protection of a critical facility that is public property, search and rescue operations, preparation for, response to and recovery from emergencies and disasters, communications relay and delivery, surveying and mapping, inspection of public land and infrastructure, inspection and testing of hazardous materials, inspection and evaluation of natural resources, inspection and evaluation of wildlife, inspection and evaluation of agricultural and environmental conditions, training of employees of a public agency, research and development of unmanned aerial vehicles, maintenance and testing of unmanned aerial vehicles, air quality testing, and evaluation of meteorological conditions. | Retain recordings for the same retention period required for an equivalent hardcopy record. It is recommended that recordings that may contain personally identifiable information (PII) not be retained for more than one-hundred eighty (180) days. | If this record series contains confidential or restricted information that information must be destroyed in a secure manner that will prevent its reconstruction. | Presidential Memorandum: Promoting EconomicCompetitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems, Privacy Act of 1974 (5 U.S.C. 552a), NRS 493.115, NRS 493.118, NAC 493.100, NRS 239C.090, NRS 239C.210, NAC 239.101, and others. | In accordance with NRS 493.020 "Public agency" means an agency, office, bureau, board, commission, department or division of this State or a political subdivision of this State other than a law enforcement agency. |

## Air Quality and Environmental Management

**BLM Project Records** **LRDA # 20101784**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents projects involving federal Bureau of Land Management and may include request for assistance forms, project activity reports, financial documents, memos, related correspondence, and similar documents. | Three (3) fiscal years following the expiration of the project. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 2 CFR 200.333, 43 CFR 1880, NRS 11.190 (3)(d), NAC 239.165 | Review for historical value. |

**Emission Inventory Studies and Reports** **LRDA # 20101786**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These reports are designed to support criteria pollutant studies, plans, and/or state implementation plans and are usually geared towards specific point sources. | Permanent | This record series usually does not contain confidential or restricted information. | 42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B | None |

**Emission Reduction Program Records** **LRDA # 20101789**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents programs designed to reduce harmful pollutants. The programs are designed to reduce harmful emissions from Carbon Monoxide, Ozone, PM10, PM2.5, VOC, Nitrogen Oxide, Carbon Dioxide, HAPs, etc. and may be included as a component of the State Implementation Plan. Records may include program reports, studies, guidelines, proposals, grant requests, related correspondence and similar documents. Programs may include, but are not limited to, Voluntary Vehicle Repair Program, Lawn Mower Exchange Program, Off-Road Vehicle Diesel Retrofit Program, Truck Stop Electrification Program, Gas Cap Exchange Program and similar programs. | For programs linked to State Implementation Plan- Retain this series for five (5) calendar years after superseded or withdrawn. For programs not linked to the State Implementation Plan- Retain for five (5) calendar years after expiration of program. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B | Review for historical value. |

**Endangered Species Act (ESA) Section 10 Records** **LRDA # 20141895**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents permits received from the U.S. Fish and Wildlife Service for activities which would otherwise be prohibited by the ESA. Permits may be for scientific purposes, enhancement of propagation or survival, or for incidental taking of wildlife and may authorize a single transaction, a series of transactions, or a number of activities over a specific period of time. Records used in the permitting process may include but are not limited to application forms, Habitat Conservation Plans, implementation agreements, funding plans, draft National Environmental Policy Act analysis, safe harbor agreements, candidate conservation agreements, copies of financial records, related correspondence, and similar records. | Ten (10) calendar years from the expiration or revocation of the permit | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 50 CFR 17.22, 50 CFR 17.32, 50 CFR 17.62, NRS 244.386, NAC 321.418 | The office of record for this series is the U.S. Fish & Wildlife Service. Section 10 of the ESA is designed to regulate a wide range of activities affecting plants and animals designated as endangered or threatened, and the habitats upon which they depend. |

**Enforcement Actions** **LRDA # 20101788**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the issuance of Notices of Violation (NOV) and resolution of enforcement action. Records may include notice of violation, evidentiary documents, response forms, tracking forms, stipulations, hearing officer reports, orders, waivers, findings, penalty payment plans, photos, audio/visual records, related correspondence, and similar documents. | Six (6) calendar years from the date of final resolution. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B, NRS 11.190 (1)(a) | Review for historical value. |

**Landfill Records** **LRDA # 20071595**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents municipal landfill operations. This series may include but is not limited to applications, permits, operating records, compliance reports, plans (engineering, operating, contingency, sedimentation, erosion control, etc.), hydrogeological reports, inspection reports, gas monitoring reports, ground-water monitoring reports, copy of regulations and standards, results of various samples, training records, remediation plans, cost estimates, financial assurances, closure and post-closure care plans, and related documents. | Permanent. | None | 40 CFR 258, NRS 444.558, NRS 444.580 | None |

## Air Quality and Environmental Management

**Nevada CAPP/PTAH Files** **LRDA # 20071612**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains documents related to Chemical Accident Prevention Programs (CAPP) and Plans to Abate Hazards (PTAH). The files may contain but are not limited to registration documents, operating procedures, hazard assessments, process hazard analysis, training procedures, equipment maintenance procedures, safety reviews, incident reports, corrective action reports, copies of reports and/or forms submitted to regulatory agencies, related correspondence, and similar documents. | Five (5) calendar years from the end of the calendar year to which they pertain. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 459.380 to 459.3874, NAC 459.952 to 459.95528, NRS 459.3822, NAC 459.95523, NAC 239.165 (1)(2) | None |

**Permit Files-Stationary Source** **LRDA # 20101787**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series pertains to stationary sites emitting air pollutants. Records may include applications, permits, inspections, enforcement corrective action orders, copies of notices of violation, compliance hearing records, performance tests, copies of emission reports, certification reports, ownership change records, financial reports, forms, memos, related correspondence, and similar documents. | Twenty (20) calendar years after site closure. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B, NRS 11.190 (1)(a) | Review for historical value. |

**State Implementation Plan (SIP) and related studies** **LRDA # 20101785**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents air quality reports and studies performed as part of the State Implementation Plan (SIP). Records may include but are not limited to implementation plans, carbon monoxide studies, modeling data plans, ozone reports, transportation plans, air toxics studies, attainment demonstration plans, milestone achievement reports, and similar reports and/or studies. | Five (5) calendar years after superseded or withdrawn. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 42 USC section 7410, 40 CFR 51, NRS Chapter 445B, NAC Chapter 445B | Records in this series may also be found incorporated in whole or part, into County Code, Health District Code, State and/or Federal Law. Review for historical value. |

## Air Quality and Environmental Management

**State Implementation Plans (SIP) - Transportation Plans** **LRDA # 20101791**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains information used in developing plans to achieve national ambient air quality standards through a reduction of vehicle miles of travel. Records consist of transportation control plans, conformity determinations, studies, employer incentive plans, strategy papers, copies of emissions standards, meeting notices, concurrence requests, related correspondence and similar records. Final transportation control plans become part of state implementation plans (SIPs). | Five (5) calendar years after superseded or withdrawn. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | Clean Air Act section 176 (c)(4)(E), 40 CFR 51.390, 40 CFR 93.100 to 93.129 | Review for historical value. |

**Vacant Land Monitoring Reports** **LRDA # 20101790**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to monitor vacant lands, unpaved parking lots, unpaved roadways and similar areas within the city/county. Records may include inspection reports, enforcement records, complaints, related correspondence and similar supporting material. | Three (3) calendar years from the end of the calendar year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(a)(b)(d) | Review for historical value. |

## Airports

### Activity Reports

**LRDA #** **2007112**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of records documenting various indicators of activity associated with local government owned or operated airports. Subjects may include arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel use, activities of related operations such as restaurants, gift shops, car rental outlets, as well as others. These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information. | Retain annual activity reports Permanently. Retain other activity and statistical reports (not otherwise scheduled in this section) for three (3) calendar years from the year created. | If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2) | This record series is useful for planning and budgeting, reference, performance monitoring, program justification, position justification and similar uses. |

### Airport Aid Program Grantees: Affirmative Action Plans

**LRDA #** **2007122**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Records in this series document specific and result-oriented procedures used to achieve equal employment opportunity. This series may include but is not limited to affirmative action plans, compliance reports, statistical reports, employment reports, and related records. | Three (3) fiscal years, or for the period during which the federal financial assistance is made available, whichever is longer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 14 CFR 152.415 | None |

### Airport Aid Program Grantees: Reports not transmitted to the Federal Aviation Administration

**LRDA #** **2007123**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains reports that enable the FAA Office of Civil Rights to ascertain if there has been compliance with the non-discrimination in airport aid program. The series may include but is not limited to compliance reports, statistical reports, correspondence and related records. | Three (3) fiscal years or for the period during which the Federal financial assistance is made available, whichever is longer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 14 CFR 152.415 | None |

## Airports

### Airport Certification Manuals or Specifications

**LRDA #** **2007114**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents certifications, licenses, or permits from the Federal Aviation Administration (FAA) or other Federal or State agencies. Records in this series may include but are not limited to certification applications, airport certification manuals, operating procedure manuals, facility and equipment descriptions, responsibility assignments, self inspection plans, maintenance manuals, and any documentation bearing directly on the issuance or renewal of licenses. | Retain certification manuals or specifications Permanently. Retain other records related to certification two (2) calendar years after expiration. | This record series may contain confidential or restricted information. Records not retained permanently must be destroyed in a secure manner that will prevent reconstruction of the information. | 14 CFR 139.203 to 139.205, 14 CFR 139.301, NRS 239C.090, NRS 11.190 (4)(e), NAC 239.165 (1)(2) | None.. |

### Airport Emergency Documentation Records

**LRDA #** **2007119**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series of records may include but is not limited to alerts (all stages), reports and records of emergencies, reports of property damage, reports of sick or injured persons and similar documents. | Three (3) calendar years from date of last action. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 11.190 (3)(d), NRS 11.190 4(e), NAC 239.165 (1)(2) | None. |

### Airport Emergency Planning Records

**LRDA #** **2007118**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the development and maintenance of airport emergency plans, created to minimize the possibility and extent of personal injury and property damage in the event of an emergency. | Retain records described in 14CFR 139.325 - Permanently. | This record series contains confidential or restricted information. | 49 CFR 1520.5, 14CFR 139.325, 239C.090 | None. |

## Airports

**Airport Fueling Agent Inspections** **LRDA # 20071373**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents established standards for protecting against fire and explosions in storing, dispensing, and otherwise handling fuel, lubricants, and oxygen at the airport. These standards cover facilities, procedures, and fueling personnel training. This series may contain but is not limited to inspection reports, training reports, records documenting fire safety in mobile fuelers, fueling pits, fueling cabinets, fuel farms and storage areas, storage area access reports, corrective action records, reports submitted to the FAA, copy of the fire code of the public body having jurisdiction over the airport, related correspondence and similar documents. | Two (2) calendar years from the date of the inspection. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 14 CFR 139.321, NRS 11.90 (4)(e), NAC 239.165 (1)(2) | None. |

**Airport Law Enforcement Activity Records** **LRDA # 20071377**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents various types of security actions taken by the airport as described in 49 CFR 1542.221. This series may include documents showing the number and type of firearms, explosives, and incendiaries discovered during any passenger screening process, and the method of detection of each; the number of acts and attempted acts of piracy; the number of bomb threats received, real and simulated bombs found, and actual bombings on the airport; the number of detentions and arrests made, name, address, and the immediate disposition of each individual detained or arrested, the type of deadly or dangerous weapon, explosive, or incendiary confiscated, and the identification of the aircraft operator or foreign air carrier on which the individual detained and/or arrested was screened, or was scheduled to be a passenger. | Three (3) calendar years from date of last action. | This record series may contain confidential or restricted information. This record series should be destroyed in a secure manner that will prevent reconstruction of the information. | 49 CFR 1542.215 to 1542.221, NRS 11.190 3(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2) | None. |

## Airports

### Airport Project Records

**LRDA #** **20071378**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document airport construction projects. This series may contain but is not limited to engineer's project notes, inspection reports, as-built drawings, land use maps, drainage and pavement drawings, airport layout plans, master plan maps, aerial photographs, topography maps, standard maps, property surveys, land use policy plans, project details, studies, reports, notes, correspondence and related documents. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.090 | None. |

### Daily Log of Control Center

**LRDA #** **2007117**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the daily activities of an airport control center. This series may include but is not limited to information on weather conditions, arrivals and departures, type of aircraft served, number of passengers, amount of cargo, amount of fuel used, planned or special events in or around the airport, correspondence and similar records. | Two (2) calendar years from date of record. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 49 CFR 1520.5, NAC 239.165 (1)(2) | None. |

### Escort Log

**LRDA #** **2007120**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is a log of individuals who do not have unescorted access authority, and must be escorted into secure or other areas of the airport. | Six (6) month from date of log. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Airports

### Federal Aid to Airport Records

**LRDA #** **2007121**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer grants of funds from the federal government for airport planning and engineering, or airport development. This series may include but is not limited to airport layout plans, preliminary plans and specifications, invoices, cost estimates, payrolls, vouchers, cancelled checks or warrants, receipts, and similar records. | Three (3) fiscal years after the date of the final grant payment. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 14 CFR 151.55 | None |

### Navigational Facilities Maintenance and Operation Records

**LRDA #** **20071376**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the maintenance and operation of various types of airport navigational equipment. Examples include non-directional radio beacon facilities, instrument landing system facilities, simplified directional facility, distance measuring equipment, VHF marker beacons, interim standard microwave landing system, microwave landing system, and others. May also include maintenance manuals, meter readings, adjustment records, facility maintenance logs, radio equipment operation records, technical performance records, various forms, copies of reports submitted to the FAA and related documents. | Six (6) calendar years after equipment is permanently removed from service. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 14 CFR 171.13, 14 CFR 171.33, 14 CFR 171.53, 14 CFR 171.117, 14 CFR 171.163, 14 CFR 171.213, 14 CFR 171.275, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None |

### Noise Compatibility Planning Records

**LRDA #** **2007125**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the development of a noise compatibility program to moderate the impact of noise in areas surrounding airports. This series may include but is not limited to studies, reports, noise exposure and other maps, hearing records, public statements and similar records. | Retain records described in 14 CFR 150.23 (e)- Permanently. Retain other records related to noise abatement and control for two (2) calendar years after program approved. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 14 CFR 150.23 (e) | None |

## Airports

### Notices to Airmen (NOTAM)

**LRDA #** **2007127**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the notification of air carriers of changes in airport conditions. Subjects may include airway changes, chart corrections, facility changes, procedural changes, flight advisories and restrictions, construction information, maintenance information, special notices, and related records. | Two (2) calendar years after notice is removed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Parking Positions for Aircraft

**LRDA #** **2007129**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series details the parking positions for aircrafts using municipally owned or operated airports. | Six (6) months after superseded. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Passenger Facility Charges (PFC)

**LRDA #** **2007130**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the imposition of FAA approved Passenger Facility Charges (PFC), to finance eligible airport related projects. This series may include but is not limited to application, written competition plan, notice to air carriers, project descriptions, project justifications, detailed financial plans, meeting notes and minutes, accounting records, audit files, correspondence, and related records. | Three (3) calendar years after completion of project. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 14 CFR 158 ( Appendix A to Part 158 -#10), 14 CFR 158.61 to 158.71 | None |

## Airports

### Security Program Records

**LRDA #** **2007131**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the objectives, methods, and procedures, designed to prevent or reduce illegal activities or interference with civil aviation. This series may include but is not limited to airport description, maps, master security plan, access control information, training programs, incident management procedures, procedures for public advisories, law enforcement personnel information, contingency plans and related records. | Retain program records described in 49 CFR 1542.103 permanently. Retain other security program records for a minimum period of two (2) calendar years after they have been superseded. | This record series contains confidential or restricted information. Records to be disposed must be destroyed in a secure manner that will prevent reconstruction of the information. | 49 CFR 1542.103, NRS 239C.090, NAC 239.165 (1)(2) | None. |

### Self-Inspection Program Records

**LRDA #** **2007133**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents daily, (except as required by the airport certification manual or airport certification specifications or as a result of unusual conditions) inspections that show conditions found, and all corrective actions taken. Series may include but is not limited to inspection procedures, daily inspection reports, daily maintenance log, lists of equipment used in conducting safety inspections, facility information, and related records. | One (1) calendar year from the date of the inspection. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 14 CFR 139.327, NAC 239.165 (1)(2) | None. |

## Animal Control

### Animal Permit and License Records

**LRDA #** **20071715**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents permits and/or licenses issued to pet owners, kennel or wildlife exhibit operators, and other persons in accordance with state law and local ordinance. | Two (2) calendar years from the renewal, denial or expiration of the permit or license. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 244.359, NRS 266.325, NRS 205.4617, NAC 239.165 (1)(2) | None. |

### Bite Reports

**LRDA #** **2007136**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the investigations of animal bites. This series may include but is not limited to case number, information on person bitten, incident information, treatment given, animal type, results of investigation, correspondence and similar documents. | Two (2) calendar years from the date of the report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 244.359, NAC 441A.020, NAC 441A.425 | None |

### Communicable Disease Reports

**LRDA #** **20071379**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of reports of actual or suspected rabies, anthrax, brucellosis, or other reportable communicable diseases of animals or humans submitted by veterinarians or other personnel employed by an animal shelter to a local health authority and/or rabies control authority. | Five (5) calendar years after reports submission to health authority and/or rabies control authority. | This record series may contain confidential and/or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 441A.410, NAC 441A.150, NAC 441A.225, NAC 441A.410 to NAC 441A.445, NAC 239.165 (1)(2) | None |

## Animal Control

### Counter Receipts / Logs

**LRDA #** **2007137**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Receipts and other records related to financial transactions at animal control offices or shelters. This series may include but is not limited to receipts or reports documenting license fees, impound and boarding fees, registration fees, euthanasia fees, release fees, and similar documents. | One (1) fiscal year following an audit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624 | None |

### Dog License Forfeits

**LRDA #** **2007139**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents monies collected in advance to encourage pet owners to license and vaccinate their pets. Licenses are required yearly, and if the pet owner did not license their pets in the last year the money is forfeited to animal control. | One (1) fiscal year following an audit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NRS 205.4617, NAC 239.165 (1)(2) | None. |

### Euthanasia License Records

**LRDA #** **20071283**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document the annual registration process required to purchase and dispense controlled substances in accordance with state and federal law. These substances are used in the euthanasia of sick, injured or unwanted animals. This series usually includes a copy of the application, supporting documentation, a copy of the license and related correspondence. | Three (3) years after the expiration of license. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 21 CFR 1304.04, NRS 453.246, NRS 11.190 (3)(d) | None |

## Animal Control

### Lost and Found Records

**LRDA #** **2007149**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of cards or forms completed by pet owners to help match lost pets with animals in the custody of animal control. This series may include but is not limited to owners name and address, and name of and description of pet, location, date and time, and related information. | Six (6) months from the date of the card or form. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Medical Records, Animal Control

**LRDA #** **20071452**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the medical history of animals in the care of animal control. This series may include but is not limited to records which document an animal's past medical history, medical treatment records or logs, vaccination history, lab test notes and results, quarantine information, correspondence and similar related documents. | Four (4) calendar years from the date of last service. | This record series may contain confidential information (NAC 441A.412) which must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 441A.410, NAC 441A.410 to 441A.440, NAC 239.165 (1)(2) | None |

### Pet Impound Records

**LRDA #** **2007142**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document all animals received by animal control. This series may contain but is not limited to description of animal, source, copy of medical and/or shot records, release information, final disposition and related records. | Two (2) calendar years from the date of final disposition. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 574.055 | None |

## Animal Control

**Rabies Vaccination Certificate Records** **LRDA # 20071380**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents certificates of rabies vaccinations performed by veterinarians. The certificate may include the name and address of the owner of the animal, a description of the animal, including the name, age, sex, breed, color and weight of the animal, the date the vaccination was administered, the product name of the vaccine used, the lot number of the vaccine, the date the animal is due for revaccination based on the duration of immunity provided by the vaccine (according to its label), the number on the rabies vaccination tag issued, the name, address and license number of the veterinarian, the signature of the veterinarian who administered the vaccine, and related documents | Three (3) calendar years from date of issuance. | The record of the certificates of vaccinations against rabies maintained by the rabies control authority is confidential (NAC 441A.412) and may be disclosed only to an animal control authority or health authority or pursuant to a court order. | NRS 441A.410, NAC 441A.410, NAC 441A.440, NAC 441A.412, NAC 239.165 (1)(2) | This record series must be destroyed in a secure manner that will prevent reconstruction of the information. |

**Records Relating to the Use, Storage and Disposition of Sodium Pentobarbital** **LRDA # 2007144**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the use, storage, and disposition of sodium pentobarbital used in the euthanasia of sick, injured or unwanted animals. This series may contain but is not limited to weekly stock verifications, beginning and ending inventory each time the drug is removed from secure storage, identification of the animal on which it was used, the amount administered, signature of person administering the drug, notes on waste, notes on disposal of expired or unwanted sodium pentobarbital, security information, reports, correspondence and related records. | Four (4) calendar years from the date of the record. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 21CFR 1304.03, 21CFR 1304.04, NAC 638.535 | None |

**Reports of Injured Animals** **LRDA # 2007145**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents reports of injured animals picked up and/or treated by animal control. This series may contain but is not limited to information on type of animal, owners (if known) name and address, location, type of injury, if a wild animal-location of capture, action taken, treatment, disposition, associated costs, correspondence and related records. | Two (2) calendar years from the date of the report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Animal Control

**Violation Notices to Owners**

**LRDA #** **2007146**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents violation notices issued to animal owners for infractions of local ordinances (not having a license, allowing pet to run at large, no rabies vaccinations, annoyance, etc.). This series may contain but is not limited to case number, reason for action, activity cards or notices, license number, owner's name and address, violation, ordinance number, date and time, correspondence, and related records. | Two (2) calendar years from the close of the case, or from the date of last action. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 574.055, NRS 171.17751, NRS 205.4617, NAC 239.165 (1)(2) | None. |

## Assessors

### Additional Tax Due and Valuation Notices

**LRDA #** **2007468**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to notify property owners of disqualification of specially assessed property or errors made in the valuation process. This series may include but is not limited to notice to property owners, records documenting taxes assessed, reason for disqualification or change, appeal forms, supporting documentation and related correspondence. | Six (6) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 250.110 to 250.180, NRS 11.190 (1)(b), NRS 11.190(3)(d), NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2) | None. |

### Affidavits of Tax Exemption

**LRDA #** **2007081**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents affidavits filed by war veterans, disabled veterans, surviving spouses, the blind and other qualifying individuals or organizations for real and/or personal property tax exemption. This series may include but is not limited to applications, questionnaires, annual renewals, applicable forms and supporting documentation, related correspondence and similar documents. | Three (3) fiscal years after last claimed. Annual renewals may be purged from the record one (1) fiscal year after the fiscal year for which the renewal pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 361.080, NRS 361.085, NRS 361.090, NRS 361.091, NRS 361.044, NRS 250.110 to 250.180, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Appraisal Records

**LRDA #** **2007082**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents information on the appraisal and assessment of real property. This series may contain but is not limited to taxpayers name, property address, lot number, legal description including acreage, improvements, assessed valuations for land and improvements, factoring worksheets, information on age and condition, copies of building permits, notes, correspondence and related records. | Six (6) fiscal years following a new appraisal. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 361.260, NRS 250.110 to 250.180, NRS 361.044, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2) | None. |

## Assessors

### Assessment Appeals

**LRDA #** **2007089**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents appeals by taxpayers for reconsideration of the assessed value and or classification of their property. This series may include but is not limited to appeal form, meeting notification, documentation to support value, final decision, and directions for further appeal. | Six (6) fiscal years after final decision. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 361.044, NRS 250.110 to 250.180, NRS 11.190 (1)(b), NRS 11.190(3)(d), NAC 239.165 (1)(2) | None. |

### Assessment Rolls and/or Tax Lists

**LRDA #** **2007083**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Official record of assessments on all properties in the county. This series may include but is not limited to information on property owner, address, legal description, code area, property class, assessed value, real market value, taxes levied and any changes made since previous tax roll. | Permanent. | At the written request of a taxpayer some information in this record series may be confidential. | NRS 361.044 | None. |

### Business Personal Property Statements

**LRDA #** **20071321**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the business equipment / assets in the possession of business owners as of July 1. This is usually a sworn statement or declaration documenting all the business equipment / assets in the businesses possession, the total acquisition costs including any shipping and installation charges, any equipment / assets leased or loaned, any personal property improvements and a statement of the physical location of each asset. This series may also include copies of lease agreements, depreciation statements, assessor forms, supporting documents, related correspondence and similar information. | Six (6) fiscal years from the fiscal year to which the statement pertains | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 361.265, NRS 11.190 (1)(b), NRS 11.190 3(a)(d), NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2) | None |

## Assessors

**Change of Address Form** **LRDA # 20071227**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains change of mailing address forms. Information may include but is not limited to name of property or business owner, address change form, parcel number, Tax ID number, effective date, old location and/or mailing address (if applicable), new location and/or mailing address (if applicable), any other required information and the signature of person requesting change. | One (1) calendar year from the end of the calendar year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2) | None. |

**County Board of Equalization Records** **LRDA # 20071681**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the actions of County Boards of Equalization and may contain but is not limited to assessment appeal forms, complainant supporting documentation, Assessor's appraisal forms and supporting documentation, worksheets, copies of various forms, studies, photos, exhibits, hearing records, legal notices, minutes, recordings, related correspondence, findings and final decisions. | If this series is retained permanently by the County Clerk-Retain until final determination of the Board. If not retained by the County Clerk-Retain permanently. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 361.334 to 361.365, NRS 11.190 (1)(a)(b), NRS 11.190 (3)(d) | The County Clerk or designated deputy is the clerk of each panel of the County Board of Equalization. (NRS 361.340 (6)) |

**Court Orders and Affidavits, Confidential Taxpayer** **LRDA # 20101792**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of court orders authorizing the assessor's office to block all personal information on property belonging to taxpayers. Series may include court order, affidavit on property, checklists, printouts of information, changes to existing information, release affidavits, removal of confidential information request, related correspondence and similar documents. | Six (6) calendar years after no longer active. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 250.130 to 250.170, NRS 11.190 (1)(a), NRS 205.4617 | None. |

## Assessors

### Declarations of Value

**LRDA #** **20071718**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| The Declaration of Value is a form prescribed by the Nevada Tax Commission to provide information with regard to the transfer of real property. | Five (5) calendar years from the date of receipt. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 375.060, NAC 375.180 | None |

### Escrow Confirmation Reports

**LRDA #** **2007084**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These types of reports are used to document changes of property ownership to Title and/or Mortgage Companies. | One (1) fiscal year from date of report. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617 | This series has also been used to verify sewer use changes. |

### Maps

**LRDA #** **2007086**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains maps that show the size, shape and boundary of every land parcel in the County. This series also includes all updates to the maps. | Permanent | This record series may contain confidential or restricted Information. | NRS 361.189, NRS 239C.210 | None. |

## Assessors

### Property Tax Abatement Records

**LRDA #** **20181976**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the partial abatement of property taxes for primary residential or residential rental property. Series may include but is not limited to property tax abatement claim forms, annual claim notices, determination of applicability of partial abatement, appeal forms, related correspondence, and similar records. | Six (6) fiscal years after the abatement is no longer claimed on the property. The abatement claim forms may be purged from the record one (1) fiscal year after receipt of a new claim form. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b), NRS 361.471 to NRS 361.4735, NAC 361.6055 to NAC 361.609, NAC 239.165 | NAC 361.6055-A county assessor shall receive claims for primary residential abatements and residential rental abatements and identify each parcel or other taxable unit of property for which such a claim is received, and before delivering the tax roll to the county tax receiver each year, determine whether each parcel or other taxable unit of property designated on the tax roll is eligible for a primary residential abatement, eligible for a residential rental abatement, eligible for a general abatement, or ineligible for any of those partial abatements of property taxes. |

### Ratio Studies

**LRDA #** **20071315**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to update appraisal values between reappraisals of property. This series may include but is not limited to sales data cards, sales verifications, sales ratio report and supporting documents. Information on report may include property sales by neighborhood or reappraisal areas, ratio of sales to property values, previous study statistics, individual sales listings and similar data. | Six (6) fiscal years from the date of the study. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (1)(b), NRS 11.190 (3)(d) | Review for historical value. |

## Assessors

### Receipts for Payment of Personal Property Tax

**LRDA #** **2007088**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are receipts showing bill number, taxpayer's name, amount of tax, date paid, and allocation of monies collected. | Five (5) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2) | None. |

### Reports to Nevada Department of Taxation

**LRDA #** **20101793**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents various reports submitted to the Nevada Department of Taxation in accordance with state law and regulation. Reports may include segregation reports, appraisal reports, valuation reports, reappraisal reports, statistical reports, and other reports required by the department. | Six (6) calendar years after reports are submitted to Nevada Department of Taxation. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 361.390, NRS 361.044, NAC 361.144 to 361.151, NRS 11.190 (1)(B), NRS 11.190 (3)(D) | None. |

### Special Assessments

**LRDA #** **20071519**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents special assessments for ditches, bridges, sewers, sidewalks, streets, ornamental lighting, and similar improvements. This series may include but is not limited to information on taxing districts, property owners, nature of improvements, lot and parcel number, copies of resolution assessing special taxes, assessment rate, payment records and reports, related correspondence, and similar records. | Six (6) fiscal years after payment of assessment. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 250.110 to 250.180, NRS 360.280, NRS 361.044, NRS 205.4617, NAC 239.165 (1)(2) | Review for historical value. |

## Assessors

**Trip Permits**

**LRDA #** **20181974**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents trip permits to allow the movement of manufactured homes, mobile homes or commercial coaches upon the highways or roads of this state. The trip permit authorizes movement over the highways and roads for not more than five (5) consecutive working days following the date of issuance. Records may include but are not limited to applications and supporting documentation, permit information, proof of payment of fees and applicable taxes, and similar records. | Three (3) fiscal years from the end of the fiscal year in which the permit was issued. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(a)(d), NRS 489.611 to NRS 489.661 | NRS 489.631 (2) -The county assessor shall, within 10 days after issuing the trip permit, forward a copy of the application to the Manufactured Housing Division, to the assessor of the county where the manufactured home, mobile home or commercial coach will be located, unless the manufactured home, mobile home or commercial coach is to leave this state, for use by the operator of the vehicle moving the manufactured home, mobile home or commercial coach and the operator shall keep a copy of the application in his or her possession at all times during the movement, and to the owner of the manufactured home, mobile home or commercial coach. |

## Attorney

### Attorney General Opinions

**LRDA #** **20071388**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents Attorney General opinions and letters of advice. This series may include but is not limited to requests for opinions, informal or formal opinions, letters of advice, copies of legislative bills, copies of statutes and administrative rules, related correspondence and similar documents. | As long as administratively useful. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | Review for historical value. |

### Calendar of Cases

**LRDA #** **2007153**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the daily schedule of cases that are to be heard before the court. This series may include but is not limited to defendants' names, plaintiffs' names, case number, date of appearance, and related information. | Thirty (30) days from the date of the schedule. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Case Files Felony: Where Defendant Sentenced to Life or Death Penalty

**LRDA #** **20071384**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These case files document felony cases wherein the defendant was sentenced to life imprisonment or death. This series may contain but is not limited to case number, defendant information, most recent charging document, declaration in support of a warrant/summons or the arrest report, original District Attorney documents such as notes and requests for prosecution, and other documents that are not likely to be available from local law enforcement or the Clerk of Court. May also contain copies of police reports, presentence reports, complaints, investigation records, offense reports, motions, witness lists, subpoenas, FBI reports, photographs, exhibits, court records, verdict, sentence, and related correspondence. | Retain for Lifetime of Defendant or when Defendant presumed dead at age one hundred (100), whichever is sooner. | This record series may contain confidential and/or sensitive information. | NRS Chapter 252, NRS 178.750, NRS 200.030, NRS 200.366 | None |

## Attorney

**Case Files: Appealed Cases**

**LRDA #** **20071391**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents cases on appeal, and may contain but is not limited to notice of appeal, applicable case file, copies of pertinent court case papers, transcript of court case proceedings, attorney's notes, orders of cases on appeal, memos, related correspondence and similar documents. | Three (3) calendar years after all appeals are exhausted. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2) | Retain permanently cases determined by the District Attorney to be of historical significance. |

**Case Files: Domestic Violence -Misdemeanor**

**LRDA #** **20081756**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These case files document misdemeanor domestic violence cases prosecuted by the district attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, copy of presentence report, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents. | Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 200.485, NRS 33.018, NRS 11.190 (1)(a), NAC 239.165 (1)(2) | The majority of the information contained in the misdemeanor case file are copies of records originated by police agencies and the court of jurisdiction. In the event that the file must be recreated, the information can be obtained from the police agency and the court. |

**Case Files: Domestic Violence-Felony**

**LRDA #** **20081758**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These case files document felony domestic violence cases prosecuted by the district attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, copy of presentence report, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents. | Following disposition of the case, retain for a minimum period of seven (7) calendar years after the appeals time frame has expired and all appeals have been exhausted. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 200.485, NRS 33.018, NRS 11.190 (1)(a), NAC 239.165 (1)(2) | None |

## Attorney

**Case Files: Driving Under the Influence (DUI)-Felony** **LRDA # 20081757**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These case files document felony driving under the influence cases prosecuted by the attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, copy of presentence report, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents. | Following disposition of the case, retain for a minimum period of seven (7) calendar years after the appeals time frame has expired and all appeals have been exhausted. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 484.3792, NRS 11.190 (1)(a), NAC 239.165 (1)(2) | None. |

**Case Files: Driving Under the Influence (DUI)-Misdemeanor** **LRDA # 20081764**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These case files document driving under the influence cases prosecuted by the attorney's office. The records may contain information pertaining to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents. | Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 484.3792, NRS 11.190 (1)(a), NAC 239.165 (1)(2) | The majority of the information contained in the misdemeanor case file are copies of records originated by police agencies and the court of jurisdiction. In the event that the file must be recreated, the information can be obtained from the police agency and the court. |

## Attorney

**Case Files: Felony**

**LRDA #** **20071383**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These case files document felony cases wherein the defendant was not sentenced to life imprisonment or death. This series may contain but is not limited to case number, defendant information, most recent charging document, declaration in support of a warrant/summons or the arrest report, original District Attorney documents such as notes and requests for prosecution, and other documents that are not likely to be available from local law enforcement or the Clerk of Court. May also contain but is not limited to copies of police reports, presentence reports, complaints, investigation records, offense reports, motions, witness lists, subpoenas, FBI reports, photographs, exhibits, court records, verdict, sentence, and related correspondence. | Following disposition of the case, retain for a minimum period of seven (7) calendar years after the appeals time frame has expired and all appeals have been exhausted. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(a), NAC 239.165 (1)(2) | Retain permanently cases determined by the District Attorney to be of historical significance. |

**Case Files: Gross Misdemeanor**

**LRDA #** **20071498**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These case files document gross misdemeanor cases filed and prosecuted by the District Attorney's office. This series may contain but is not limited to case number, defendant's name, social security number, date of birth, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints, investigation records, DUI documents, citations, offense reports, copy of presentence report motions, witness lists, subpoenas, FBI reports, photographs, exhibits, attorneys' notes, correspondence, and related documents. | Six (6) calendar years after the disposition of the case. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(a), NAC 239.165 (1)(2) | None |

## Attorney

**Case Files: Juvenile** **LRDA # 20071401**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents juvenile cases in which the City / District Attorney (or other legal counsel) is a party and may include but is not limited to incident reports, copies of law enforcement reports, copies of investigation reports, citations, complaints, referrals, psychological evaluations, juvenile counselor case summaries and recommendations, juvenile social histories, attorney case notes, opinions, court petitions, orders, motions, affidavits, answers, agreements, stipulations, confessions, witness statements, criminal records of the accused, copies of court documents, dispositions, verdicts, correspondence, and other supporting documents relative to the case. | Six (6) calendar years after the juvenile reaches the age of majority. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 62E.620 (8), NRS 62H.010, NRS 62H.220 (3), NRS 11.190 (1)(a), NAC 62H.520, NAC 239.165 (1)(2) | None |

**Case Files: Misdemeanor** **LRDA # 20071387**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These case files document misdemeanor cases prosecuted by the attorney's office. This series may contain but is not limited to case number, defendant's name, social security number, date of birth, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain copies of police reports, complaints,copy of presentence report, investigation records, offense reports, witness lists, subpoenas, photographs, attorneys' notes, correspondence, and related documents. | Following disposition of the case, retain for a minimum period of thirty (30) days after the appeals time frame has expired and all appeals have been exhausted. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 484.3792, NRS 11.90 (3)(d), NAC 239.165 (1)(2) | The majority of the information contained in the misdemeanor case file are copies of records originated by police agencies and the court of jurisdiction. In the event that the file must be recreated, the information can be obtained from the police agency and the court. |

## Attorney

### Child Support Case Files

**LRDA #** **20071393**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer enforcement actions taken by the District Attorney's office in child support services as required by federal and state statute. This record series may contain but is not limited to application for child support enforcement services, background interviews, copies of legal documents (court orders, service of process, stipulations, determinations, etc.), locator records, determination of paternity documents, wage, earnings and withholding statements, documents from financial institutions, documents from other states, support payment and related accounting records, copies of computer reports, related correspondence and similar documents. | Three (3) calendar years after the final closure of case. | Records in this record series have been declared confidential by 42 USC s.654 (26), NRS 125B.055, NRS 125B.170, NRS 422.290, NRS 425.3855, NRS 425.400 and NRS 425.405 and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 651, 42 USC section 654 (26), NRS 125B.055, NRS 125B.170, NRS 422.290, NRS 425.3855, NRS 425.400 NRS 425.405, NRS 11.190 (3)(d), Division of Welfare and SupportiveServices-Support Enforcement Manual, NAC 239.165 (1)(2) | These case files provide documentation for processing and collecting child support, and provide assurance funds due the state are identified and collected. |

### Child Support Compliance Statements from Licensing Agencies

**LRDA #** **2007154**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of statements from licensing agencies (governmental entities which issue business licenses, boards or commissions which issue occupational or professional licenses, certificates or permits etc.) submitted to the Department of Health and Human Services, Division of Welfare and Supportive Services in accordance with NRS 425.395. | Three (3) calendar years from the date of statement. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239B.030, NRS 425.395, NRS 125B.055, NAC 239.165 (1)(2) | None |

### Child Support Payment Reports

**LRDA #** **20071395**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the collection of child support payments and may contain but is not limited to child support withholding information, collection and disbursement reports, monthly payment reports, accounts receivable reports, reimbursement reports, collections reports, process reports, related correspondence and similar documents. | Three (3) calendar years after submission of report to the Division of Welfare and Supportive Services. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 302.15, 45 CFR Part 74, 45 CFR 75.361, NRS 125B.160 to 125B.170, NRS 11.190 3(d), NRS 422.290, Division of Welfare and SupportiveServices-Support Enforcement Manual, NAC 239.165 (1)(2) | The central office of Support Enforcement, Division of Welfare and Supportive Services is the office of record for this series. |

## Attorney

**Child Support Reports** **LRDA # 20071397**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of periodic or requested reports prepared for or provided to support enforcement, program area offices, and District Attorney's offices from the Department of Health and Human Services - Welfare and Support Services Division. | As long as administratively useful to the District Attorneys office. | Portions of this record series which contain recipient names are confidential per NRS 422.290, and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 422.2749, Division of Welfare and SupportiveServices-Support Enforcement Manual, NAC 239.165 (1)(2) | None |

**Child Support Statistical Reports** **LRDA # 20071394**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor Child Support Enforcement Programs. These types of statistical reports may include but are not limited to case characteristics, hearing statistics, five quarter reports, program expenditure reports, program effectiveness reports, office effectiveness reports, reports documenting annual effectiveness, statistical reports documenting annual collections and cost effectiveness, financial monitoring reports, program monitoring reports, activity reports [identifies worker statistics by activity, such as number of cases initiated, case contacts, etc.], paternity establishment reports, locate activity reports, and similar reports. | Three (3) fiscal years from the end of the fiscal year to which they pertain, or from the date report is submitted to Welfare and Support Services Division of the Department of Health and Human Services (if applicable). This record series should be reviewed for historical value before disposal. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 302.15, 45 CFR 74.53, NRS 11.190 (3)(d), Division of Welfare and SupportiveServices-Support Enforcement Manual, NAC 239.165 (1)(2) | Records in this series hold significant historical value as they contain evidential value of the functions and activities of child support enforcement programs. |

**Child Welfare: Appellate Case Files** **LRDA # 20181996**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of child welfare cases on appeal. Records may include but are not limited to notice of appeal, applicable case file, pleadings, transcripts, attorney work product, orders, memos, related correspondence, and similar documents. | Three (3) calendar years from the disposition of the case. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 432B.380, NRS 432B.340, NRS 432B.406, NRS 200.508, NRS 432B.510, NRS 432B.515, NRS 62H.025, NAC 239.165. | None. |

## Attorney

**Child Welfare: Case Files** **LRDA # 20181993**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents child welfare cases other than sexual abuse, child fatality cases, or termination of parental rights. Records may include but are not limited to investigative reports, law enforcement reports, petition (charging document), referrals, psychological or psychiatric evaluations, clinical reports, medical reports, attorney case notes, opinions, motions, oppositions, affidavits, stipulations, records obtained from other jurisdictions, photographs, related correspondence, and similar documents. | Six (6) calendar years from the disposition of the case. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 432B.380, NRS 432B.340, NRS 432B.510, NRS 432B.515, NRS 62H.025, NAC 239.165 | None |

**Child Welfare: Sexual Abuse and Child Fatality Case Files** **LRDA # 20181994**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of sexual abuse and child fatality case files. Records may include but are not limited to investigative reports, law enforcement reports, petition (charging document), referrals, psychological or psychiatric evaluations, clinical reports, medical reports, attorney case notes, opinions, motions, oppositions, affidavits, stipulations, records obtained from other jurisdictions, photographs, related correspondence, and similar documents | Fifty (50) calendar years from the disposition of the case. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 432B.380, NRS 432B.340, NRS 432B.406, NRS 200.508, NRS 432B.510, NRS 432B.515, NRS 62H.025, NAC 239.165 | None |

**Child Welfare: Termination of Parental Rights (TPR) Case Files** **LRDA # 20181995**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of records related to the termination of parental rights and may include but is not limited to petitions, notices, hearing records, orders, and similar documents. | Retain until after case is adjudicated. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 128, NAC 239.165 | None |

## Attorney

### Civil Cases

**LRDA #** **2007155**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents pending and closed civil cases filed by, and against, local governments. This series may contain but is not limited to complaints, summons, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings, medical reports, copy of presentence report, copies of planning documents; engineering documents; and financial records, related correspondence and similar records. | Six (6) calendar years after disposition of the case. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(a), NAC 239.165 (1)(2) | None |

### Civil Forfeiture and Asset Seizure Files

**LRDA #** **20071400**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents cases involving seizure of assets for civil forfeiture. This series may contain but is not limited to police reports, attorney notes, legal pleadings and notices, descriptions and pictures of property and/or cash, copies of court documents, correspondence, and related documents. | Six (6) calendar years after disposition of the case. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(a), NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2) | None |

### Complaints

**LRDA #** **2007158**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents legal complaints and usually consist of written statements of the essential facts constituting the public offense charged and supporting documentation. | Retain felony complaints for four (4) calendar years from the date of filing. Retain gross misdemeanor or misdemeanor complaints for two (2) calendar years from the date of filing. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190, NRS 171.085, NRS 171.090, NRS 171.102, NRS 252.110, NRS 266.470, NAC 239.165 (1)(2) | None |

## Attorney

### Denied Prosecution Files

**LRDA #** **20071389**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents correspondence between the attorney's office and an outside investigative agency (usually police departments) concerning the inability to prosecute cases based on a lack of evidence. These documents are usually generated in response to police investigations and consist mainly of correspondence and case descriptions. | As long as administratively useful to the attorneys office. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 205.4617, NAC 239.165 (1)(2) | None |

### Dispositions of Cases

**LRDA #** **2007161**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the result of cases prosecuted or defended by the District Attorney/ City Attorney's office. | Thirty (30) days from the date of the disposition. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 252.110, NRS 266.470 | None |

### Fraudulent Check Diversion Program Files

**LRDA #** **20081754**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents contracts or agreements between the District Attorneys office and defendants wanting to pay back bad checks. This series may contain but is not limited to program contract notes, copy of restitution, receipts, admission statement, correspondence and related documents. | Two (2) fiscal years after the no-issue memo has been generated. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 205.130 to 205.134, NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2) | None |

## Attorney

### Fugitives from Justice Case Files (Other Jurisdictions)

**LRDA #** **20081753**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains information on subjects who have outstanding warrants in jurisdictions outside of Nevada. Case file may include but is not limited to copies of police reports, copy of warrant, photographs, identification hearing record, copy of extradition request, correspondence and related documents. | Thirty (30) days after the disposition of the case. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None. |

### Grand Jury Reports

**LRDA #** **20071402**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents Grand Jury reports or transcripts received by the District Attorney's office. This series may contain but is not limited to transcripts of the Grand Jury proceedings (which may include information gathered from affidavits, investigations, witness statements, evidence viewed), presentment or indictment information (documenting the charge or charges, case number, defendant personal information), and the action taken. | Six (6) calendar years after report is received by the District Attorney's office. | Portions of this record series may be confidential or restricted (NRS 172.245) and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 172.005 to NRS 172.305, NRS 6.110 to NRS 6.145, NRS 11.190 (1)(a), NAC 239.165 (1)(2) | This series may also include information gathered while inspecting the condition and management of public prisons (located within the county) such as tour date, facility name, and any findings of the grand jury. |

### Improper Governmental Action Case Files

**LRDA #** **20181998**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of records related to investigations conducted pursuant to NRS 289.110. | For investigations which lead to the filing of criminal charges: Move to the applicable criminal case file. For investigations which do not lead to the filing of criminal charges: Retain for one (1) calendar year after the completion of the investigation. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 289.110, NAC 239.165 | NRS 289.110 (6) “Improper Governmental Action” means any action taken by an officer or employee of a law enforcement agency, while in the performance of the officer’s or employee’s official duties which is in violation of any state law or regulation. |

## Attorney

### Opinions

**LRDA #** **2007163**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Formal opinions rendered by the attorney's office for various departments or the governing body. Documents the rationale for policy and maintains consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion. | Permanent. | None | NRS 252.110, NRS 266.470 | None |

### Pre-Prosecution Diversion Program Files

**LRDA #** **20071399**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents contracts or agreements between the District Attorneys office and defendants wanting to settle cases out of court. This series may contain but is not limited to program contract, counseling notes, letter of successful termination, rejection letter, copy of restitution, receipts, admission statement, therapeutic notes, psychological assessments, correspondence, and related documents. | Six (6) calendar years after the disposition of case. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b), NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2) | None |

### Receipts for Criminal Reports

**LRDA #** **2007165**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the payment and cost of purchasing copies of criminal reports. | Until annual audit is completed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624 | None |

### Record Sealing Petition Case Files

**LRDA #** **20181997**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of petitions by individuals seeking to have their records sealed. Records may include but are not limited to petitions, oppositions, criminal history records, orders, processing paperwork, and related correspondence. | Upon receipt of Order to Seal Records or one (1) calendar year from last court date related to petition. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 179.245 to 179.301, NRS 176A.265, NRS 453.3365, NAC 239.165 | None. |

## Attorney

**Requests for Opinions** **LRDA # 2007167**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests for legal opinions from agency legal counsel, city or district attorney, or other legal authorities. | Two (2) calendar years from the answer of the request. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Victim Assistance Case Files** **LRDA # 20071403**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of documentation of the assistance efforts provided to crime victims by governmental agencies. This series may include but is not limited to duplicates of police reports and court documents as well as attorneys notes, interview notes, correspondence, and victim assistance referrals. In addition to these records the file may contain but is not limited to victims personal information, hearing notices, victim's impact statement, restitution statements, copies of medical reports, crime compensation application, restitution payment records, written notification requests, copies of protection orders, records documenting state action, and additional supporting documentation. | Three (3) calendar years after the final disposition of the case. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 178.5698, NRS 176.015, NRS 217.480, NRS 176A.120, NRS 176A.430, NRS 200.591, NRS 449.244, NRS 213.040, NRS 62D.440, NRS 11.190 3(d), NAC 239.165 (1)(2) | None |

**Witness Compelling Case Files** **LRDA # 20181999**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of compelling petition files created in the process of compelling witnesses found in Nevada who are required to testify in criminal proceedings in other jurisdictions. Records may include but are not limited to identifying and location information on witnesses, petitions, orders, related correspondence, and court documents from other jurisdictions. | One (1) calendar year from the date of the order compelling witness to testify in other jurisdiction, or from the denial of the compelling order. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 1.466, NRS 34.470, NRS 50.165 to NRS 50.205, NAC 239.165 | None. |

## Attorney

**Writs**

**LRDA # 2007169**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents writs issued from a court or other legally authorized agency or individual. This series may contain but is not limited to writs, notices, orders, and similar documents, proof of service, proof of publication, proof of execution, date received, date served, by whom served, how served, date returned, title and number of case, recipient information, correspondence, and related documents. | Three (3) calendar years after writ is no longer in effect. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 252.110, NRS 266.470, NRS 11.190 (3)(d) | None |

## Auditor

### Accounts Payable

**LRDA #** **2007090**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of records documenting local government expenditures. Series may include but is not limited to computer reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipts, canceled checks or warrants, and similar records. | Five (5) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.290, NAC 239.165 (1)(2) | None. |

### Accounts Receivable (Revenue)

**LRDA #** **2007091**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents revenues collected or owed by vendors, citizens, organizations, governments, and others to be credited to accounts. Also documents billing and collection of moneys. Series may include but is not limited to copies of reports, receipts, invoices, awards, logs, lists, summaries, adjustments, statements, and similar records. | Five (5) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.290, NAC 239.165 (1)(2) | None. |

### Annual Audits

**LRDA #** **2007092**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents annual audits of the financial position of the local government conducted by auditors in accordance with statutory requirements described in NRS 354.624. Subjects usually include accounting principles and methods, the accuracy and legality of transactions, accounts, etc., and compliance with requirements, orders, and regulations of other public bodies pertaining to the financial condition or operation of the local government. Information includes accountant's summary, combined financial statements, schedules, balance sheet details, comments, recommendations, and related data. | Three (3) fiscal years from the fiscal year to which the record pertains. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624 | None |

## Auditor

**Annual Statement to State Controller** **LRDA # 20071654**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consist of an annual statement submitted to the State Controller showing the indebtedness of the county, the amount of cash in the county treasury, a careful estimate of the value of all property owned by the county, the aggregate value of the real and personal property in the county, (as shown by the last assessment roll) stating each separately, the rate of taxation in such year in the county and the number of registered voters, and the amount of taxes assessed, stating the portion, if any, which was delinquent. | Five (5) fiscal years from the date statement is submitted to the State Controller. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

**Auditors Policy and Procedures Manual** **LRDA # 20071299**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These types of manuals document the policies, procedures, rules, and regulations governing the auditing process and may contain policy statements, auditing standards and controls, state, federal, and local guidelines, laws and regulations, and similar documents. | Six (6) calendar years after superseded. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 1(b) | Review for historical value. |

**Fee books** **LRDA # 2007095**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Record of all fees collected, showing amount, from whom collected, for what purpose collected and date of collection. | Five (5) fiscal years from last entry. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 251.030 | None |

## Auditor

**Monthly Statement to Governing Body** **LRDA # 2007096**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the amount of outstanding warrants against and the available balance in each county, state and special fund, together with an analysis of revenues and expenditures for the previous quarter by account and fund. | Five (5) fiscal years from the fiscal year to which the record pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.290 | None |

**Tax Deeds** **LRDA # 2007097**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the conveyance of property to purchasers of real property sold for delinquent taxes. This series may include but is not limited to information on the total amount of all the delinquent taxes, penalties, interest and administrative costs which were paid for the execution and delivery of the deed, the year for which the property was assessed and sold to the county at preliminary sale, a full description of the property and the name of grantee, correspondence, and similar documents. | Five (5) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.290, NAC 239.165 (1)(2) | None. |

**Treasurer's Receipts (duplicates)** **LRDA # 2007098**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This is documentation received from the County Treasurer on the source and amount of all receipts, apportionments to, payments from, and balances in all funds established under NRS 354.604. | Five (5) fiscal years from the end of the fiscal year to which the record pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.290, NRS 354.604 | None |

## Building and Safety

**Addresses in Subdivisions** **LRDA # 2007171**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents home and building addresses in subdivided land. | Until superseded. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Affidavits of Non-Use** **LRDA # 2007172**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of sworn statements that property is not currently in use. | Until property in use. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Applications for Temporary Placement of Trailer** **LRDA # 2007179**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the application process for temporary placement of trailers, may include but is not limited to application, fee schedule, receipts, related correspondence and similar documents. | One (1) calendar year from the end of the calendar year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Building and Safety

**Building Master Record** **LRDA # 20071587**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains the official copy of the issued building permit, the certificate of occupancy, and all permit related information including but not limited to name of contractor, location of work, contractor licensing information and scope of work performed. May also contain permit site plans, subcontractor information, owner builder exemption statement, related correspondence and similar documents. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.090, NRS 239C.210 | None. |

**Building Trades Occupational Licensing Records** **LRDA # 20071411**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series may contain, but is not limited to, applications for master license or licenses, examinations, references, continuing education information, child support compliance statements, copies of licenses or permits or record of their issuance, copies of licensing documents from other regulatory or licensing boards and/or commissions, and similar records relating to the issuance of occupational (master) licenses to construction contractors and other members of the building trades, including electricians, plumbers, carpenters, welders, etc. | Three (3) calendar years from the expiration, cancellation, revocation, or denial of the license. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 425.395, NRS 624.240, NRS 624.268, NRS 11.190 3(d), NAC 239.165 (1)(2) | None. |

**Buildings, Record of Street Addresses** **LRDA # 2007184**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the street address of buildings within the local government's emergency service area. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.210 | None. |

**Cancelled Plans** **LRDA # 20121871**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains drawings, maps, plans, blueprints, and supporting documents submitted for permit review which are subsequently cancelled due to various reasons. | One (1) calendar year from the date of cancellation. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | None | None. |

## Building and Safety

**Code Interpretations** **LRDA # 20071576**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains records detailing interpretations of Building and Fire Safety Codes approved by the Building Official. May include back-up material clarifying interpretation. | Permanent. | None | NRS 278.0115 | None |

**Code Violation Records** **LRDA # 2007186**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents property maintenance code violations and may include but is not limited to photographs, on-site inspection notes, copies of ordinances, violation notices, orders to appear, correction notices, proof of correction, correspondence and related documents. | For violations retain three (3) calendar years after correction of violation. For alleged, but unfounded violations retain one (1) calendar year after determination that zoning ordinances have not been violated. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None |

**Customer Tickets (Call Before You Dig)** **LRDA # 20101794**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of tickets, faxes, and similar documents showing underground equipment/utilities. | Six (6) calendar years from date of the ticket. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 455.110 to 455.115 | None |

**Daily Logs of Inspections, Code Enforcement** **LRDA # 20071557**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains logs kept by Code Enforcement Officers detailing various inspections of potential property maintenance code violations. | One (1) calendar year after the calendar year in which log is generated. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Building and Safety

### Demolition Records

**LRDA #** **20071588**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains records relating to the demolition and clearance of buildings deemed unfit for occupancy and condemned, and may include but is not limited to demolition orders, inspection reports, notices to property owners, correspondence, and any related court documents. | Three (3) calendar years after the date of demolition. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None |

### Dust Control Permits

**LRDA #** **20071593**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the issuance of dust control permits for construction activities including surface grading and trenching. | Three (3) calendar years after the expiration of the permit, or for the period required by local ordinance, whichever is longer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | None |

### Fire and Life Safety Files

**LRDA #** **2007190**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains records which document all the necessary code requirements and operational restrictions placed upon a building or structure. | Permanent. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

## Building and Safety

**Inspection Records**

**LRDA #** **20071412**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents on-site building or residential inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with adopted building codes, and all other building standards adopted by the local government. This series may contain but is not limited to inspection requests, information on owner, location of property, location of structure, type of construction, copy of applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, code violation reports, correction reports, inspector's signature, correspondence and related documents. This series includes periodic, special, and final inspections. | Six (6) calendar years after the completion of the improvement or project. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 278.570 to NRS 278.589, NRS 278.0233 to NRS 278.0237, NRS 11.190 (1)(b), NRS 11.202, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**Inspection Reports, Fire Damage**

**LRDA #** **2007192**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains inspection reports of buildings/structures which have been damaged by fire and may contain but is not limited to inspection report, owner/occupier information, related correspondence, and similar documents. | Six (6) calendar years from the date of inspection. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.202 | None |

**Inspections of Mobile Home Parks**

**LRDA #** **2007194**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains inspection reports of mobile home parks and may contain but is not limited to inspection report, owner/occupier information, related correspondence, and similar documents. | Two (2) calendar years from date of inspection. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Building and Safety

### Inspector's Daily Logs

**LRDA #** **20071555**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series usually consists of detailed logs kept by inspectors of information relating to daily building code inspections. | One (1) calendar year after the calendar year in which log is generated | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Moved Buildings

**LRDA #** **2007197**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains documents related to buildings which have been moved. | Two (2) calendar years from the end of the calendar year to which the records pertain. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

### Performance Bonds

**LRDA #** **2007198**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains information on performance bonds posted by individuals/entities which protect local governments from financial loss should a contractor fail to perform a contract in accordance with its terms and conditions. | One (1) calendar year after the contract is completed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 339.015 to 339.065 | None |

## Building and Safety

### Permits - Application File

**LRDA #** **20071570**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of records required for building permit applications including but not limited to permission letters, change of ownership or contractor letters, HOA approval letters, permit checklists, copies of ownership documents, fee refunding records and copies of permits issued by other entities. | One (1) calendar year from the end of the calendar year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | None | None. |

### Permits - Cancelled Permits

**LRDA #** **20071571**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents building permit applications or permits which have been cancelled due to various reasons. | One (1) calendar year after cancellation. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | None | None. |

### Permits - Design and Construction File, Commercial or Public Structures

**LRDA #** **20071572**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series includes structural files for any building not classified as “Group R” in the International Building Code, and any structure on or related to the subject property. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. This series may contain but is not limited to Code Modification Requests, Field Density Testing Reports, Field Submitted Structural Tests and Structural Info from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Truss Calculations, related correspondence, and similar documents. | Final Inspection Approved- Retain for life of structure. If Disaster Occurs -Retain six (6) calendar years after the calendar year in which a disaster involving the structure occurs. If Permit Expires-Retain three (3) calendar years after the calendar year in which the permit for the plans expires. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | This series also includes plans for all properties classified as mixed-use, all hotels and motels, and all high-rise buildings |

## Building and Safety

**Permits - Design and Construction File, Residential Structures** **LRDA # 20071573**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series includes structural files for any building classified as “Group R” in the International Building Code (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. This series may contain but is not limited to Code Modification Requests, Field Density Testing Reports, Field Submitted Structural Tests and Structural Info from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Truss Calculations, related correspondence, and similar documents. | Final Inspection Approved - Retain six (6) calendar years after the final inspection is approved. If Permit Expires - Retain three (3) calendar years after the calendar year in which the permit for the plans expires. If structure destroyed prior to final inspection approval - Life of structure. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.202, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Plans for Commercial and Public Structures** **LRDA # 2007205**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series usually contains maps, plans, blueprints, specifications and similar documents submitted with applications for building and construction permits. This series includes plans for any structure not classified as “Group R” in the International Building Code, and any structure on or related to the subject property. | Life of the building or six (6) calendar years after a disaster involving the building. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NRS 11.190 (1)(b), NAC 239.165 (1)(2) | None. |

**Plans for Residential Structures** **LRDA # 2007206**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series usually contains maps, plans, blueprints, specifications and similar documents submitted with applications for building and construction permits. This series includes plans for any building classified as “Group R” in the International Building Code (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property. | Six (6) calendar years after final inspection approval. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.202, NAC 239.165 (1)(2) | None. |

## Building and Safety

**Plans: Checkers, Records of Persons Reviewing Plans and Blueprints** **LRDA # 2007203**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the plan review process and may contain but is not limited to copies of maps, plans, blueprints, specifications, application for permit, internal forms, related correspondence, and similar documents. | Three (3) calendar years from the end of the calendar year to which the records pertain. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Plot Plans** **LRDA # 2007207**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of scale drawings of property that shows the size and configuration of the property and the size and location of manmade features which currently exist on the property. This series is usually used when seeking permits to make physical changes to the property. | Twenty-five (25) calendar years after the calendar year in which the Certificate of Occupancy is issued or the final inspection is made. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**Residential Pool and Spa Files** **LRDA # 20121870**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to review plans for construction or remolding (improvement) of residential pools, spas and similar swimming/bathing related structures. This series may include but is not limited to applications, forms, plans, drawings, manufacturers specification information, technical documents, inspection records, testing results, letters of approval or denial of permit, related correspondence, and similar documents. | Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190(3)(d), NRS 11.190 (4)(e) | None |

## Building and Safety

### Sewer Taps

**LRDA #** **2007216**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the application for and issuance of sewer tap permits and connections between specific properties and the municipal utility system. | Twenty-five (25) calendar years from the end of the calendar year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Temporary Power Service Records

**LRDA #** **2007174**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents requests for temporary power and may include but is not limited to application for service, fee schedule, receipts, related correspondence and similar documents. | One (1) calendar year from termination of service. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Temporary Power, Requests

**LRDA #** **2007219**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests for temporary power usually for construction, special event and similar activities. | One (1) calendar year from the end of the calendar year to which the records pertain | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Business Licenses and Permits

### Business License Appeal Hearing Records

**LRDA #** **20101796**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents appeals by license holders or applicants for adverse decisions. This series may include hearing record, copies of investigative records, supporting documentation, related correspondence and similar documents. | Three (3) calendar years from the final resolution of the appeal. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 205.4617, NRS 244.335 (8), NRS 268.095 (8), County Code, City Code, NAC 239.165 | None. |

### Business License Applications-Rejected/Denied

**LRDA #** **20101795**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains applications for business licenses which were rejected/denied. Series may contain but is not limited to applicant's personal and financial history, background investigations, various forms, copy of rejection letter, notifications, requests for information, releases, related correspondence, and similar documents. | One (1) calendar year from the date of the final decision. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 205.4617, NAC 239.165 (1)(2), NRS 244.335 (8), NRS 268.095 (8), County Code, City Code | None. |

### Business License Audit Reports

**LRDA #** **20141890**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents financial and compliance audits performed by Business Licensing Departments. Records may include but are not limited to the business licensee’s financial statements, income statements, general ledger reports, charts of accounts, sales journals, register summaries, sales invoices, z-tapes, federal income tax returns, state sales and use tax returns, copies of bank statements, copies of policies & procedures, compliance reports, comparison reports, audit workpapers, recommendations, audit findings, and related documents. | Three (3) fiscal years from the end of the fiscal year to which they pertain, or for the period required by Municipal or County Code, whichever is longer. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Municipal and County Codes, NRS 268.095, NRS 244.33507, NRS 244.335 (8), NRS 11.190 (3)(d), NAC 239.165 | None. |

## Business Licenses and Permits

**Business Licenses – Renewals** **LRDA # 20181984**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents business licenses renewed and may contain but is not limited to completed renewal application, copies of superseded licenses and renewal applications, license fee documentation, proof of payment, related correspondence, and similar documents. | One (1) calendar year from the end of the calendar year in which the license was renewed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 268.095 (8), NRS 244.335 (8), NRS 266.355, NRS 269.170, NAC 239.165 | None. |

**Business Licenses- Applications** **LRDA # 2007221**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents business licenses issued and may contain but is not limited to application packet, business license/registration forms, list of requirements, copies of completed forms from licensee, license fee information, proof of payment, related correspondence, and similar documents. | One (1) calendar year after the cessation of business. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2), NRS 268.095 (8), NRS 244.335 (8) | None. |

**Financial Investigations** **LRDA # 20141891**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents financial investigations of businesses seeking licensing. This series may contain but is not limited to business financial questionnaires, investigation program information, investigation findings and reports, financial statements, accountant spreadsheets, loan documents, bank statements and similar documents which support sources of business funding, related correspondence and similar documents. | Retain the business financial questionnaire, investigation program information, and the investigation report for a minimum period of One (1) calendar year after the cessation of business. Other records in this series may be purged at the completion of the investigation. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Municipal or County Code, NRS 244.33507, NRS 268.095 (8), NRS 244.335 (8), NAC 239.165 | None. |

## Business Licenses and Permits

**Investigations** **LRDA # 2007224**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents background investigations usually performed as part of the licensing process. This series may contain but is not limited to release forms, reports from the State of Nevada Criminal History Repository, reports from FBI records, authorizations, related correspondence and similar documentation. | Three (3) calendar years from the end of the calendar year to which they pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 268.095 (8), NRS 244.335 (8), NAC 239.165 (1)(2) | None. |

**Liquor and Gaming Licenses** **LRDA # 2007229**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents liquor and gaming licenses issued and renewed and may contain but is not limited to application packet, business license forms, copies of state forms, list of requirements, license fee information, proof of payment, related correspondence, and similar documents. | One (1) calendar year after license is renewed, terminated or expires. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239B.030, NAC 239.165 (1)(2) | None. |

**Lists of and Requests for Changes of Information** **LRDA # 2007232**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents lists of and requests for changes of information, such as business location changes, business name changes, officer changes, mailing address changes, and similar changes. | One (1) calendar year from the end of the calendar year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Business Licenses and Permits

### Master List of Businesses Licensed

**LRDA #** **2007226**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are computer listings of all licensed businesses operating within the city/county. | Until superseded. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Notices to Renew License

**LRDA #** **2007233**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are notices sent to businesses to renew business licenses. This record series may also include computer generated reports or lists which document the notification process. | One (1) fiscal year from the end of the fiscal year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Out of Business Files

**LRDA #** **2007227**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of the licensing files for businesses that have gone out of business or are no longer doing business in Nevada. This series may contain but is not limited to out of business reports, copies of business license applications, copies of renewal forms, license fee information, audit reports, amendments to licenses (if any), related correspondence and similar documents. | Retain the out of business files of businesses of historical significance to the local government or community permanently. Retain the out of business files of non-historical businesses for one (1) calendar year after the cessation of business. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

## Business Licenses and Permits

**Receipts for Collection of Taxes on Lodging, Liquor and Gaming** **LRDA # 2007234**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the collection of taxes on lodging, liquor and gaming and may contain but is not limited to copies of bills, receipts, accounting reports, related correspondence and similar documents. | Until annual audit is completed | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624 | None |

**Records of Gross Receipts Reported by Gaming Establishments** **LRDA # 2007235**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is used to document gaming revenue for licensing fees and/or taxing purposes. | Ten (10) fiscal years from the end of the fiscal year to which the records pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 463.390 -463.395 | None |

**Reports of Hotels, Motels and Campgrounds** **LRDA # 2007238**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is used to document hotel, motel and campground revenue for licensing fees and/or taxing purposes. | Six (6) fiscal years from the end of the fiscal year to which the records pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Business Licenses and Permits

### Temporary Licenses or Permits

**LRDA #** **2007231**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents licenses or permits for temporary events such as firewood sales, pumpkin sales, Christmas tree sales, concerts, outdoor festivals, carnivals, arts and crafts shows and similar temporary events. | Three (3) calendar years from the expiration of the license or permit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239B.030, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2) | None. |

### Waivers

**LRDA #** **2007239**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the waiving of licensing or permit fees and the reason for the waiver. | Six (6) fiscal years from the end of the fiscal year to which the records pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (1)(b), NRS 11.190 (3)(d) | None |

## City Clerk

**Applications to Solicit Money** **LRDA # 2007258**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents applications for permits to solicit money and may contain but is not limited to application, personal or business information, supporting documents, and related correspondence. | Four (4) fiscal years from expiration of the permit. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (2)(c), NAC 239.165 (1)(2) | None. |

**Bonds (Construction)** **LRDA # 2007265**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents performance and payment bonds required by contracting bodies for public works or public improvement projects. | One (1) calendar year after the contract is completed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 339.015 to 339.065 | NRS 339.055: Actions on payment bonds: Venue; limitation of actions. Every action on a payment bond as provided in NRS 339.035 shall be brought in the appropriate court of the political subdivision where the contract for which the bond was given was to be performed. No such action may be commenced after the expiration of 1 year from the date on which the claimant performed the last of the labor or furnished the last of the materials for the payment of which such action is brought. |

## City Clerk

**Claims Against a City** **LRDA # 2007268**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents various types of insurance claims filed against local government. Claims include personal injury, property damage, motor vehicle accident, and others. Series may include but is not limited to insurance claim forms, copy of hospital, physician, ambulance and medication bills, death and birth certificates, reports, photographs, summaries, reviews, notices, audio and videotapes, transcriptions of recorded statements, memoranda, correspondence, and related documents used in processing the claim. | Three (3) fiscal years after resolution. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Filings of all items required by law to be filed with the City Clerk** **LRDA # 2007271**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of records filed with the city clerk and may contain but is not limited to Annexation files; Assessment rolls; Bonds and oaths of city officials; Certificates of title; City official's reports; Deeds to property owned by the city; Final plans for capital improvements; Land use maps; Meeting minutes and agendas; Membership lists of boards or commissions; Ordinances; Proclamations; Public hearing notices and records; Resolutions; and any other record required or permitted by law to be filed with the city clerk. | Permanent, unless otherwise stated in this schedule. | Some records in this record series may contain confidential and/or sensitive Information. | NRS 266.425, NRS 266.480, NRS 241.035, NRS 270.040, NRS 268.490, NRS 239B.030, NRS 205.4617 | None. |

**Financial Disclosure List** **LRDA # 2007275**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of a list of each public officer who is required to file a statement of financial disclosure. On or before December 1 of each year, this list is submitted electronically by the City Clerk to the Commission on Ethics and to the Secretary of State. | One (1) calendar year from the submission of the list. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 281.574 to 281.575, NRS 281.573 | The Financial Disclosure Statements themselves are retained by the Secretary of State. |

**Financial Statements of Solicitors of Money** **LRDA # 2007276**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of financial statements of solicitors of money. | Four (4) fiscal years from date of statement | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (2)(c), NAC 239.165 (1)(2) | None. |

**Franchise Agreements** **LRDA # 2007277**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents franchises granted by the city to public utilities, communications, transportation or other individuals or entities. This series may include, but is not limited to, applications, record of negotiations, franchise bonds, consumer surveys, reports and related correspondence. | Six (6) fiscal year after termination of franchise agreement. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.90 (1)(b) | Review for historical value. |

**Leases** **LRDA # 2007278**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains copies of leases for property or equipment leased by the city. Series usually shows the name and addresses of lesser and lessee, description of property or equipment, rent or lease cost, purpose for which property may be used, conditions or terms, renewal documents, memorandums, supporting documentation, related correspondence, and similar documents. | Six (6) fiscal years after expiration of the lease. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b), NRS 11.190 (3)(d) | None |

## City Clerk

**Proposed Expenditures** **LRDA # 2007287**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents proposed expenditures and may contain but is not limited to financial reports, staff reports, budget information, expenditure requests, related correspondence and similar documents. | Six (6) fiscal years from the end of the fiscal year to which the report pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.59801 | None |

**Sister City Programs** **LRDA # 20071264**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the participation of the city in sister programs with cities in other countries. This series may include but is not limited to documentation of selection of sister city, administration of the program, exchange visits, photographs, correspondence, and related documentation. | Permanent. | None | None | None |

**Solicitation Permits, Receipts** **LRDA # 2007292**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents receipts for solicitation permits. | Until annual audit is completed | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624 | None |

## Civil Service

### Examinations: Applicants Records

**LRDA #** **2007102**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents examinations administered by the entity to screen job applicants and the applicants who passed, failed, and/or were eligible to participate. This series may include but is not limited to date of exam, position tested for, name of applicant, actual test questions, applicant's answers, score sheets, and eligibility lists. | Two (2) calendar years from the date of the record. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.31, NAC 239.165 (1)(2) | None. |

### Report of Oral Ratings

**LRDA #** **2007108**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents oral qualification appraisal examinations, which may be used to evaluate experience, training or education, and other factors that relate to the knowledge and abilities required to perform the work of a position or class. | Two (2) calendar years from the date of the record. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.31, NAC 239.165 (1)(2) | None. |

### Transcripts of Hearings of Civil Service Board Involving Appeals

**LRDA #** **2007110**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are transcripts of hearings involving appeals of an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction in force) against an employee. This series may include but is not limited to a copy of the proposed adverse action with supporting papers, statements of witnesses, employee's reply, hearing notices, reports, and decisions, reversal of action, record of appeal, correspondence and related documents. | Two (2) calendar years after determination of appeal. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.31, NAC 239.165 (1)(2) | None. |

## Conservation Districts

**Conservation District Files** **LRDA # 20121862**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the creation and accomplishments of Nevada's 28 Conservation Districts. Records may include but are not limited to petition for organization of district and supporting documents, program or project identification, work plans, annual reports, budget documents, final financial documents, minutes of meetings, agendas, election folders, charter and map files, various logs, petition for discontinuance, related correspondence, and similar documents | Five (5) calendar years from the date the records are submitted to the Department of Conservation and Natural Resources. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS Chapter 548, NAC Chapter 548, NRS 241.035, NRS 11.190 (3)(d) | Annual reports including financial information must be submitted to the State Department of Conservation and Natural Resources. (NAC 548.030, NAC 548.080) |

## Constable

### Dockets

**LRDA #** **2007334**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents individual court cases and may contain entries on papers filed, court actions, judgments, and similar documents. | Dockets must be retained in accordance with the retention periods found in the "Local Courts Records Retention Manual" adopted by the Nevada Supreme Court. | None | "Local Courts Records Retention Manual" - Nevada Supreme Court, NRS 239.110 (4) | None |

### Mistakes and Refunds

**LRDA #** **2007339**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents credits or refunds for the overpayment of fines or fees. | Until annual audit is completed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624 | None |

### Record of Evictions

**LRDA #** **2007336**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents eviction proceedings and may contain but is not limited to execution affidavit, tenant affidavit, order, copies of court documents, date notice served, summary notice, date of eviction, related correspondence, and similar documents. | Six (6) calendar years from the end of the calendar year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(a) | None |

## Constable

**Record of Notices of Eviction** **LRDA # 2007337**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of the receipt and service or return of eviction notices. | 90 days after date of service or return | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Revocation Files** **LRDA # 2007341**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the revocation and/or forfeiture of bail and may include but is not limited to legal notices, receipts, related correspondence and similar documents. | Six (6) calendar years from the end of the calendar year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(a) | None |

**Unserved Papers** **LRDA # 2007342**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of court related documents which for various reasons were unable to be served. | 90 days after date received. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Convention and Visitor Authorities

**Advertising (including audio and visual materials)** **LRDA # 2007471**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is used to document promotions, advertising campaigns and public relations efforts. Records may include but are not limited to programs, schedules of events, passes, newsletters, news clippings, paste-ups, drawings, copies of ads, photographs, slides, videotapes, sound recordings, scripts, posters, brochures, flyers, related correspondence, and similar documents. | Six (6) fiscal years from the end of the fiscal year to which the records pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (1)(b) | Review for historical value. |

**Bookings** **LRDA # 2007473**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents arrangements with recreation boards/convention authorities/visitors bureaus for use of facilities, goods or services. | Three (3) fiscal years from the end of the fiscal year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | None |

**Convention Calendar** **LRDA # 20071564**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This is a calendar of scheduled conventions distributed to hotels, motels, media, transportation companies, and similar entities. | One (1) calendar year from the end of the calendar year to which the record pertains | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Convention and Visitor Authorities

**Gaming and Room Tax Records: Duplicate (original filed by county)** **LRDA # 2007477**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business. | Three (3) fiscal years from the end of the fiscal year to which the records pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d) | None |

**Gaming and Room Tax Records: Original (taxing authority)** **LRDA # 2007476**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents gaming and room tax proceeds distributed to fair and recreation boards and convention authorities/bureaus to promote convention and tourism business. | Six (6) fiscal years from the end of the fiscal year to which the records pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (1)(b) | None |

**Marketing Records** **LRDA # 20121842**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents and administers local government sponsored marketing programs. Information may include but is not limited to promotions, sweepstakes, tracking information, information requests, screenshots, website information, related correspondence and similar documents. | Six (6) calendar years from the calendar year to which the documents pertain. | Portions of this record series may contain confidential or sensitive information and those portions should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b), NAC 239.165 | Review for historical value. |

## Convention and Visitor Authorities

**Press Kits**

**LRDA #** **20071562**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series usually contains information on shopping, dining, lodging, gaming, getting married, area attractions, area history, facts and figures. | Until superseded or no longer in use. Review for historical value. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Reservations**

**LRDA #** **2007482**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents activities scheduled for tourist and convention facilities. | Three (3) fiscal years from the end of the fiscal year to which the records pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d) | None |

## Cooperative Extension Programs

**Cooperative Extension Program Reports** **LRDA #** **2007560**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the program activities and accomplishments of cooperative extension programs. These types of reports are usually compiled on a weekly, or monthly basis with a summary report created annually. This record series may contain but is not limited to narrative of various activities, records documenting participation in activities, achievements files, events files, awards files, enrollment reports, program information, statistics, fundraising records, notes, correspondence and related documents. | Retain annual reports Permanently. Retain other activity/program reports for a minimum period of two (2) calendar years from the year created. | This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Enrollment Cards:4 H Club** **LRDA #** **2007347**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents enrollment in 4H clubs. | One (1) calendar year from the end of the calendar year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Guidelines Pertaining to the Civil Rights of Employees of and Participants in Cooperative Extension Programs** **LRDA #** **2007345**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These guidelines incorporate a single set of principles which are designed to assist employers, labor organizations, employment agencies, and licensing and certification boards to comply with requirements of Federal law prohibiting employment practices which discriminate on grounds of race, color, religion, sex, and national origin. | Until superseded | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 29 CFR 1607.4 | None |

## Cooperative Extension Programs

**Records of Accident Insurance Provided to Participants in Special Programs** **LRDA # 2007351**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents insurance coverage of various participants in cooperative extension program activities. They are usually arranged chronologically by year and may include but are not limited to name of insurance company, roster of insured members, insurance waivers, signature of parents, correspondence and similar documents. | Ninety (90) days after policy expires. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Coroner / Medical Examiner

**Autopsies: Protocol** **LRDA # 2007354**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the methods and practices used by coroners/medical examiners performing an autopsy. | Permanent. | This record series may contain confidential or sensitive information. | NRS 259.050, NRS 432B.407 | None. |

**Autopsies: Reports** **LRDA # 2007355**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the examination of an individual to determine cause of death. | Permanent. | This record series may contain confidential or sensitive information. | NRS 259.050, NRS 432B.407 | None. |

**Case Files** **LRDA # 2007356**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents investigations into the manner and cause of an individual's death. This series may include but is not limited to preliminary report of death, report of death, identification records, notification of family records, autopsy authorizations, autopsy waiver requests, reports of field investigations, body diagrams, copies of police reports, copies of medical records, copies of fire department or EMS reports, copies of hospital reports, examination records, consultation reports, accident reconstruction reports, laboratory requests, laboratory reports and results, autopsy reports, subpoenas and other material relating to a proceeding of a court, evidence logs, evidence receipts, photographic evidence, receipts for personal property, authorizations to release a body to next of kin or mortuary, worksheets, checklists, certificate of death, and related correspondence. | Permanent. | This record series may contain confidential or sensitive information. | NRS 244.163, NRS 259.050, NRS 432B.407 | None. |

## Coroner / Medical Examiner

### Decedent Personal Property Records

**LRDA #** **20071485**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of an inventory of the money and/or personal property which may have been found on or about a deceased individual. | Three (3) fiscal years after the inventory, money and/or property is delivered to the County Treasurer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 259.150 to 259.180, NRS 11.190 (3)(d) | The coroner is required by law to inventory in the presence of at least one witness any money or personal property which may have been found on or about a deceased individual, unless taken from his possession by legal authority, and must submit the signed inventory and any money and/or personal property to the County Treasurer. See NRS 259.150 (1) |

### Deputies Appointments and Oaths

**LRDA #** **2007357**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the appointment and oath of office of deputies appointed by Coroners in accordance with NRS 259.040. | Retain this record series while deputy is active. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 259.040 | All appointments of deputies must be made in writing and must, with the oath of office, be filed in the Office of the Recorder of the county within which the principal holds and exercises his office. [NRS 259.040 (2)] |

## Coroner / Medical Examiner

### Inquests

**LRDA #** **2007358**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents inquiries of violent or sudden deaths. This series may contain but is not limited to report of facts, report of circumstances, medical evidence, investigative reports, professional reports (autopsy, toxicology, x-ray laboratory reports, etc.), consultation reports, witness statements, subpoenas, hearing testimony, findings, verdict, recordings, District Attorney correspondence, court documents, jury notes, forms, reports, other related correspondence, and similar documents. | Permanent. | This record series may contain confidential or sensitive information. | NRS 259.090 to 259.140, NRS 440.420 to 440.430, NRS 440.170 | None. |

### Laboratory Equipment Repair and Maintenance Records

**LRDA #** **20071484**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the maintenance, service, and repair of equipment/instruments used to conduct toxicology, histology, and similar procedures. | Life of the equipment plus an additional three (3) calendar years. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | None |

### Missing Persons Bulletins

**LRDA #** **20071486**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of bulletins, flyers, or reports on missing persons received from law enforcement and other agencies. | As long as administratively useful. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Register of Cases

**LRDA #** **2007359**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of a register, report, or log of the deaths investigated and/or autopsies performed. | Permanent. | This record series may contain confidential or sensitive information. | NRS 259.050, NRS 432B.407 | None. |

## County Clerk

**Bonding Companies: Powers of Attorney** **LRDA # 2007392**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents powers of attorney filed with the clerk of the court. | Until superseded or cancelled. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 20.050 | None |

**Bonding Companies: Reports** **LRDA # 2007393**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains reports received from bonding companies. | Three (3) calendar years from the date of report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | None |

**Bonds and Oaths of Notaries Public** **LRDA # 2007394**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents oaths and bonds of Notaries Public showing names of principals and sureties, amount of bond, date executed and conditions of obligation. | While notaries are active | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 240.030 | None |

## County Clerk

**Business Fictitious Name Certificates** **LRDA # 20071688**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents certificates filed with the county clerk by a natural person, an artificial person required to make annual filings with the Secretary of State to retain its good standing, a general partnership, or a trust who wish to conduct business under an assumed or fictitious name. | Retain the register (see NRS 602.050) of assumed or fictitious names Permanently. Retain the certificate/renewal certificates for six (6) calendar years after amendment, renewal or termination. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 602.010 to 602.090, NRS 11.190 (1)(a)(b), NRS 11.190 (3)(d) | NRS 602.035 (1)-The board of county commissioners of a county may provide, by ordinance, that a certificate filed with the county clerk pursuant to NRS 602.010 expires 5 years after it is filed. |

**Certificates of Ministers Authorized to Perform Marriages: Record of Active Certificates** **LRDA # 2007396**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents certificates of permission for ministers authorized to perform marriages. | Five (5) years after no longer active. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 122.064, NRS 122.068, NRS 239B.030, NAC 239.165 (1)(2) | None. |

**Certificates of Ministers Authorized to Perform Marriages: Record of Revoked Certificates** **LRDA # 2007397**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents certificates of permission which have been revoked for good cause. | Five (5) calendar years after revocation. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 122.064, NRS 122.068, NRS 239B.030, NAC 239.165 (1)(2) | None. |

## County Clerk

### County Board of Equalization Records

**LRDA #** **20071680**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the actions of County Boards of Equalization and may contain but is not limited to assessment appeal forms, complainant supporting documentation, Assessor's appraisal forms and supporting documentation, worksheets, copies of various forms, studies, photos, exhibits, hearing records, legal notices, minutes, recordings, related correspondence, findings and final decisions. | Permanent. | In accordance with NRS 361.365 each county board of equalization shall, at the expense of the county, cause complete minutes and an audio recording or transcript to be taken at each hearing. In addition to the requirements of NRS 241.035, these minutes must include the title of all exhibits, papers, reports and other documentary evidence submitted to the county board of equalization by the complainant. The clerk of the county board of equalization shall forward the minutes and audio recordings or transcripts to the Secretary of the State Board of Equalization. | NRS 361.334 to 361.365 | The County Clerk or designated deputy is the clerk of each panel of the County Board of Equalization. (NRS 361.340 (6)) |

### District Attorney's Opinions

**LRDA #** **2007402**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are formal opinions rendered by the District Attorney's office for county clerk or the governing body. Documents the rationale for policy and maintains consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion. | Permanent. | None | None | None |

## County Clerk

**Fee Book** **LRDA # 2007403**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents all fees collected by the County Clerk's office in accordance with state law. | Permanent. | NRS 19.080 Clerks to keep books. Each county clerk shall keep in his office, open to public inspection, a fee book in which he shall enter in detail the fees charged with the title or the case number of the matter, proceeding or action in which they were charged. | NRS 19.010 to 19.110 | None |

**Filings of all Records Required to be Filed With the County Clerk** **LRDA # 2007404**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of records filed with the county clerk and may contain but is not limited to Adoption petitions, Affidavits of labor, Certificates of title, Certificates of delinquency, County official's reports, Fictitious firm name filings, Formal records of bank liquidations, Land use maps, Legal notices, Marriage license records and reports, Meeting minutes and agendas, Official bonds, Oaths of office, Ordinances of county, Proclamations, Public hearing notices and records, Records of incorporation and articles of incorporation, Copy of final budget, Copy of final plan for capital improvements, related correspondence and any other record required or permitted by law to be filed with the County Clerk. | Permanent unless otherwise stated in this schedule. | Some records in this record series may contain confidential, restricted and/or sensitive Information. | NRS 354.59801, NRS 246.060, NRS 127.120 to 129.140, NRS 667.105, NRS 241.035, NRS 241.115, NRS 122.040, NRS 239B.030, NRS 205.4617 | None. |

**Financial Disclosure List** **LRDA # 2007407**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of a list of each public officer who is required to file a statement of financial disclosure. On or before December 1 of each year, this list is submitted electronically by the County Clerk to the Commission on Ethics and to the Secretary of State. | One (1) calendar year from the submission of the list. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 281.574 to 281.575, NRS 281.573 | The Financial Disclosure Statements themselves are retained by the Secretary of State. |

## County Clerk

**Leases** **LRDA # 2007409**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains copies of leases, subleases, assignments of leases, and memoranda of leases for property or equipment which the county leases. Series usually shows the name and addresses of lesser and lessee, description of property or equipment, rent or lease cost, purpose for which property may be used, conditions or terms, renewal documents, memorandums, supporting documentation, related correspondence, and similar documents. | Six (6) fiscal years after expiration of the lease. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b), NRS 11.190 (3)(d) | None |

**Marriage License Records (applications, receipts, etc.)** **LRDA # 2007411**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the issuance of marriage licenses by county clerks. This series may contain but is not limited to affidavit of application for the marriage license, oaths, statements, identification, receipts, and related documents. | Permanent. | This record series may contain confidential or sensitive information. | NRS 122.040, NRS 239B.030 | None. |

**Outdoor Advertising Permits** **LRDA # 2007416**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents permits issued for outdoor advertising, funds collected for the permit are apportioned by the board of county commissioners to the road funds of the county. | One (1) calendar year after permit terminated or not renewed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 405.070, NRS 205.4617, NAC 239.165 (1)(2) | None. |

## County Clerk

**Petition Sign-Up Site Listing** **LRDA # 20121849**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This is a listing available to the public of the areas at public buildings designated for the gathering of signatures on a petition. | Retain list and supporting documents until next annual update. | The Nevada Secretary of State is the office of record for this record series. This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 293.127565 | In accordance with state law (NRS 293.127565) at each building that is open to the general public and occupied by the government of this State or a political subdivision of this State or an agency thereof, (other than a building of a public elementary or secondary school) there must be a designated area which can be used for gathering signatures for petitions. |

**Petitions, Failed Initiatives** **LRDA # 2007417**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents petitions submitted by groups/citizens which failed to make ballot. | Twenty-two (22) months from the date of last action. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 295.105 | None |

**Proposed Expenditures** **LRDA # 2007419**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents proposed expenditures and may contain but is not limited to financial reports, staff reports, budget information, expenditure requests, related correspondence and similar documents. | Six (6) fiscal years from the end of the fiscal year to which the report pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.59801 | Review for historical value. |

## County Clerk

**Resources and Expenditures, Quarterly Report** **LRDA # 2007421**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This is a statement of the receipts and expenditures of the three months next preceding, and the accounts allowed. This series may include but is not limited to financial reports, expenditure summary, copy of newspaper in which report was published, and related records. | Three (3) fiscal years from the end of the fiscal year to which the record pertains. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.602 | None |

**Surveys and Established Boundaries, including Maps** **LRDA # 2007422**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents surveys, maps, and reports used in establishing boundaries in accordance with state law. | Permanent. | This record series may contain confidential or restricted information. | NRS 243.390 to 243.415, NRS 239C.210 | None. |

## County Recorder

### Certificates for Appropriation of Water

**LRDA #** **2007489**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| In accordance with NRS 533.382, every conveyance of an application or permit to appropriate any of the public waters, a certificate of appropriation, an adjudicated or unadjudicated water right or an application or permit to change the place of diversion, manner of use or place of use of water must be made by deed; acknowledged in the manner provided in NRS 240.161 to 240.168, inclusive; and recorded in the office of the County Recorder of each county in which the water is applied to beneficial use and in each county in which the water is diverted from its natural source. | Permanent. | None | NRS 533.382 to 533.383, NRS 240.161 to 240.168 | The certificates are issued by the Department of Conservation and NaturalResources-Division of Water Resources and the Nevada State Engineer's Office. |

### General Receiving /Fee Records

**LRDA #** **2007497**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents all transactions conducted and fees collected by the County Recorders office. | Permanent. | None | NRS 247.100 | None |

### Monthly Report of Recorded Documents

**LRDA #** **2007513**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the type and number of documents recorded on a monthly basis. | One (1) calendar year from the date of the report. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | This record series is useful for planning and budgeting, reference, performance monitoring, compiling annual reports, and similar activities. |

### Notices of Federal Tax Liens

**LRDA #** **2007516**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents notices of federal tax liens placed on specific property to secure payment of back taxes on that property or on property in general to secure payment of back taxes. This series also includes certificates/records of tax lien discharges. | Permanent. | This record series may contain confidential or sensitive information. | NRS 239B.030 | None. |

## County Recorder

**Recorded Documents** **LRDA # 2007517**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents all records recorded by the County Recorders office and may include but is not limited to Deeds, Trust deeds, Mortgages, Maps and plats, Certificates of marriage and marriage contracts, Mining records, Military records, Wills admitted to probate, Official bonds, Notice of mechanics' liens, Transcripts of judgments, Certificates of delinquency, Affidavits of labor (patented mines), Notices of attachment upon real estate, Notices of the pendency of an action affecting real estate (such as title or possession), Redemption certificates, Instruments describing or relating to the separate property of married persons, Notice of preemption claims, Certificates of sale, Judgments or decrees, Declarations of homestead, Appointments and Oaths of Deputy Sheriffs, and all other documents required or permitted by law to be recorded. This series also includes all indexes to this record series. | Permanent. | This record series may contain confidential, restricted, or sensitive information. This series is not intended to be used by cities or other municipalities to document records submitted for recordation. | NRS 247.110 to 247.150, NRS 375.060, NRS 375.120 to 375.200, NRS 239B.030 | None. |

## Economic Development

### Community Development Block Grant (CDBG) Files

**LRDA #** **20121881**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document the receipt of funds for community development. Files may include but are not limited to copies of proposals, award notice, narrative & financial reports, budgets and financial (accounting) documents, request for funds, invoices, forms, notes, supporting documents, and related correspondence. | Five (5) calendar years from the end of the calendar year in which the grant project was closed out. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section.3535 (d), 42 USC section.5301 to 5320 and 24 CFR Part 570, Subpart I (24 CFR 570.480 to 570.497) | None. |

### Economic Development - Client Profiles

**LRDA #** **20071548**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains files on businesses inquiring into possible location, relocation, or expansion within the city\county. This series may contain but is not limited to name of company, company contact, type of business, community brochures and pamphlets, incentive information, newsletters, booklets, publications, correspondence, and similar documents. | Review annually, purging valueless, out-dated and duplicated material. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 268.910, NRS 244.264, NAC 239.165 (1)(2) | None. |

### Façade Improvement Projects

**LRDA #** **20141910**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents local government financial assistance to businesses for the external improvement of dilapidated commercial, industrial or mixed-use buildings in redevelopment areas. Records may include but are not limited to concept drawings, applications for assistance, ownership/principals disclosures, affidavits, consent forms, project reports, copies of bids, copies of permits/inspection reports, financial reports, rebates, photographs of completed projects, correspondence and similar records. | Six (6) fiscal years from the close of the project. | If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b), County and Municipal Code | None. |

## Economic Development

### Revolving Loan Account

**LRDA #** **20141911**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents revolving loan accounts created in accordance with NRS 279.710. Records may include but are not limited to investment records, interest and income records, deposits, claims, cost reports and similar records. | Six (6) fiscal years from the fiscal year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 279.700 to 279.730, NRS 11.190 (1)(b) | The term of any loan that may be made from the revolving loan account must be 5 years or less. |

### Revolving Loans

**LRDA #** **20141909**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents local government loans, grants, or subsidies issued to homeowners or small business owners located in redevelopment areas. Records may include but are not limited to application including supplemental materials, bids, homeowner's assistance program records, financial documentation, income verifications, terms and agreements, repayment records, related correspondence, and similar records. | Six (6) calendar years after the loan is closed out. | If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 279.700 to 279.730, NRS 279A.010 to 279A.110, NRS 11.190 (1)(b) | None. |

## Elections

### Absentee Voter Records

**LRDA #** **2007526**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer the casting and accounting of absentee ballots. This series may include but is not limited to request for absentee ballot, application for absentee ballot, absentee voter information, absentee ballot and instructions, records documenting the date the ballot is issued, the name of the registered voter to whom it is issued, the precinct or district, the political affiliation, if any, the number of the ballot, a return envelope, related lists and reports and similar documents. | Twenty-two (22) months after the close of the election. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 52 USC section 20701, NRS 293.309 to 293.340, NRS 293.391, NRS 293.2696, NRS 293C.317, NAC 239.165 (1)(2) | None. |

### Abstract of Votes Cast

**LRDA #** **2007542**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of a summary report of election results submitted to the Secretary of State. | Twenty-two (22) months after the close of the election. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 52 USC section 20701, NRS 293.387, NRS 293.395, NRS 293C.387, NAC 293.195 to 293.197 | None |

### Ballots and Ballot Receipt

**LRDA #** **2007529**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is the official list showing all candidates, ballot issues and ballot questions upon which an eligible elector is entitled to vote at an election. May contain voted ballot stubs, rejected ballots, spoiled ballots, ballot code list, challenge lists, voting receipts, records printed on paper of voted ballots, absentee requests for ballots and similar reports and records. | Twenty-two (22) months after the close of the election. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 52 USC section 20701, NRS 293.391, NRS 293.2673, NRS 293C.261, NRS 293C.390 | None |

## Elections

### Campaign Contribution and Expense Reports

**LRDA #** **20141899**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of campaign contribution and expense reports filed with the Secretary of State in accordance with state law. Reports document the type of filing and date, summary of contributions, summary of expenses, contributions in excess of $100, expenses in excess of $100, in kind contributions and expenses, money on hand, indebtedness, and similar information. | Retain until no longer needed for reference or informational purposes. | The Secretary of State is the office of record for campaign contribution and expense reports. | NRS 294A.100 to 294A.190, NAC 294A.040 to 294A.098, NRS 11.190 (1)(b)0, NRS 11.190 (3)(d) | City and County Clerks offices may also have copies of these reports |

### Certificate of Election

**LRDA #** **20071546**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This is an official document presented to the successful candidate of an elected office. | Sixty (60) days after the close of the election; or from the date received by successful candidate, whichever is sooner. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 293.393 to 293.397, NRS 293C.387 | The successful candidate receives the original certificate. |

### Challenge Lists

**LRDA #** **2007531**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of a form furnished election board officers to be used in making a record of all challenges. | Twenty-two (22) months after the close of the election. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 52 USC section 20701, NRS 293.391, NRS 293C.390, NRS 293.303 to NRS 293.304, NRS 293C.292 to 293C.295, NRS 293.547, NRS 293.174, NRS 293.182 | None |

## Elections

### Contested Election Records

**LRDA #** **20141898**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the actions involved in contested elections and may contain but is not limited to demands for recount, recount board documentation, observer's reports, recount cost information, statement of contest, dismissals, depositions, judgments, ballots, list of witnesses, amended statement of contest, court cost documentation, withdrawal notices, related correspondence and similar documents. | Twenty-two months (22) from the date the Certificate of Election was delivered or from the end of the proceedings, whichever is longer. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 293.400 to 293.435, NAC 293.361 to 293.375 | None |

### Declarations of Candidacy

**LRDA #** **2007533**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents a candidate's intention to either run for office or withdraw from an election This series may contain but is not limited to date of declaration, name of candidate, candidate filing forms, fair campaign practices acknowledgement form, candidate withdrawal forms, written challenge forms, related correspondence, and similar documents. | Twenty-two (22) months after the close of the election. Review for historical value. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 293.1725, NRS 293.1755, NRS 293.177, NRS 293.185, NRS 294A.290, NRS 294A.420, NRS 294A.120, NRS 294A.200, NRS 293.202, NRS 293.182, NRS 293C.145 to 293C.185 | None |

### Election Complaints

**LRDA #** **20071540**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents complaints alleging violations of voting rights in accordance with state and federal law. This series may contain but is not limited to written complaint, complaint contact information form (listing the name, address, phone number of the complainant, subject of complaint, date contacted and notes), review notes, copies of financial documents, copies of medical records, copies of affidavits, supporting documentation and related correspondence. | Twenty-two (22) months after the close of the election. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 52 USC section 21112, 52 USC section 21081, NRS 293.4685, NAC 293.025, NAC 293.500 to 293.560, NAC 239.165 (1)(2) | None |

## Elections

**Election Costs Records** **LRDA # 20071542**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the reimbursements to the counties for costs related to cardstock for ballots (See NAC 293.200 and NRS 293B.210) and publication of constitutional amendments and statewide measures (NRS 293.253 and NAC 293.071). This series may contain but is not limited to claims from the counties, copies of manufacturer's or vendor's invoices, related supportive documentation and related correspondence. | Twenty-two (22) months after the close of the election. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 293.253, NRS 293B.210, NAC 293.071, NAC 293.200 | None |

**Initiative or Referendum Petitions** **LRDA # 20101797**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents initiative or referendum petitions submitted by registered voters in accordance with state law. This series may contain but is not limited to notice of intent, affidavit of petitioners, description of the anticipated financial effect (if applicable), signatures of registered voters, receipt for petition, certification of petition for sufficiency or insufficiency, record of determination, records of committee advocating and opposing ballot question, copy of sample ballot, copies of court records, correspondence, and related documents. | Retain petition narrative and certification of results of petition permanently. Retain other records twenty-two (22) months from the date of last action. | This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling. | NRS 295.075 to 295.290, NRS 293.391, NAC Chapter 295, NRS 205.4617 | The Nevada Secretary of State is the office of record for statewide initiative or referendum petitions. |

**Lists of Official Candidates** **LRDA # 2007534**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series lists the official candidates for an election and includes the name of candidate, party affiliation (if applicable), office sought, term of office, and similar data. | Permanent. | None | None | None |

**Official Returns** **LRDA # 2007541**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the total number of votes cast and vote percentage per candidate (or per proposition or question) by precinct/county. | Permanent | None | None | None |

## Elections

### Petition Sign-Up Site Records

**LRDA #** **20121848**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This is a form or notice designating the area of a building that can be used to gather signatures on a petition. Annually the form/notice must be submitted to the Secretary of State and the county clerk for the county in which the building is located. | Retain until next annual submission to Secretary of State and county clerk. | The Nevada Secretary of State is the office of record for this record series. This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 293.127565 | In accordance with state law (NRS 293.127565) at each building that is open to the general public and occupied by the government of this State or a political subdivision of this State or an agency thereof, (other than a building of a public elementary or secondary school) there must be a designated area which can be used for gathering signatures for petitions. |

### Plans for the Security of Ballots

**LRDA #** **20071545**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the submittal by county and city clerks, and approval by the Secretary of State, of plans for the security of ballots in accordance with NRS 293.3594 and NAC 293B.040. This series may contain but is not limited to plans for the security of ballot cards, transmittal letters, approval notice, request for amendment, related correspondence and similar documentation. | Twenty-two (22) months after the close of the election. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 293.3594, NRS 293C.3594, NAC 293B.040 | None |

## Elections

**Precinct Maps** **LRDA # 2007537**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the establishment, abolishment, alteration and consolidation of election precincts as required by NRS 293.205. | Four (4) calendar years from the end of the year in which the map was superseded.. | It is the responsibility of the County Clerk to provide the Secretary of State and the Director of the Legislative Counsel Bureau with a copy or electronic file of a map showing the boundaries of all election precincts in the county every even numbered year or in special instances as necessary. (See NRS 293.206 and NRS 293.208) | NRS 293.205 to 293.213 | A copy is retained permanently by the Nevada Secretary of State. |

**Procedure Plans for Observers of Elections** **LRDA # 20071543**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the submittal by county clerks, and approval by the Secretary of State, of plans for the accommodation of observers of election proceedings in accordance with NRS 293B.354. This series may contain but is not limited to county plan for accommodation of members of the general public observing election proceedings (including the location of the counting place and polling place, procedure for observers, requirements for observers, security and other provisions), transmittal letters, approval notice, request for amendment, related correspondence and similar documentation. | Twenty-two (22) months after the close of the election. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 293B.353 to 293B.354 | None |

## Elections

### Recall of Public Officers

**LRDA #** **20101827**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the official filing of petitions for recall of public officers in accordance with state law. This series may contain but is not limited to notice of intent, affidavit of petitioners, petition narrative, verification of circulator, acknowledgement receipts, recall committee registration form, contribution and expense reports of recall committee, signatures of registered voters, certification of petition for sufficiency or insufficiency, record of determination, requests to remove name from petition, record of appeal filed with Secretary of State, nominating petitions, acceptance of candidacy forms, copy of ballot for recall, results of special election, correspondence, and related documents. | Retain petition narrative, certification of results of petition, and (if applicable) copy of ballot and certification of results of special election permanently. Retain other records twenty-two (22) months from the date of last action. | This record series should not contain confidential or restricted information and the non-permanent records may be destroyed in a non-secure manner such as deleting or recycling. | Nevada Constitution Article 2, Section 9, NRS Chapter 306, NAC Chapter 306, NRS 294A.250 to 294A.280, NRS 293.247 (1), NRS 293.1278 (1), NRS 293.12793 to 293.12795, NRS 293.393, NRS 293C.387 | None |

### Records of Election Board Officers

**LRDA #** **2007544**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the actions of election board officers in accordance with state law and regulation. | Twenty-two (22) months after the close of the election. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 52 USC section 20701, NRS 293.217 to 293.245, NRS 293C.220 to 293C.250, NAC 293.140, NAC 293.230, NAC 293C.320, NAC 239.165 (1)(2) | None. |

### Records of Persons Assigned to Work at Polling Places

**LRDA #** **2007545**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of all poll worker materials including but not limited to poll worker applications, assignment notices, availability notices, sign-in information, daily activity logs, related correspondence, and similar documents. | Twenty-two (22) months after the close of the election. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 52 USC section 20701, NAC 239.165 (1)(2) | None. |

## Elections

### Rosters of Registered Voters and Poll Books

**LRDA #** **2007547**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the eligible registered voters in the precinct for a particular election, and is used to record the voting history of voters who vote in the election. | Twenty-two (22) months after the close of the election. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 52 USC section 20701, NRS 293.391, NRS 293C.390, NRS 293.075, NRS 293.285, NRS 293.293, NRS 293.333, NRS 293.363, NRS 293.373, NAC 293.176 | None |

### Sample Ballots

**LRDA #** **20071544**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of sample ballots for primary and general elections. | Twenty-two (22) months after the close of the election. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 293.565, NRS 293.391, NRS 293.256 to 293.2693, NAC 293.120 to 293.130 | Sample ballots are retained permanently by the Nevada State Archives. For additional information see the Secretary of State's agency specific retention schedule, RDA # 2005047. |

### Tally Lists

**LRDA #** **2007548**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are lists or worksheets used by election officials in counting and keeping track of votes cast at the time ballots are opened and read. | Twenty-two (22) months after the close of the election. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 52 USC section 20701, NRS 293.113, NRS 293.370 to 293.373, NRS 293.391, NRS 293C.372 to 293C.375, NRS 293C.390 | None |

## Elections

### Voter Registration Records

**LRDA #** **2007528**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the registration or cancellation of registration of eligible voters. This series may contain but is not limited to application to register to vote, voters personal information, registration affidavits, cancellation of registration affidavits, cancelled applications, felony notifications, cancellation notices from county clerk, re-registration records, investigation reports, voter identification number, related lists and reports, transmittals, correspondence, and similar documents. | Three (3) calendar years after the date cancelled. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 52 USC section 20701, NRS 293.537, NRS 293.5002, NRS 293.530, NRS 293.540, NRS 293.503, NRS 293.675, NRS 293C.525, NRS 293C.535, NAC 239.165 (1)(2) | This series may be used to provide the Secretary of State with information concerning the voter registration of the county or city and other reasonable information requested by the Secretary of State to establish or maintain the statewide voter registration list. |

### Voting Systems - Computer Programs

**LRDA #** **20071701**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of certified copies of computer programs submitted to the Secretary of State in accordance with NRS 293B.130. Before any election where a mechanical voting system is to be used the county or city clerk prepares a computer program on cards, tape or other material suitable for use with the computer or counting device to be employed for counting the votes cast. This series may contain but is not limited to copies of the computer program, testing results, inspection reports, certification from accuracy certification board, correspondence and related documents. | Twenty-two (22) months after the close of the election. | The copies of the programs filed with the Secretary of State are not public records and are not available for inspection by the public. (NRS 293B.135 (2)) | NRS 293B.130 to 293B.170, NAC 239.165 (1)(2) | This record series must be destroyed in a secure manner that will prevent reconstruction of the information. |

## Emergency Management

**Civil Preparedness Guidance (CPG) and State and Local (SLG) Guides** **LRDA # 20071450**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of guides issued by the Federal Emergency Management Agency (FEMA) to provide guidance and procedures for the preparedness and planning requirements associated with continuity of government responsibilities. | As long as administratively useful to the agency. | This record series may contain confidential or restricted information. | NRS 239C.210 (f) | None. |

**Disasters and Emergencies - Financial Records** **LRDA # 20071449**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents emergency management program expenses related to disaster or emergency relief. Records in this series provide a breakdown of program expenses that may be eligible for state or federal funding. This series may contain but is not limited to application for assistance, a copy of the declaration of emergency or disaster, preliminary damage assessments, financial status reports, request for advance forms, detailed cost reports, financial statements, copies of grant documents, cash transaction reports, reports of expenditures, reimbursement forms, quarterly reports, final expenditure reports submitted to the Nevada Division of Emergency Management and/or the Federal Emergency Management Agency (FEMA) , forms, memorandum, correspondence, and related documents. | Three (3) fiscal years after the annual or final expenditure report is submitted. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 44 CFR 13.42 (2)(b), NRS 414.090, NRS 414.135, NAC 414.010 to 414.140 | None |

**Incident Records - Disasters and Emergencies** **LRDA # 2007300**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the extent and impact of natural or manmade disasters and emergency incidents and the actions taken by the local government in response to such incidents. This series may include but is not limited to incident plans, damage assessment and response records, resource allocation reports, situation reports to the Nevada Division of Emergency Management, activity logs, communication logs, incident summary reports, FEMA reports, photographs, public information releases, related correspondence and similar incident-related documentation. | Permanent. | This record series may contain confidential or restricted information. | NRS 414.020, NRS Chapter 239C | None. |

## Emergency Management

**List of Vendors from Whom Equipment and Products (supplies) are Purchased** **LRDA # 2007294**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents vendors providing emergency resources such as manpower, equipment, supplies, and services. This series usually includes names, daytime and nighttime phone numbers, and addresses of suppliers and vendors as well as contact names and similar information. | Until superseded by an updated list. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

**Plans for Recovery from Disasters** **LRDA # 2007295**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document plans to maintain necessary business operations, protect the public, and to safeguard vital records during emergency situations. This series may include but is not limited to hazard analysis records, first response procedures, emergency operations plans, incident response plans, disaster management and recovery plans, vital record plans, damage assessment plans, post disaster evaluation procedures, correspondence and related documents. | Retain this record series until superseded with an updated or amended plan. | This record series is confidential per NRS 239C.250 and must not be disclosed except upon the lawful order of a court of competent jurisdiction; or as is reasonably necessary in the case of an act of terrorism or related emergency. | NRS Chapter 239C, NAC 239.165 (1)(2) | This record series contains confidential information and must be destroyed in a secure manner that will prevent its reconstruction. |

**Records of Emergency Training Exercises** **LRDA # 2007296**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents emergency training exercises performed on a regular or special basis by local governments and/or emergency management departments. This series may include but is not limited to statements of purpose, scenario narratives, major and detailed sequences of events, messages and inputs (simulation material), evaluation points, critique and follow-up action reports, correspondence and related documents. | Permanent. | This record series may contain confidential or restricted information. | NRS Chapter 239C | None. |

## Emergency Management

**Records of Equipment Inventories**

**LRDA #** **2007298**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer the inventory of equipment and supplies which may be needed in cases of emergency. | Until superseded. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Financial Records

**Abstract of Taxes** **LRDA # 20071313**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is an abstract of real and personal taxes for the local government showing each taxing district, tax rate, real and personal property valuation, total valuation, allocations for various funds, total local levy, and grand total levy. | Permanent | None | None | None |

**Accounting Files (Office Copy)** **LRDA # 2007046**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These types of records are used to administer and document financial transactions and accounting functions (including accounts receivable and accounts payable) and may contain but are not limited to computer generated forms and reports, invoices, receipt books, journal entries, ledgers, accountant spreadsheets, disbursement log, billing claims, records of petty cash, charge slips, cashiers tapes, cash register tapes, daily cash and receipt reports, petty cash records, credit and collections records, copies of requisitions and purchase orders, vouchers, notes, correspondence and related documents. | Until resolution of an annual audit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NAC 239.165 (1)(2) | None. |

**Accounts Payable Files** **LRDA # 20071235**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the payment of bills for goods and services. This series may include but is not limited to billing statements or claims, expense reimbursements, copies of checks, original invoices, copies of purchase orders, copies of bids and contracts, computer generated reports and printouts, vouchers, payment authorizations, receipts, cancelled checks or warrants, supportive documentation, and related correspondence. | Six (6) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.170 to 354.190, NRS 11.190 (1)(b), NRS 354.230 to 354.250, NAC 239.165 (1)(2) | None. |

## Financial Records

**Accounts Receivable Files** **LRDA # 2007445**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents monies owed to and collected by a local governmental entity. This series may include but is not limited to payment records and reports, billing statements, copies of receipts, invoices, awards, logs/journals, account summaries, credit card vouchers/remittances, electronic fund transfer (EFT) records, account write-off records, supporting documentation, and similar records. | Six (6) fiscal years after collected or deemed uncollectible. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.255 to 354.257, NRS 11.190 (1)(b), NAC 239.165 (1)(2) | None. |

**Annual Budget - Files** **LRDA # 2007003**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the preparation of governmental budget requests presented to the governing body. This series may include but is not limited to staff reports, budget instructions, worksheets, copies of actuarial reports, surveys, allotment reports, contingency plans, budget proposals, estimates of revenues, financial forecasting reports and similar records. | Five (5) fiscal years from the year to which the records pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.59801 | None |

**Annual Budget - Final Budget** **LRDA # 2007004**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the final annual financial plan for a governmental entity. This series may include but is not limited to financial summaries, spending plans, copy of certified final budget, budget message, affidavit of proof of publication of notice of public hearing, minutes, agendas, exhibits, staff reports, and related records. | Permanent. | None | NRS 354.59801 | None |

**Audit Materials** **LRDA # 2007006**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of information provided to internal or external auditors by local governmental entities in accordance with NRS 354.624. Information may include but is not limited to various fund statements, property reports or lists, copies of accounting records, declarations of compliance, and any other records requested by or provided to auditors. | Until completion of annual audit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624 | None |

## Financial Records

### Auditors' Reports

**LRDA #** **2007005**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents annual financial audits of a local governmental entity (including school districts) and may include but is not limited to accountant's summary, fund statements, revenue statements, fund balance details, financial schedules, auditor's comments and recommendations, auditors work papers, copies of prior audit reports, related correspondence and similar documents. | Permanent. | None | NRS 354.624 | None |

### Bank Transaction Records

**LRDA #** **20071311**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents transactions between a local governmental entity and its banking institution. This series may include but is not limited to deposit and withdrawal records, deposit slips or receipts, checks, transmittal documents, wire transfer request forms, transaction activity reports, bank account reconciliations, and similar records | Until completion of annual audit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NAC 239.165 (1)(2) | None. |

### Bankruptcy Records

**LRDA #** **2007469**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the notification of the local government that certain individuals have filed for bankruptcy protection. They are used to determine if the individual owes money to the local government and to file notice or claim with the court. Records may include notification from U.S. Bankruptcy Court, debtors name, account information, request for relief of automatic stay, reorganization and payment plans, discharge information, correspondence, and related documents. | Six (6) fiscal years after repayment or discharge of the debt. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 11 USC section 101, NRS 11.190 (1)(a), NAC 239.165 (1)(2) | None. |

## Financial Records

**Bills for Care of Indigent Persons** **LRDA # 2007426**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the cost for services provided to indigent persons and may contain but is not limited to information on individual receiving services, type of care provided, bills for hospital charges, physicians charges, ambulance charges, and charges from other medical providers, bill payment information, related correspondence, and similar documents. | Three (3) fiscal years from the date of bill payment. | Portions of this record series may contain confidential information (information on applicants or recipients of public assistance) and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 428.045, NAC 239.165 (1)(2) | None. |

**Bond Issues** **LRDA # 20070391**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the authorization to finance municipal improvements through bonded indebtedness and implementation of municipal bond issues. Series may include but is not limited to bond anticipation notes, authorizations, bond ratings, contracts or sales agreements, sample copies or specimens of bonds sold, financial/accounting documentation (such as information on coupon number, amount of bond, date bond issued, date of bond redemption, purpose of bond and to whom bond was issued), journal entries and other computer reports, related correspondence and similar documents. | Ten (10) calendar years after bond retired. | If this series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.59817, NRS 354.624, NAC 239.165 (1) (2) | None. |

**Check Registers** **LRDA # 2007429**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of a register of all checks issued and usually includes check number, date of check, amount of check, individual or vendor to whom the check was written, invoice information, and the purpose of check. This series may also include checkbooks, and computer printouts such as check run reports. | Six (6) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 205.4617, NRS 11.190 (1)(b) | None. |

## Financial Records

**Checks, Cancelled** **LRDA # 2007430**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents checks that have been cancelled, spoiled, voided, or stale dated. | Three (3) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 205.4617, NRS 11.190 (3)(d) | None. |

**Claims Against Others** **LRDA # 20071547**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents claims against the public and insurance companies for the recovery of costs for damage to governmental property. This series may contain but is not limited to damage reports, copies of police reports, damage estimates, cost reports, photographs, summaries, copies of insurance documents, legal documents, related correspondence, and similar records. | Six (6) fiscal years after final payment is received, or one (1) fiscal year after the claim is written off as uncollectible. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.255 to 354.257, NRS 11.190 (1)(b), NAC 239.165 (1)(2) | None. |

**Credit Card Payment Records** **LRDA # 20071665**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the payment of money owed to local governmental entity by credit/debit card or electronic transfers of money. This series may contain but is not limited to records documenting type of charge, payment amount, date, transaction number, payment authorization, copies of bills, bank statements, computer printouts, receipts, related correspondence and similar documents. | Until completion of annual audit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Payment Card Industry (PCI) Data Security Standard 3.1, NRS 354.624, NRS 360.092, NRS 205.4617, NAC 239.165 (1)(2) | The only cardholder data that may be stored after authorization is the primary account number or PAN (rendered unreadable), expiration date, cardholder name, and service code. |

## Financial Records

### Direct Deposit Authorizations

**LRDA #** **20071259**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents authorizations to deposit employee payroll earnings into employee bank accounts through direct deposit. This series may include but is not limited to employee name, name of financial institution, authorization form, related correspondence, and similar documents. | Three (3) years after employee termination, cancellation, or change of authorization. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 516.5, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2) | None. |

### Direct Payment Records

**LRDA #** **20071513**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the automatic payment of utility and other service types of bills from an individual's bank or similar account. This series may contain but is not limited to application form, customer information, bank account information, type of service account, account number, copies of billing statements, customer payment reports, payment histories, related correspondence and similar documents. | Six (6) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.255, NRS 354.760 to 354.770, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Employment Tax Records

**LRDA #** **2007450**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to report the collection, distribution, deposit, and transmittal of federal income taxes. Records may include the federal miscellaneous income statement (1099), wage and tax form (W-2), request for taxpayer identification number and certificate (W-9), employers' quarterly federal tax return (941, 941E), tax deposit coupon (8109), and similar completed forms. | Four (4) years after the tax year in which the taxes are due, or four (4) years after the date the tax is paid, whichever is later. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 26 CFR 31.6001.1, 42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 239B.030, NAC 239.165 (1)(2) | None. |

## Financial Records

**Fees, Requests for Payment** **LRDA # 20071039**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents payment requests and may include but is not limited to overdue notices, requests for payment, receipts, related correspondence and similar documents. | One (1) fiscal year after receipt of payment or after written off as uncollectible. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Fixed Assets and Inventories** **LRDA # 2007440**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the process of updating and reconciling an inventory of the fixed assets in a governmental entity's possession. Records in this series may contain but are not limited to fixed asset inventories, copies of purchase orders and other fiscal records, monthly or annual property reports, copies of other property records, reports from Purchasing, memos, correspondence and related documents. Information contained in the Purchasing reports often includes: description of the items, manufacturers model and serial numbers, ID number, purchase order number, original cost, value, dates (purchased, received, etc.) and commodity code. | Five (5) fiscal years after superseded. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.625, NAC 354.750 | None |

**Franchise Fees** **LRDA # 20161923**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the payment of franchise fees for the right or special privilege to conduct business or provide services using the public right of way. The types of businesses that may be required to pay a franchise fee include but are not limited to providers of telecommunications, electric energy, natural gas, cable television, video service, ambulance service, solid waste collection and disposal, and recycling collection services. Records may include but are not limited to copy of franchise agreement, quarterly franchise fee payments, audit reports, delinquency reports, related correspondence and similar records. | Six (6) fiscal years following the receipt of payment. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1) (b), NRS 11.190 (3) (d), NRS 709.010 to 709.360, NRS 711.670 to 711.680, Municipal or County Code | None. |

## Financial Records

### Fraudulent Checks

**LRDA #** **20071317**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the cancellation and reissue of warrants (checks) due to "forgery" [someone other than the named individual endorsing and cashing the check]. This record series may contain but is not limited to cancellation of warrant, affidavits, copies of checks (warrants), copies of payment voucher forms, copies of deposit receipts, copies of bank statements, reissue document forms, copies of computer printouts, copies of court documents, notes, supporting documents, and related correspondence. | Three (3) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405 (c)(2)(C)(viii), NRS 422.2749, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Fund Transfer Records

**LRDA #** **20071520**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents moneys transferred from one fund to another showing date, amount transferred, name of funds, purpose, and balance. | Until completion of an annual audit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NRS 354.598005, NRS 354.6115, NAC 354.360, NRS 11.190 (3)(d) | None. |

### Fundraising Records

**LRDA #** **2007147**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents fundraising activities such as athletic ticket sales, merchandise sales, food and beverage sales, used book sales, car washes and similar activities used to supplement the income of various local government programs. This series may contain but is not limited to fundraising activity reports, lists of donors, thank you letters, event reports, sales reports, merchandise reports, income statements, cash register tapes, copies of receipts, cost reports, related correspondence and similar documents. | Retain fundraising reports for three (3) calendar years from the date of the event or activity. Retain financial records until completion of an annual audit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190(3)(d), NRS 205.4617, NAC 239.165 (1)(2) | Review for historical value. |

## Financial Records

**General Ledger** **LRDA # 2007442**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipts and disbursement transactions affecting any and all local government funds and accounts, including receipts and expenditures from all revenue sources, both public and private. | Permanent. | None | None | None |

**Gift and Donation Records [Financial Records]** **LRDA # 20071527**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents gifts and donations to the local government. This series may contain but is not limited to donor information, acknowledgement letters, financial statements and reports, records of fund disbursements, copies of checks, receipts, related correspondence, and similar documents. | Retain records related to significant monetary or property donations, wills, bequests, endowments, trusts and similar actions permanently. Retain other gift financial records for six (6) fiscal years from the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2) | None. |

## Financial Records

### Grant Records

**LRDA #** **2007060**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the awarding of funds from federal government, state government, private organizations, private benefactors, and similar sources. This series may include but is not limited to application and supporting documentation, project proposal, project plans and objectives, award notification, grant related contracts and/or agreements, equipment inventories, statistical reports, monitoring reports, summary reports, financial/accounting records, audit reports, correspondence, and related records. | Three (3) fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer. | If this series contains any confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction. | "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments" see OMB Circulars A-102 and A-133. See also the OMB publication entitled "Codification of Government wide Grants Requirements by Department." NRS 205.4617, NAC 239.165 (1)(2) | None. |

### Grants or Donations to Nonprofit Organizations

**LRDA #** **20161927**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the granting of money or the donation of commodities, supplies, materials, staff resources, equipment, or the payment or discount of fees, to a nonprofit organization. Records may include but are not limited to copy of resolution, application for grant or donation, copies of nonprofits tax forms, disclosure forms, selection criteria evaluations, approvals, agreements, performance measures, progress reports, audit reports, and related correspondence. | Six (6) fiscal years from the expiration of the terms or agreement, or from the receipt of the statement of completion (if applicable). | This record series may contain confidential or sensitive information (such as Tax ID) and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 244.1505, NRS 268.028, NRS 332.025, NRS 372.3261, NRS 11.190 (1)(b), NRS 11.190 (3)(d) | None. |

## Financial Records

**Grants: Federal Grants- Real Property and Equipment** **LRDA # 2007716**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document real property and equipment purchased with funds from federal grants. This series may include but is not limited to copy of grant application documents; real property documentation (maps, plots, title records, etc.); equipment records (purchase documentation, user manuals, property ID documentation, etc.); tax documentation (assessment records, IRS tax documents, state and local government tax documentation, etc.); disposition records (sales, transfers or discarding records), related correspondence, and similar documentation. | Three (3) federal fiscal years from the date of the disposition, replacement or transfer of the property or equipment, or for the retention period required by the granting authority, whichever is longer. | This record series may contain confidential or sensitive information (such as the Tax ID number) and should be destroyed in accordance with NAC 239.165 when the retention period has expired. | 2 CFR 200.333, NRS 205.4617, NAC 239.165 (1)(2) | None. |

**Grants: Unsuccessful Loan/Grant Applications** **LRDA # 20071248**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains applications and supporting documentation relating to federal, state, and private loans/grants submitted by local governmental entities which were not funded or were denied. | As long as administratively useful to the agency. | This record series may contain confidential or sensitive information (such as the Tax ID number) and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 205.4617, NAC 239.165 | None. |

## Financial Records

### Housing Authorities Files

**LRDA #** **20071732**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents various affordable housing programs usually funded by the federal government and managed by local housing authorities and may contain but is not limited to applications for assistance, assistance payment records, tenant information, authorization forms, inspection reports, checklists, income verifications, copies of plans or drawings, state and/or federal forms, related correspondence and similar documents. | For fiscal records retain three (3) federal fiscal years from the submission of the final expenditure report, or for the retention period required by the granting authority, whichever is longer. For property and equipment retain three (3) federal fiscal years from the date of the disposition, replacement or transfer of the property or equipment, or for the retention period required by the granting authority, whichever is longer. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 24 CFR 85.42, 2 CFR 200.33, NRS 315.320, NRS 315.961 to 315.996, NRS 239B.030, NRS 205.4617, NRS 239A.080, NAC 239.165 (1)(2) | None. |

### Investment Records

**LRDA #** **2007444**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer investment accounts and may contain but is not limited to investment fund information, records related to specific investments, investment registers, investment reconciliations, confirmations of purchase, bank statements, records which document transaction activity, investment fund balances, investment performance documentation, related correspondence and similar documents. | Six (6) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b) | None. |

## Financial Records

### IRS Section 125 Records

**LRDA #** **20101833**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document premiums paid on voluntary benefit plans. Records may include but are not limited to employee personal data, employee contribution reports, pre-tax documentation, status reports, payroll deduction reports, and similar information. Premiums paid through IRS approved Section 125 (cafeteria) plans are paid on a pre-tax basis and are excluded from gross income. | Four (4) years after the tax year in which the taxes are due, or four (4) years after the date the tax is paid, whichever is later. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 26 USC 125, 26 USC 106, 26 USC 6039D, 26 CFR 31.6001-1, NAC 239.165 | None. |

### Journal Entries

**LRDA #** **2007446**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents journal entries detailing accounts to be charged and credited and is used to make adjustments and corrections to accounting records. These types of records usually include information on account number, amount debited, amount credited, account description, and reason for journal entry. | Six (6) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b) | None. |

### Liens and Releases

**LRDA #** **20071666**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents liens filled for non-payment of taxes, services or merchandise in accordance with state/federal law. This series may contain but is not limited to notice of lien, refilling form, certificate of release, certificate of subordination, correction notices, certificate of non-attachment, certificate of revocation and reinstatement, certificate of withdrawal, copies of court documents, related correspondence and similar documents. | Retain records related to tax liens for ten (10) calendar years from the date of filing or refilling, whichever is later. Retain records related to liens for merchandise or services for six (6) calendar years from the date of final payment or action. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 26 CFR 301.6502, 26 CFR 301.6103 (a)(1) thru (p)(7), NRS 375A.310, NRS 11.190 (1)(a), NAC 239.165 (1)(2) | None. |

## Financial Records

### Local Government Financial Emergency Files

**LRDA #** **20071746**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to aid a local government entity throughout a financial crisis and may contain but is not limited to accounting records (including accounts payable, accounts receivable, bank statements, purchase orders, claims, etc.) resolution requesting assistance, audit reports, budgets, contracts and agreements, corrective action plans, meeting records, public hearing records, special reports (financial analysis, proposals, etc.), correspondence and supportive documentation. | Six (6) fiscal years from the end of the fiscal year in which the financial emergency was declared over. Review for historical value. | Portions of this series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.675 to 354.725, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 239B.030, NAC 239.165 | The Nevada Department of Taxation is the office of record for this record series. |

### Monthly Budget Status Reports

**LRDA #** **20071517**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the monthly status of local government budgets. This series may contain but is not limited to information on original budget authority, budget adjustments, outstanding encumbrances, unencumbered balances, expenditures to date, amounts expended in the current month, breakdowns by category, supporting documentation and similar information. | Until completion of an annual audit. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.280, NRS 354.624 | None |

### NRS 338.1444 Report

**LRDA #** **20081761**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents compliance with NRS 338.1444 requirements for awarding of contracts for smaller public work to contractors. At least once each quarter, a local government shall prepare a report detailing, for each public work over $25,000 for which a contract for its completion is awarded pursuant to paragraph (a) of subsection 1, if any: The name of the contractor to whom the contract was awarded; The amount of the contract awarded; A brief description of the public work; and the names of all contractors from whom bids were solicited. | Three (3) fiscal years from the end of the fiscal year to which the report pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 338.1444, NRS 11.190 (3)(d) | A report prepared pursuant to subsection 338.1444 (3) is a public record and must be maintained on file at the administrative offices of the applicable public body. |

## Financial Records

**Payment Card Industry (PCI) – Cardholder Data** **LRDA # 20181988**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of Cardholder Data (CHD) obtained during electronic financial transactions where an agency stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc. This sensitive cardholder data is security-related information (primary account number (PAN), expiration date, cardholder name, and service code) used to authorize and process payment card transactions. Any local government agency that processes, stores, or transmits payment card data is required by the card provider (Visa, MasterCard, American Express, etc.) to comply with certain security standards to prevent cardholder data theft. | Retain for no longer than required for legal, regulatory, and/or business requirements. It is recommended this data be retained no longer than ninety (90) days from the completion of the transaction. If you don't need it, don't store it. | This record series containsconfidential/sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | PCI Security Standards Council - Data Security Standard 3.1 to 3.7, NRS 205.602, NRS 603A.040, NRS 603A.215 | In accordance with PCI Security Standards Council - Data Security Standard 3.4 – The primary account number (PAN) must be rendered unreadable anywhere it is stored (including on portable digital media, backup media, and in logs). |

**Payment Card Industry (PCI)-Audit Logs** **LRDA # 20181975**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of audit logs created to document compliance with PCI Data Security Standards. Logging mechanisms and the ability to track user activities are critical in preventing, detecting, or minimizing the impact of a data compromise. The presence of logs in all environments allows thorough tracking, alerting, and analysis when something does go wrong. | One (1) fiscal year from the end of the fiscal year in which the log was created with a minimum of three (3) months immediately available for analysis (for example, online, archived, or restorable from backup). | This record series containsconfidential/sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | PCI Security Standards Council - Data Security Standard 10.7, NRS 603A.215 | Retaining logs for at least a year allows for the fact that it often takes a while to notice that a compromise has occurred or is occurring and allows investigators sufficient log history to better determine the length of time of a potential breach and potential system(s) impacted. By having three months of logs immediately available, an entity can quickly identify and minimize impact of a data breach. |

## Financial Records

**Payment Card Industry (PCI)-Sensitive Authentication Data** **LRDA # 20181973**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of Sensitive Authentication Data obtained during electronic financial transactions where an agency stores, processes or transmits cardholder data received via point of sale systems, phone, email, internet, paper, etc. Sensitive Authentication Data is security-related information (including but not limited to card validation codes/values, full track data (from the magnetic stripe or equivalent on a chip), PINs, and PIN blocks) used to authenticate cardholders and/or authorize payment card transactions. Any local government agency that processes, stores, or transmits payment card data is required by the card provider (Visa, MasterCard, American Express, etc.) to comply with certain security standards to prevent cardholder data theft. | Retain until authorization of transaction. | This record series containsconfidential/sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | PCI Security Standards Council - Data Security Standard 3.1 to 3.7, NRS 205.602, NRS 603A.040, NRS 603A.215 | Per Payment Card Industry (PCI) Data Security Standard (DSS) 3.2-Storage of sensitive authentication data after authorization is prohibited! This data is very valuable to malicious individuals as it allows them to generate counterfeit payment cards and create fraudulent transactions. |

**Payroll Administrative Reports** **LRDA # 2007452**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, research, and general reference. It consists of summary reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, breakdowns by area of expense, employee / employer contributions, and similar administrative reports. | Three (3) fiscal years from the fiscal year to which the reports relate. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 516.5, 42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

## Financial Records

### Payroll Deduction Documents

**LRDA #** **20071686**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer deductions to employee's payroll. This series includes all forms used to input information into system for a payroll deduction, including authorization forms for the deductions. | Retain authorization forms for a period of three (3) fiscal years after the form is cancelled or superseded, or after the termination of the employee. Retain file maintenance documents for two (2) fiscal years from the date of the document. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 516.6 (c), NRS 239B.030, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Payroll Files

**LRDA #** **2007449**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administrate the payroll of local government employees. This record series may contain but is not limited to employee time records, cost summary reports, detail cost listings, copy of pay register, direct deposit reports, pay worksheets, net pay adjustments, quarterly reports, and similar reports and documents. | Three (3) fiscal years from the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 516.5(a), 29 CFR 516.6(a), NRS 608.115, NRS 11.190 (3)(d) | None. |

### Payroll Maintenance Reports

**LRDA #** **20071687**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used in-house to control, correct, and maintain computer data related to the payroll system. | Two (2) fiscal years from the fiscal year to which the document pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 516.6, NRS 239B.030, NRS 205.4617, NAC 239.165 (1)(2) | None. |

## Financial Records

### Payroll Registers or Reports

**LRDA #** **2007451**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents pay and benefits earned by governmental employees. This series may contain but is not limited to information such as employee name and payroll number, social security number, hours worked, rate, overtime, various allowances, gross pay, federal and other withholdings, voluntary deductions, garnishments, net pay, retirement deductions, leave earned and taken, payroll codes, check number and agency code, warrants issued, warrant register, and related data. | Retain year-end registers/reports for a minimum period of sixty (60) fiscal years from the year to which the record pertains. Retain other payroll registers for a minimum period of six (6) fiscal years from the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405 (c)(2)(C)(viii) [SSN], 29 CFR 516.5(a), 29 CFR 516.6(a), NRS 608.115, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2) | This record series has been used to prove employment, verify retirement, and document longevity for employees when other records were not available. This is the reason for the sixty (60) year retention period. |

### Payroll Reports / Printouts (office copies)

**LRDA #** **2007066**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents and verifies staff payroll activities. This series may include but is not limited to copies of internal computer printouts, longevity documents, time and attendance reports, time sheets, leave forms, ledgers, payroll deduction forms and related documents. The official copy of this type of report or printout is usually retained by Treasurers, Comptrollers, Finance Departments, or similar entities. | One (1) fiscal year from date of the document. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239B.030, NAC 239.165 (1)(2) | None. |

### Postal/Freight Records

**LRDA #** **20071532**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer and document transactions with the U.S. Postal Service, private couriers (such as FedEx, UPS, etc.) and private carriers concerning postal or freight services. Records may include but are not limited to postal meter records, receipts for postage stamps, receipts for registered and certified mail, receipts and documentation for insured mail, special delivery records, shipping company information, invoices, bills of lading, shipping tags, shipping receipts, shipment logs, documentation on the items being shipped, insurance documentation, loss and/or damage reports, correspondence and related documents. | Three (3) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d) | None. |

## Financial Records

### Procurement and Credit Card Records

**LRDA #** **20071310**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer the authorization and use of procurement and /or credit cards by local government employees. This record series may contain but is not limited to authorizations, applications, agreements, procurement/credit card logs, policy and procedure guides, and other documents used to create accounts. This series may also contain, but is not limited to, accounting records related to purchases and payment of procurement/credit card bills, related correspondence and similar documents. | Retain records used to createpro curement/credit card accounts for a minimum period of three (3) years after the discontinuation or cancellation of account. Retain accounting records related to procurement/credi t cards until completion of an annual audit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 354.624, NAC 239.165 (1)(2) | None. |

### Project Ledgers

**LRDA #** **2007453**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents financial transactions and accounting functions related to capital improvements and permanent assets of the local government. These types of ledgers may include but are not limited to information on financial receipts and expenditures for design, engineering, construction, repair and/or major maintenance of local government owned or operated buildings, facilities, roadways, utilities, public works and other infrastructure. | Permanent. | None | None | None |

### Property and Equipment Inventory

**LRDA #** **2007014**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the process of updating and reconciling an inventory of property and equipment owned or operated by a local government. This series may contain but is not limited to copies of purchase orders, monthly property reports, descriptions of items, manufacturer's model and serial number, fiscal reports related to original cost, value reports, commodity codes, memos, correspondence and other related records. | Five (5) fiscal years following update of the inventory. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.625 | None |

## Financial Records

**Receipts, All Monies Received** **LRDA # 2007454**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents revenue collected by the local government and may contain but is not limited to receipt slips, receipt books, receipt ledgers, fund information, information on the source of money collected, records documenting manner in which it must be apportioned, correspondence and related documents | Three (3) fiscal years from the end of the fiscal year to which the record pertains. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.270, NRS 11.190 (3)(d) | None |

**Refund Records** **LRDA # 20071316**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents credits or refunds to taxpayers for the overpayment of taxes or fees. Information may include but is not limited to account name and number, property location, tax ID number, amount of overage, cause of overage, certifications, written request for credit or refund, copy of receipts, related correspondence, and similar documents. | Three (3) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.220 to 354.250, NRS 354.59888, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Returned Checks, Files** **LRDA # 2007521**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents attempts to collect monies for non-negotiable (usually insufficient funds) checks received for payment to agency accounts. Usually includes printouts or reports listing names, addresses, telephone numbers, banks upon which checks were drawn, reasons for return, and similar information. | Three (3) fiscal years after collected or written off as uncollectible. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2) | None. |

**Revenue Ledgers** **LRDA # 2007456**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series provides a financial history of the source of a local government's income. | Permanent. | None | NRS 354.624 | None |

## Financial Records

### Revenue Sharing Records

**LRDA #** **20071514**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the receipt and administration of revenue sharing funds. Records may include but are not limited to affidavits of publication, claim reports, project records, revenue and expenditure summaries, status reports, audit reports, supporting documentation and related records. | Six (6) fiscal years from the end of the fiscal year to which the record pertains. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b) | None |

### Room Tax Return Files

**LRDA #** **2007483**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These files are actual monthly remitted reports for room taxes collected from the individual hotels/motels as well as a monthly calculation spreadsheet for remittance of said taxes collected to various agencies. It also includes copies of the agency remittances, payments and calculations. | Three (3) fiscal years after audit. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d) | None |

### Subsidiary Ledgers or Registers

**LRDA #** **20071312**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain but is not limited to expenditure ledgers, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger. | Six (6) fiscal years from the end of the fiscal year to which the record pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.624 | None |

## Financial Records

### Superfund Grant Records

**LRDA #** **20071663**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents superfund grants and may contain but is not limited to grant financial records and reports, property records, procurement records, time and attendance records, compliance documentation, related correspondence and similar documents | Ten (10) calendar years following the submission of the final Financial Status Report to the Environmental Protection Agency (EPA). | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 40 CFR 35.6700, 40 CFR 35.6705, 40 CFR 35.6710, 40 CFR 31.42 (e) | Review for historical value. |

### Tax Bills

**LRDA #** **2007457**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are individual tax bills mailed yearly to each property owner or to the holder of the mortgage on the property, seeking payment of property taxes. | Three (3) fiscal years from the end of the fiscal year to which the record pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 361.480 | None |

### Tax Exempt Bond Files

**LRDA #** **20181980**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the transaction and expenditure of Tax Exempt Bonds (TEB). Records may include but are not limited to basic records relating to the tax exempt transaction (such as loan agreements, bond counsel opinions, policy guidelines), records documenting the expenditure of TEB proceeds (such as construction contracts, certificates of completion, vendor invoices), records documenting the sources of payment or security of the bonds, if applicable documentation pertaining to any investment of any bond proceeds, related correspondence, and similar records. | Retain for as long as the bonds are outstanding, plus six (6) fiscal years after the final redemption date of the bonds. | If this series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction. | 26 CFR 1.6001 (e), 26 CFR 1.148 (5)(d)(6)(iii)(E), NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 | None |

## Financial Records

### Tax Notices

**LRDA #** **2007458**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are informational notices published at least quarterly in newspapers or posted in public places, specifying the dates property taxes are due, and the penalties for delinquency. | As long as administratively useful. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 361.480 | It is recommended this series not be retained longer than three (3) years. |

### Tax Protest Letters

**LRDA #** **20071319**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents taxes paid under protest by a taxpayer and may contain but is not limited to name and address of property owner, parcel identification number, legal description, assessed valuation, written statement setting forth the grounds on which the protest is based, request for re-evaluation, transmittal letters, copy of hearing results, court documents, related correspondence, and similar documents. | Six (6) calendar years after final determination. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 361.410 to NRS 361.435, NRS 11.190 (1)(b), NRS 11.190 (3)(a), NAC 239.165 (1)(2) | None. |

### Tax Receipts and Stubs

**LRDA #** **2007460**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are receipts issued for the payment of taxes. They include receipt number, date of payment, parcel number, owner's name, current or delinquent tax payment, and amount paid. | Three (3) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239B.030, NAC 239.165 (1)(2) | None. |

### Tax Redemption Certificates

**LRDA #** **2007461**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This certificate documents the property description, amount of delinquent taxes due, year of assessment, name of the owner or taxpayer of the property, various taxes, penalties, interest, and other costs added to the property, and a statement documenting the period of redemption. | Permanent. | This record series may contain confidential or sensitive information. | NRS 361.5648 to 361.620, NRS 250.110 to 250.180 | None. |

## Financial Records

### Tax Rolls

**LRDA #** **2007459**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the official record of assessments, tax levied, and changes to the tax roll on properties. Information in this series may include but is not limited to name, address, assessed value, real market value, taxes levied, legal description, code area, property class, information on any changes made since previous tax roll, total exemptions, value as corrected, tax amount due, and tax amount paid. | Permanent. | Portions of this record series may contain confidential or sensitive information. | NRS 239B.030, NRS 250.110 to 250.180 | None |

### Tax Sales Redeemed

**LRDA #** **2007463**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the payment of delinquent taxes by the person originally assessed on a property that has been sold for delinquent taxes. This series may include but is not limited to payment information, date redeemed, last known owners name, to whom sold or who made payment, property description, years and amounts for which back taxes paid, breakdown of tax and interest amounts, tax redemption certificate, related correspondence and similar documents. | Permanent. | This record series may contain confidential or sensitive information. | NRS 361.5648 to 361.620, NRS 250.110 to 250.180 | None. |

### Tax Sales Reports

**LRDA #** **2007462**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the sale of property for delinquent taxes. Reports may contain but are not limited to affidavits of publication, information on delinquent owner, description of property, tract or lot, assessed value of property, date of auction or sale, registration / bidder information, payment requirements, information on who purchased property, delinquent tax, penalties and costs, total amount due, amount of sale, supporting documents, correspondence, and related information. | Permanent. | This record series may contain confidential or sensitive information. | NRS 361.585, NRS 361.590 | None. |

## Financial Records

### Travel Records

**LRDA #** **20071258**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents travel arrangements and claims made by staff members, commission and committee members and others associated with a local government. This series may include but is not limited to travel itinerary, request for travel authorization, travel authorization, request for training forms, request for out of state travel, transportation requests, hotel reservation information, per diem vouchers, reimbursement requests, receipts, plane tickets or stubs, parking expense documents, supporting documentation, related correspondence and similar documents. | Three (3) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 354.624, NRS 239B.030, NAC 239.165 (1)(2) | None. |

### Trial Balance Reports

**LRDA #** **20071318**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These reports provide a detailed listing of accounting transactions and may be used in balancing the General Ledger. This series may include information on dates, account numbers, names, transaction codes, fund balances, bank accounts, balance sheets, income statements, month to date balances, year to date balances, and similar documents. | Until the completion of an annual audit. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Unclaimed Property Report

**LRDA #** **2007464**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the reporting by holders of abandoned accounts in accordance with NRS Chapter 120A. This record series may contain various completed forms and reports as required by the State Treasurer (Administrator of Unclaimed Property), supportive documentation, associated correspondence, and similar material. | Seven (7) calendar years from the date the abandoned property report is filed with the State Treasurer. | This record series is confidential per NRS 120A.145, and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 120A.700, NRS 120A.145, NRS 120A.560, NAC 239.165 (1)(2) | None. |

## Fire and Rescue Department

**Accident Reports** **LRDA # 2007549**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents accidents involving departmental vehicles or equipment. Reports may contain but are not limited to date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, vehicle damage reports, witness statements, copies of police reports, departmental forms, notes, photos, correspondence, and related documents. | Three (3) calendar years following resolution or settlement of any claims or legal actions, or from the accident date if no legal action or damage results. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 41.130, NRS 41.139, NRS 41.0309, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.730, NAC 239.165 (1)(2) | None. |

**Activity Reports and Logs, Fire Department** **LRDA # 2007550**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents departmental activity and operation and usually consists of reports or logs filed on a daily, weekly, monthly, or annual basis. Records in this series may include but are not limited to station logs, incident reports, morning reports, emergency response logs, alarm call reports, medical aid reports, paramedic daily logs, and similar types of activity reports or logs. | Retain annual activity reports Permanently. Retain other reports for five (5) calendar years from the year to which they pertain. | These types of reports are usually statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in this record series that information must be protected from public disclosure and the non-permanent records containing that information must be destroyed in a secure manner that will prevent reconstruction of the information. | International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.2, NRS 239C.210, NRS 205.4617, NAC 239.165 (1)(2) | This series is useful for reference, performance monitoring, planning and budgeting, position justification, compiling statistical reports, and briefing subsequent shifts. |

## Fire and Rescue Department

**Against Medical Advice Records** **LRDA # 20101799**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents refusal by patient of treatment/transport by EMS and/or other first responders. | Six (6) calendar years from the receipt of the record. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 450B, NAC Chapter 450B, 45 CFR 164.501, NRS 205.4617, NAC 239.165 (1)(2) | None. |

**Alarm System Files** **LRDA # 20071495**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the inspection and testing of individual fire alarm systems. This series may include, but is not limited to, permits, installation records, construction documents, diagrams, specifications, certifications, record of completion, inspection records, site information, building code reports, instructions, system testing records, system monitoring records, service agreements, maintenance and service reports, emergency contact lists, correspondence, and related documents. | Retain this record series for the functional life of the system. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | International Fire Code Section 907, Uniform Fire Code Section 1007, NRS 477.130, NRS Chapter 239C, NAC 477.365 | None. |

**Ambulance Operating Permits** **LRDA # 2007554**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the application process and the receipt or denial of operating permits in accordance with state law and regulation. | Two (2) calendar years after the renewal, denial, revocation, or cancellation of the permit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 450B.120, NRS 450B.200, NRS 450B.840, NRS 11.190 (4)(e), NAC 450B.505 to 450B.645 | None |

## Fire and Rescue Department

### Apparatus and Equipment Records

**LRDA #** **2007558**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records are used to document and administer the management of apparatus and equipment in the possession of fire departments. This series may contain but is not limited to description of item, make and model, operating instructions, identification or license numbers, registrations, owner's manual, location of item, inspection reports, maintenance schedules, maintenance and repair reports, repair history, copies of work orders, test records (ladder, hose, air packs), test result reports, cost summaries, data sheets, inventory control records, accounting documents, control logs or lists, vendor information, photographs, correspondence and related documents. | Retain records related to apparatus and equipment use, inspection, maintenance, repair, and disposition for the life of the unit. If involved in an accident retain for the life of the unit plus an additional three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | International Fire Code (IFC) 104.6, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.624, NRS 239C.210, NRS 477.030, NAC 239.165 (1)(2) | The series does not include hydrant records. |

### Building Inspections (Fire Department)

**LRDA #** **2007567**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the inspection of commercial buildings, public buildings, structures, child care facilities, long-term care facilities, warehouses, parks, and similar facilities by fire departmental personnel for fire hazards, conformity with fire codes and regulations, and for other reasons permitted by state law/regulation or local policy. This series may include but is not limited to inspection reports, cumulative inspection history, violation notices, citations, documents verifying that the violation has been corrected, re-inspection forms and reports, notes, memos, photos, correspondence and related documents. | Retain records related to construction inspections for a minimum period of six (6) calendar years from the date of the inspection. Retain records related to annual fire code building inspections for a minimum period of five (5) calendar years from the date of the inspection. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | International Fire Code (IFC) 104.6.2, Uniform Fire Code (UFC) 103.3.4, NRS 459.3819, NRS 459.3822, NRS 11.202, NRS 432A.180, NRS 278.0231, NRS 239C.210, NRS 11.203 | None. |

## Fire and Rescue Department

**Building Plans** **LRDA # 2007568**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of copies of building plans for public and/or commercial buildings and structures. This series may contain but is not limited to blueprints, engineering drawings, as built drawings, specifications, grounds (landscape) drawings, photographs and similar documents. | Life of building or structure. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090 (Homeland Security Act), NAC 239.165 (1)(2) | None. |

**Burn Injury Reports** **LRDA # 20071478**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of reports received from providers of health care of any person who comes or is brought for the treatment of second or third degree burns to 5 percent or more of the body, burns to his upper respiratory tract or laryngeal edema resulting from the inhalation of heated air; or burns which may result in death. | Six (6) calendar years from the date of the report. | This record series may contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.530 (j)(2), NRS 629.045, NRS 629.051, NAC 239.165 (1)(2) | None. |

**Controlled Substance Inventory and Use File** **LRDA # 20121874**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the inventory and use of controlled substances in emergency response vehicles in accordance with state and federal law. | Two (2) calendar years after the date of the record. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 21 CFR 1304.04, NAC 639.482, NAC 639.485, NAC 239.165 (1)(2) | None. |

## Fire and Rescue Department

### Dispatch Logs

**LRDA #** **20071479**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of printouts or manual logs maintained by emergency dispatch units. Log usually contains name of dispatcher, date and time call received, type of call (phone, radio, in-person) complainant name, address / phone number, nature of call, units dispatched, time dispatched, action taken, and related data. | One (1) calendar year from the date of last entry, or from the date of printout. | Summaries of the information in this record series may also be found in the "Activity Reports and Logs, Fire Department" record series. | None | None |

### Dispatcher, Audio Tapes

**LRDA #** **2007571**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of audio tapes of incoming emergency calls, fire and emergency dispatches, radio activity, and 9-1-1 calls. Tapes are maintained on a 24-hour basis. | Sixty (60) days from the date of transcription, or if not transcribed sixty (60) days from the date of the tape. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 450B.120, NRS 450B.130, NRS 707.500, NAC 450B.578, NAC 450B.611 | None |

### Duty Roster

**LRDA #** **2007574**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of logs, reports, or printouts of daily, weekly, or monthly work assignments. | One (1) calendar year from the end of the calendar year to which the record pertains. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Fire and Rescue Department

### Emergency Medical Incident Records - Youth

**LRDA #** **20181991**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents services provided by fire or emergency medical services (EMS) personnel to sick or injured people. Information may include but is not limited to date, time, and incident location, type of call, responding unit information, patient information, type of injury or illness, preliminary impressions, action taken, patient status, medical release authorizations, signed consent forms, pre-hospital treatment records, related reports and logs, correspondence, and similar data. | Retain these records until the individual attains the age of 23. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 450B, NRS 629.021, NRS 629.031, NRS 629.051, NRS 41.500, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.450, NAC 450B.505 to 450B.645, NAC 450B.620 to 450B.645, NAC 239.165 (1)(2) | None. |

### Emergency Medical Incident Records-Adult

**LRDA #** **2007555**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents services provided by fire or emergency medical services (EMS) personnel to sick or injured people. Information may include but is not limited to date, time, and incident location, type of call, responding unit information, patient information, type of injury or illness, preliminary impressions, action taken, patient status, medical release authorizations, signed consent forms, pre-hospital treatment records, related reports and logs, correspondence, and similar data. | Six (6) calendar years from the date of receipt or production of the record, whichever is later. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 450B, NRS 629.021, NRS 629.031, NRS 629.051, NRS 41.500, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 450B.450, NAC 450B.505 to 450B.645, NAC 450B.620 to 450B.645, NAC 239.165 (1)(2) | None. |

### Evidence Log

**LRDA #** **20071476**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of a log, report, or similar record used to track and document the chain of possession of evidence used in fire investigations. | Five (5) calendar years from the final disposition of the investigation. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | International Fire Code (IFC) 104.6, and 104.10, Uniform Fire Code (UFC) 104.3.2, NRS 11.190 (3)(d) | None |

## Fire and Rescue Department

**Explosives: Storage and Use Permits** **LRDA #** **20071468**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the issuance of permits authorizing the manufacture, possession, storage, sale; display, use, or disposal of explosives for construction and demolition projects, fireworks, theatrical pyrotechnics, and other applications. This series may include but is not limited to applications, State Fire Marshall certificates, inspections, permits, insurance or bond verifications, fee payments, notes, forms, correspondence, and related documents. Information often includes name and address of permitted, license information (if applicable), location of use, amount and type of explosives used, conditions, emergency response procedures, and related information. | Five (5) calendar years from the renewal, suspension, revocation, or expiration of the permit. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | International Fire Code (IFC) 3301.2, Uniform Fire Code (UFC) 7701.3.1, NRS 11.190 (1)(b), NRS 11.190 (4)(e), NAC 477.710 to 477.73, NAC 239.165 (1)(2) | None. |

**Exposure Reports** **LRDA #** **20071233**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These types of reports are completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of fire fighting. It is used to verify exposure in case of illness. This series may include but is not limited to employee's name, position, station, address where injury occurred, name and type of occupancy, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, copies of medical reports, date and signature of employee, and date and signature of supervisor. | Thirty (30) calendar years from the employee's termination of employment. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1910.1020 (d)(i), NAC 239.165 (1)(2) | This series is often filed with the "Firefighter Medical Files" record series. |

**False Alarm Reports** **LRDA #** **20071467**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of information pertaining to false alarms, outcries, or reports of fire. These reports may include but are not limited to the date and time of the report, the location, any identifying characteristics of the caller, the number of responding units, and the time it was ascertained as a false report. | Two (2) calendar years from the date of the report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 475.100, NRS 11.190 (4)(a)(e) | None |

## Fire and Rescue Department

**Fire Alarm Reports, Daily** **LRDA # 20071472**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of logs, reports, listings, and similar records of the daily fire alarm soundings and calls received by departmental personnel. | Ninety (90) days from date of report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Fire Codes** **LRDA # 2007583**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents fire codes and supplements to such codes, adopted by ordinance for the local government. | Until superseded. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Fire Department Training Files** **LRDA # 2007629**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer employee development and training. This series may contain but is not limited to employee name, social security number, badge or ID number, training bulletins, request for training forms, training plans, training exercises, test scores, training certificates, training history, documentation of continuing education, records documenting completion of mandatory training requirements, fire academy reports and records, course outlines, courses taken, copies of course material, attendance records, proficiency tests, certificates, training evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, logs, lists, reports, photos, forms, related correspondence and similar records. | Three (3) calendar years from the transfer, separation, retirement, or termination of the employee. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 477.039 to 477.090, NAC 477.2835, NRS 239C.210, NAC 239.165 (1)(2) | A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer. |

## Fire and Rescue Department

**Fire Hydrant Records** **LRDA # 2007586**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the installation, location, inspection, maintenance, repair, and replacement of fire hydrants. This series may include but is not limited to installation records, location, fire flow rate, main size, water available, hydrant number, type (2 way, 3 way), lateral size, height from ground, inspection reports, condition, maintenance and repair records, pressure test results, damage reports, removal and replacement records, notes and remarks, and related documents. | Retain flow cards Permanently. Retain other records in this series for two (2) calendar years after the hydrant is moved, replaced, or no longer in service. | This record series may contain confidential or restricted information. | International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 103.3.4, NRS 239C.210, NRS 11.190 (4)(e) | None. |

**Fire Investigation Records** **LRDA # 2007597**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents investigations conducted by fire department personnel to determine the cause, origin, and circumstances of fires or fire related incidents. This series may contain but is not limited to investigation notes and reports, lab reports, casualty reports, damage reports, run reports, interviews, witness statements, transcripts, copies of police reports, suspect information, copy of arrest report, evidence log, court documents, insurance reports, vehicle records, photographs, audio-visual tapes, newspaper clippings, findings, determinations, disposition, final or summary report, correspondence, and similar records. | Six (6) calendar years from the close of the investigation, or if related to a criminal incident six (6) calendar years from the final disposition of the case. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.2, NRS 475.125, NRS 205.005 to 205.030, NRS 171.085, NRS 629.045, NRS 475.125, NRS 200.030, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

## Fire and Rescue Department

**Fire Investigation Records - Juvenile Offenders (Arson)** **LRDA # 2007599**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Records in this series pertain to juveniles who are suspected of, or have been arrested for, willfully or maliciously burning or attempting to burn, (with or without intent to defraud), a dwelling house, public building, motor vehicle or aircraft, personal property of another, wild land, etc. This series may contain but is not limited to investigation notes and reports, lab reports, casualty reports, damage reports, run reports, interviews, witness statements, transcripts, copies of police reports, suspect information, copy of arrest report, criminal history (if any), hearing or court documents, probation reports, insurance reports, vehicle reports, photographs, audio-visual tapes, newspaper clippings, findings, determinations, prevention and intervention program records, disposition, final or summary report, correspondence, and similar records. | Six (6) calendar years after the juvenile reaches the age of majority. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 62H.100 to 62H.170, NRS 62H.010, NRS 11.190 (1)(a), NAC 239.165 (1)(2) | None. |

**Fire Prevention Education Programs** **LRDA # 20071475**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents fire prevention education programs and similar outreach programs provided to the public by fire departments. This series may contain but is not limited to program descriptions, instructional materials, enrollment and attendance records, reports, speeches, handouts, brochures, films, posters, pamphlets, and similar documents. | One (1) calendar year after the end of the program. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

## Fire and Rescue Department

### Fire Reports

**LRDA #** **2007600**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consist of reports and other records documenting fires and fire related incidents. Information may include but is not limited to incident number, date and time, conditions, type of alarm, method of alarm, type of situation found, action taken, number of personnel involved, engines and other vehicles at scene, method of extinguishing, equipment involved, property used, number of hydrants used, investigative reports, reports of incident-related injuries and deaths, dollar loss and extent of damage reports, notes, forms, photographs, audio/video tapes, correspondence and similar documents. | Retain reports documenting fatalities, arson, major fires, and fires of significance to the jurisdiction permanently. Retain other fire reports for a minimum period of six (6) calendar years from the date of final action. | This record series may contain confidential or restricted information and non-permanent records should be destroyed in a secure manner that will prevent reconstruction of the information. | International Fire Code (IFC) 104.6, Uniform Fire Code (UFC) 104.3.1 to 104.3.2, NRS 239C.090, NRS 11.190 (1)(a), NRS 171.085, NAC 239.165 (1)(2) | The determination of fires considered major fires or fires of significance to the jurisdiction should be done by Fire Chiefs or the State Fire Marshall. |

### Fire Station and Facility Inspection Records

**LRDA #** **20121877**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series documents the periodic inspections of fire station and facilities to check for damage and recommend repairs and maintenance. | Three (3) calendar years from the date of the inspection or correction of any violations (if applicable). | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Uniform Fire Code 103.3.4, NRS 239C.090, NRS 239C.210 | None. |

### Fire System Licensing Files

**LRDA #** **20071493**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the licensing of persons engaged in the sale, leasing, installation or servicing of fire systems and components of fire systems. | Three (3) calendar years from the renewal, suspension, revocation, or expiration of the permit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | Uniform Fire Code 1001.4, Uniform Fire Code Section 1003, NRS 477.030, NRS 477.033, NAC 377.300, NAC 477.335 to 477.370, NRS 11.190 (3)(d) | None |

## Fire and Rescue Department

**Firefighter Medical Files** **LRDA # 20071466**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document an individual firefighter's work related medical history. This series may contain but is not limited to medical and/or physical examination records (pre-employment, pre-assignment, periodic, or episodic), required tests, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, injury reports, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents. | Six (6) calendar years after the death of the firefighter. (See NAC 617.080 (2)) | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.530 (j)(2), NRS 616C.052, NRS 617.135, NRS 617.454 to 617.457, NRS 617.485, NRS 616A.400, NAC Chapter 617, NAC 239.165 (1)(2) | Hazard exposure records document an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous conditions. |

**Hazardous Material Incident Records** **LRDA # 20071480**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the investigation of hazardous material accidents or incidents including releases. This series may include but is not limited to incident reports, reports of personnel involved, cause reports, emergency response reports, clean-up operations reports, decontamination reports, follow-up reports, name and address of responsible party, correspondence, and related documentation. | Retain records related to responding personnel for a minimum period of thirty (30) calendar years after employee separation. Retain other records related to incident for a minimum period of thirty (30) calendar years from the date of last action. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1910.1020, 29 CFR 1910.120, NRS 477.039, NRS 477.047, NRS Chapter 459, NRS Chapter 239C, NAC 239.165 (1)(2) | This series should be reviewed for historical value before destruction. |

**Hazardous Material Reference Guide** **LRDA # 2007581**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This a reference guide developed by the State Fire Marshal in cooperation with local fire departments for use by state and local personnel who respond to accidents and incidents involving hazardous materials. The reference guide provides information regarding procedures for responding to the first critical moments of an accident or incident involving hazardous materials. | Until superseded. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 459.773, NRS 459.3819, NRS 239C. 210, NAC 239.165 (1)(2) | None. |

## Fire and Rescue Department

### Hazardous Materials Storage Permit Files

**LRDA #** **20071482**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents and controls the permits for the storage of hazardous materials and extremely hazardous materials issued in accordance with state law/local ordinance. The files may contain but are not limited to facility information (name, address, phone numbers, contact names, etc.), map of facility, applications, list of chemicals and other hazardous materials being stored, financial worksheet, fee information (copy of check, receipt, etc.), related correspondence and similar documentation. | Five (5) calendar years from the date expiration, revocation or suspension of the permit. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | International Fire Code (IFC) Section 105, Uniform Fire Code (UFC) Section 105, NRS 477.030 to 477.031, NRS 477.045, NRS 459.3819, NRS Chapter 239C, NAC 477.323, NAC 239.165 (1)(2) | None. |

### Maps and Plans of Water Systems

**LRDA #** **2007648**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents maps, plans, blueprints, and similar records. This series is useful for locating fire hydrants, water mains, connections, valve locations and other water supplies used during fire emergency responses. | Until superseded. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 239C, NAC 239.165 (1)(2) | None. |

### Maps, Fire Department

**LRDA #** **2007601**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of maps and related records maintained by fire departments which may be useful for reference, planning, verifying addresses, and for tracking various trends such as fire frequency and location, arson fires, and similar trends. | Until superseded. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

## Fire and Rescue Department

**Mutual Aid Agreements** **LRDA # 2007609**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents mutual aid agreements between individual fire departments and other parties (usually other municipalities, state or federal government) for providing firefighting, fire protection, emergency response, and other related services. This series may include but is not limited to agreement information on first alarm response, dispatch, incident command, training, expenses, billing, and similar data. | Retain record of agreement for a minimum period of six (6) calendar years from the termination of the agreement. Retain expense and billing information related to mutual aid agreements for a minimum period of three (3) fiscal years from the fiscal year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 414.060, NRS 11.190 (1)(b), NRS 11.190 (3)(d) | None |

**National Fire Incident Reporting System (NFIRS)** **LRDA # 20071483**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of statistical reports and related data submitted to the State Fire Marshall by local fire jurisdictions documenting fire and related incidents. | Ninety (90) days from the date report is submitted to the State Fire Marshall. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 477.030, NAC 477.905 | None |

**Permit Files** **LRDA # 20071481**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents operational, construction, and special event /use permits issued by fire departments. This series may contain but is not limited to permit application, site review reports, plan review reports, copies of inspection reports, code reviews, special requirement reports, copy of applicable certificates, copy of permit, fee payment records, supporting documents, correspondence, and related data. | Five (5) calendar years from the denial, renewal, revocation, or expiration of the permit. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | International Fire Code (IFC) Section 105, Uniform Fire Code (UFC) Section 105, NRS 11.190 (3)(d) | None. |

## Fire and Rescue Department

### Pre-Fire Planning Reports

**LRDA #** **2007635**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of planning and survey reports, building plans, and similar records used to plan firefighting strategies. | One (1) calendar year after updated. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 239C, NAC 239.165 (1)(2) | None. |

### Radio Frequencies

**LRDA #** **2007638**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests for, and assignment of, radio frequencies. This series may include but is not limited to radio frequency authorizations, radio use records, frequency use agreements, applications, permits, copy of licenses, logs, forms, supporting documents, correspondence, and similar data. | Six (6) calendar years from the expiration or renewal of the authorization or agreement. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 47 CFR 2.103, 47 CFR 90.20, NRS 11.190 (1)(b), NRS 239C.210 (2)(f) | None. |

### Reports of Drills

**LRDA #** **20071491**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the results of drills performed to instruct individuals in the appropriate procedures to be followed in the event of an emergency. | Two (2) calendar years from the date of the drill. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 394.170, NRS 432A.077, NRS 432A.180, NAC 432A.280, NRS 239C.210 (c), NAC 239.165 (1)(2) | None. |

## Fire and Rescue Department

**Responses, No Fire or Casualties** **LRDA # 2007641**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents responses which do not involve fire or casualties such as fuel spills, arcing power lines, and similar calls for assistance. Information in this series may include but is not limited to date, time, and location of incident, units responding, specific response, correspondence, and similar data. | Two (2) calendar years from the date of response. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Retrofitting Files** **LRDA # 20071487**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of files on buildings doing retro fits to comply with fire codes. | Three (3) calendar years from the close of the file. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NAC 239.165 (1)(2) | None. |

**School Master Files** **LRDA # 2007643**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents school plans and may contain but is not limited to plans, blueprints, as built drawings, schematics, calculations and specifications, photographs, associated correspondence, and related documents. | Life of building. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 477.030, NRS 392.450, NRS 394.170, NRS Chapter 239C, NAC 239.165 (1)(2) | None. |

## Fire and Rescue Department

**Standard Operating Procedures** **LRDA # 2007644**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the various standard operating procedures and guidelines adopted by fire departments. | Five (5) calendar years after superseded. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 239C, NAC 239.165 (1)(2) | Review for historical value. |

**Vacation Rosters** **LRDA # 2007633**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents approved employee vacations. | Two (2) calendar years from the posting of the roster. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 CFR 516.6, NRS 608.115 | None |

## Health Departments

**AIDS Drug Assistance Program Client Files** — **LRDA #** **20121856**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the AIDS Drug Assistance Program. The records may contain but are not limited to applications with associated documentation, approval or denial documentation, copies of client financial records, related correspondence and similar records. | Three (3) federal fiscal years from the end of the fiscal year to which it pertains. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 300ff-11 et seq., NRS 441A.220, NAC 239.165 | None. |

**Air Pollution: Data** — **LRDA #** **2007650**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents compliance with federal and state law to monitor and collect ambient air quality data for pollutants deemed to be harmful by the U.S. Environmental Protection Agency (EPA). | Five (5) calendar years from the end of the calendar year to which the record pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 445B.580, NAC 445B.315 | None |

**Air Pollution: Inventory of Emissions** — **LRDA #** **2007651**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is a comprehensive listing, by source, of air pollutant emissions associated with a specific geographic area for a specific time interval. | Permanent. | None | 40 CFR 58.15 | None |

**Ambulance Service Permits File** — **LRDA #** **20071273**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains the information required to be submitted with an application for issuance or renewal of a service permit for the operation of an ambulance, air ambulance and vehicles of a firefighting agency used in emergencies. This series may contain but is not limited to initial/renewal permit application, inspection reports, background information, correspondence and related documentation. | Three (3) years after expiration. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 450B.200 through 450B.230, NAC 450B.510 through 450B.640, NRS 11.190 3d | None |

## Health Departments

### Application for Solid Waste Permits: Denied, Incomplete or Withdrawn

**LRDA #** **20071444**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the applications that were never finalized of facilities that store, treat and/or dispose of solid materials in accordance with federal and state law and regulation. This series may contain but is not limited to draft application, design plans, emergency preparedness plan, closure plan, financial assurance plan, evaluation documentation, letter of deficiencies, denial letter, supporting documents, correspondence, and similar documentation. | Three (3) calendar years from the end of the calendar year in which the last action was recorded. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 42 USC section 6912, 40 CFR Parts 257 and 258, NRS Chapter 444, NRS 11.190(3)(d) and NAC Chapter 444 | None |

### Birth Certificates

**LRDA #** **2007654**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains the original certificate of birth for all births occurring in the county. | Permanent. | This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details. | NRS 440.240, NRS 440.170(1); NRS 440.650(2), NAC 440.070(2) | None. |

### Burial Transit Permits

**LRDA #** **2007655**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents transit permits issued in accordance with state law and regulation. Permits indicate the name of the cemetery, mausoleum, columbarium or other place of burial where the human remains will be interred, inurned or buried. | One (1) calendar year from the end of the calendar year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 440.500, NAC 451.130 | None |

### Burning Permits

**LRDA #** **20071474**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents permits issued to individuals for open air burning. Information may include but is not limited to name, address, phone number, location of burn, fire protection equipment and conditions required, date and time, and signatures of permitted and issuing officer. | Two (2) calendar years after the denial, revocation, or expiration of the permit, or for the period required by local ordinance, whichever is longer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (4)(e) | None |

## Health Departments

### Certificate of Occupancy Logs

**LRDA #** **2007657**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains copies of certificates of occupancy which document that a structure complies with the minimum health standards required by state and local laws. | Three (3) calendar years from the end of the calendar year to which the record pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d) | None |

### Certificates of Stillbirth

**LRDA #** **2007658**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains certificates or forms documenting stillbirths. | Permanent. | This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details. | NRS 440.340, NRS 440.170(1); 440.650(2); and NAC 440.070(2) | None. |

### Closures of Facilities

**LRDA #** **2007659**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the closure of food and other types of facilities due to violations of state and /or local health laws or regulations. | Six (6) calendar years from the end of the calendar year to which the record pertains. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b), NRSD 11.190 (3)(d) | None |

### Communicable Disease Case Files

**LRDA #** **20121858**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of confidential case files of reportable communicable diseases. The file may include but is not limited to patient's name, age, sex, race, birth date, occupation, employer, address, disease, diagnosis, date of diagnosis, lab results, reporting physician; hospital or agency, copies of notification letters, copies of medical records or reports, CDC forms, related correspondence and similar records. | Six (6) calendar years from the date of receipt or production. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 USC section 1320d-2 (d)(2), 42 USC section1320d-6, 45 CFR 164.502, NRS 449.720, NRS 629.061.NRS 441A.220, NAC 239.165 | None. |

## Health Departments

### Communicable Disease/TB Control Reports

**LRDA #** **20121860**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of statistical reports documenting confirmed cases of communicable disease. Reports may contain but are not limited to coded patient information, special studies, narratives on communicable diseases within the county, and similar data. | If the reports are submitted to a regulatory body (such as the State Board of Health, State Health Officer, State Health Division, CDC) retain for a minimum period of two (2) calendar years from the date of submission, or for the period required by the regulatory agency, whichever is longer. If the reports are not submitted to a regulatory agency retain permanently. | These are usually statistical reports and should not contain personally identifying information. If the reports do contain personally identifying information that information is confidential and must be destroyed in a secure manner. | NRS Chapter 441A and NAC Chapter 441A | None. |

### Daily Meteorological Data

**LRDA #** **2007662**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This information is often used in the permitting process to document meteorological conditions related to air quality. | One (1) calendar year from the end of the calendar year to which the record pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value |

### Dairy Samples

**LRDA #** **2007663**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the results of milk and other dairy product samplings for compliance with state and local quality standards. | Three (3) calendar years from date results received. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NAC 584.5782 | None |

## Health Departments

### Death Certificates

**LRDA #** **2007664**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains the original certificate of death for all deaths occurring in the county. | Permanent. | This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details. | NRS 440.240, NRS 440.170(1), NRS 440.650(2), NAC 440.070(2) | None. |

### Delayed or Altered Birth Records

**LRDA #** **20071566**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the alteration of birth certificates. The files may consist of but are not limited to delayed or altered certificates filed in accordance with NRS 440.630 and supporting documentation. | Permanent. | This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details. | NRS 440.630, NRS 440.170(1), NRS 440.650(2), NAC 440.070(2) | None. |

### Dog Bites

**LRDA #** **2007665**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains reports of dog bites and may include but is not limited to case number, information on person bitten, incident information, treatment given, dog type, results of investigation, correspondence and similar documents. | Two (2) calendar years from the date of the report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NAC 441A.425 | None |

## Health Departments

**Emergency Medical Services (EMS) Course Files** **LRDA # 20071275**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer and document EMS Training Courses as required by NRS 450B.155, NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to 725. This series may contain but is not limited to notice to conduct EMS training form, course materials submitted for approval, course outlines, individual and/or agency request for approval of EMS course, approval/denial letters, letters of authorization, assigned course numbers, testing documents, course completion reports, attendance summary, skills summary, training records, record of completion of training, course evaluations, correspondence, and related documentation. | Three (3) years from the completion of the training program. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 450B.155, NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to 725 | None |

**EMS License / Certification Files** **LRDA # 20071274**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer and document the application for permit, licensure and/or certification for all categories of emergency medical technicians, firemen, ambulance attendants and first responders pursuant to NRS Chapter 450B and NAC Chapter 450B. The files may contain but are not limited to applications, training completion reports (original and renewals), copies of certification and/or license, renewal forms with supportive documentation, copy of fingerprint cards, copy of current CPR training card, DMV license checks, copy of current driver's license, related correspondence and similar documents. | Retain the core application documents and the documentation for the last three most current renewal cycles for a minimum retention period of three (3) years after the expiration, revocation or suspension of the certification, permit, or license. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 450B and NAC Chapter 450B, NRS 11.190 3d, 42 USC section 405 (c)(2)(C)(viii). | None. |

## Health Departments

### Food Protection Manager Certification

**LRDA #** **20121840**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer and document the certification process for issuing and / or renewing a Certified Food Protection Manager certificate and photo ID card from the Health Department or District. Records in this series may include but are not limited to certification applications (new and renewal), photo identification, training completion reports and / or certificates, supportive documentation, application fee payment documentation, related correspondence and similar documents. | Three (3) calendar years after the expiration of the certificate. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 446.198, NRS 11.190 (3)(d)(e), NAC 239.165 | None. |

### Health Protection Complaint Files

**LRDA #** **20121852**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series documents complaints made to health departments/districts regarding food-borne illness, trash nuisances, sewage problems, food or product complaints, food establishments, conditions, and other complaints. The record includes county, city and/or town, complainant's name and address, a brief description of the complaint, action taken, and remarks. | Three (3) calendar years from date of entry. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d) | None. |

### Health Protection Permit Files

**LRDA #** **20121853**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series consists of the permits issued by health departments/districts including, but not limited to: food establishments (including bakeries, public schools, airline food service providers, etc.) public spas, public bathing facilities, septic tank pumping contractors and individual sewage systems. The files may include but are not limited to application, inspection reports, copies of invoices, copies of permits issued, renewals, complaints, hearing documentation, related correspondence and similar documents. | Retain for a period of six (6) calendar years from the expiration of the permit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 446 and NAC 446. | None. |

## Health Departments

**Health Protection Temporary Permit Files** **LRDA # 20121854**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series consists of permits and certificates issued to applicants on a temporary basis for such events as fairs, special events and similar occasions. The file may contain but is not limited to application, fee information, inspection reports, related correspondence, and similar material. | Three (3) calendar years from final date of event. | None | None | None |

**Immunization: Consents** **LRDA # 2007667**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of forms, questionnaires and consents related to adult and/or children's immunizations. | Six (6) calendar years following end of calendar year in which consent form was signed. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.530 (j), NRS 629.051, NRS 449.720, NAC 239.165 (1)(2) | None. |

**Immunization: Statistics** **LRDA # 2007668**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor adult / child immunization programs by health officials. | Permanent. | None | None | None |

**Inspection Reports and Files** **LRDA # 2007669**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to review plans for compliance with public health laws in accordance with state law and regulation. The files may include but are not limited to blueprints, plans, maps, public notices, letters of approval or denial, complaints and investigation reports, copies of construction and occupancy permits, equipment standards, fee documents, hearing documentation, related correspondence and similar material. | Six (6) calendar years from the date of inspection. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | Review for historical value. |

## Health Departments

**Inventory of Hazardous Waste** **LRDA # 2007670**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents hazardous waste inventories in accordance with state and federal law/regulation. | Permanent. | This record series may contain restricted information. | NRS 239C.090, NRS 239C.210 | None. |

**ISDS (Individual Sewage Disposal Systems) - Commercial Files** **LRDA # 20071438**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to review plans for the construction or remolding (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. This series may include but is not limited to name, address and current phone number of the applicant, application for permit to construct a residential or commercial individual sewage system, sewage system plans, the legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, on which construction, alteration or extension is proposed, specifications (including any details on installation and/or use of wells), engineering plans, soil tests, transmittal letter, project review letter of approval or denial, copy of occupancy permit, related correspondence and similar documents. | Forty (40) calendar years from the end of the calendar year in which the permit was approved, or six (6) calendar years from the end of the calendar year in which the system failed and is replaced with another system or is incorporated within a community system. Permits that were not approved, or were withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received. | Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2) | "Commercial" includes any business using its own sewage disposal system not connected to a community sewage system. |

## Health Departments

**ISDS (Individual Sewage Disposal Systems) - Residential Files** **LRDA # 20071439**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to review plans for the construction or remolding (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. This series may include but is not limited to name, address and current phone number of the applicant, application for permit to construct a residential or commercial individual sewage system, sewage system plans, the legal description of the property, including the lot and block number, township, range, section and assessor's parcel number, on which construction, alteration or extension is proposed, specifications (including any details on installation and/or use of wells), engineering plans, soil tests, transmittal letter, project review letter of approval or denial, copy of occupancy permit, related correspondence and similar documents. | Forty (40) calendar years from the end of the calendar year in which the permit was approved, or six (6) calendar years from the end of the calendar year in which the system failed and is replaced with another system or is incorporated within a community system. Permits that were not approved, or were withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received. | Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 444.650, NAC 444.750 to 444.8396, NRS Chapter 239C, NAC 239.165 (1)(2) | "Residential" means a single family dwelling with a sewage disposal system not connected to a community sewage system. |

**Laboratory Services: Accessions of Specimens Records** **LRDA # 20181953**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the daily receipt of specimens for testing in the laboratory. The record may include but is not limited to specimen identification number, date and time of receipt, condition at time of receipt, disposition of specimen, date of testing, identity of person who performed the test. | Two (2) calendar years from the date of receipt. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 CFR 493.1105 (a)(1), 42 CFR 493.1283, 42 CFR 1231, NRS 652.135, NAC 239.165 | None |

## Health Departments

**Laboratory Services: Analytic Systems Records** **LRDA # 20181954**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the ongoing mechanism to monitor, assess and correct problems indicated through analytic systems quality testing. The records may include but are not limited to testing documentation (including performance specifications), inspection reports, policies and procedures for testing, plan of corrective action, copies of accident and incident reports, assessment reports, and similar documentation. | Two (2) calendar years from the date of the record. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 CFR 493.1251 through 493.1283, 42 CFR 493.1105 (a) (3) (i), 42 CFR 1231, NRS 652.140, NAC 652.320, NAC 239.165 | None |

**Laboratory Services: Authorization or Request for Test Records** **LRDA # 20181955**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the request or authorization for testing specimens. The records may include but are not limited to name and identification number of the person from whom the specimen was taken, name of authorized person or laboratory that submitted the specimen, the date and time the specimen was taken and the type of test (or tests) required. | Two (2) calendar years from the date of testing. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (1), 42 CFR 1231, NRS 652.135, NAC 239.165 | None |

**Laboratory Services: Logs, Worksheets, Instrument Printout Reports** **LRDA # 20181948**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These reports document the primary activities and accomplishments of laboratory related services. Reports are usually compiled on a daily, weekly or monthly basis with a summary report created annually. This series may contain but is not limited to narrative of various laboratory activities, records documenting staff participation in activities, achievement reports, printouts, worksheets, program information, correspondence, and similar documents. | Two (2) calendar years from the date of the report. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (3), NRS 652.135, NAC 239.165 | None |

## Health Departments

**Laboratory Services: Procedures, Protocols, Instrument Maintenance, Validations** **LRDA # 20181951**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of written instructions, rules and guidelines (often in manual or booklet form) documenting current and past authorized departmental policies and procedures. The series may include but is not limited to established departmental data verifying the suitability of methods and procedures and records of the maintenance, use, and care of departmental instrumentation. | Two (2) calendar years from the date of last use. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (3)(i)(5), NRS 652.135, NAC 239.165 | None |

**Laboratory Services: Proficiency Test Reports** **LRDA # 20181950**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the competency of the performance of various laboratory activities. This series may include but is not limited to reports, studies, worksheets, related correspondence and similar documents. | Two (2) calendar years from the date of the report. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (4), NRS 652.135, NAC 239.165 | None |

**Laboratory Services: Quality Control and Quality Assurance Records** **LRDA # 20181949**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of quality control reviews performed by the department to check the effectiveness of established policies and procedures. Series may include but is not limited to investigative reports, checklists, copies of documents used in the review or audit, staff reviews, copies of policies and procedures, comparison reports, audit work papers, studies, questionnaires, staff training documentation, copies of safety manuals, related correspondence, and similar documents. | Two (2) calendar years from the date of the report. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (3), NRS 652.135, NAC 239.165 | None |

**Laboratory Services: Slides, Cytology** **LRDA # 20181960**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of slides used in specific cytology tests. | Five (5) calendar years from the date of examination | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (7)(i)(A), 42 CFR 1231, NRS 652.135, NAC 239.165 | None |

**Laboratory Services: Slides, Histopathology** **LRDA # 20181961**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of slides used in specific histopathology tests. | Ten (10) calendar years from the date of examination | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (7)(B), 42 CFR 1231, NRS 652.135, NAC 239.165 | None |

**Laboratory Services: Slides, Pathology Blocks** **LRDA # 20181962**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of blocks used in specific pathology tests. | Two (2) calendar years from the date of examination | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (7)(B)(ii), 42 CFR 1231, NRS 652.135, NAC 239.165 | None |

**Laboratory Services: Test Reports**

**LRDA #** **20181947**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These reports document the primary activities and accomplishments of the laboratory for the day. The majority of the reports represent the specific results of tests on the client/patient submitted specimens. The series may include but is not limited to reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. | Two (2) calendar years from the date of the report. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (2), 42 CFR 1231, NRS 652.135, NAC 239.165 | None |

**Laboratory Services: Test Reports - Pathology**

**LRDA #** **20181952**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the results of tests performed on specimens received by the laboratory for pathology testing. The records may include but are not limited to identification data on the lab, date and time the specimen was received, the condition of the specimen as received, the type (or types) of tests performed, the test results, the date of the test and similar data. | Ten (10) calendar years from the date of reporting. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (2), 42 CFR 1231, NRS 652.135, NAC 239.165 | None |

**Laboratory Services: Test Reports, Immunohematology**

**LRDA #** **20181963**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the results of tests performed on specimens received by the laboratory for immunohematology testing. The records may include but are not limited to identification data on the lab, date and time the specimen was received, the condition of the specimen as received, the type (or types) of tests performed, the test results, the date of the test and similar data. | Ten (10) years after the records of processing are completed or six (6) months after the latest expiration date for the individual product, whichever is the later date. When there is no expiration date, records shall be retained permanently. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | Clinical Laboratory Improvement Amendments (CLIA), 42 CFR 493.1105 (6)(i), 42 CFR 21 CFR 606.160 (d) 1231, NRS 652.135, NAC 239.165 | None |

## Health Departments

**Maternal Child Health Program Files** **LRDA # 20101828**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These files document maternal health services offered to individuals within the jurisdiction of the local health department. Records may include but are not limited to health screenings, health counseling, parenting skills education, newborn assessments, nutrition and feeding counseling, referrals to doctors and/or other agencies or providers, related correspondence and similar records. | Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.530 (j), NRS 442.130, NRS 449.720, NRS 629.061, NAC 442.060, NAC 239.165 | None. |

**Notices of Violations and Citations Issued** **LRDA # 2007671**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents citations and notices of violation issued by health departments. | Five (5) calendar years from the date of issuance. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | Review for historical value. |

**Orders for Maintenance Work** **LRDA # 2007672**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents service requests and may contain but is not limited to work orders, maintenance/repair requests, correspondence and similar documents. | One (1) fiscal year from the end of the fiscal year to which the record pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Health Departments

**Patient Medical Records - Adult**

**LRDA #** **20121851**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of the current and complete medical record for every patient seeking care or service from health departments/districts. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, present illness, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports, consultation reports, requisitions for laboratory tests, consent forms, diagnoses, social services reports, clinical assessments, referral sources, intake interviews, mental status examination and assessments, growth charts and allergy history, adverse incident reports, temperature charts, insurance information, summary reports, correspondence and related documents | Six (6) calendar years from the date of receipt or production of the record, whichever is later. | This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information. | 42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2) | None. |

**Patient Medical Records - Youth**

**LRDA #** **20181989**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of the current and complete medical record for every patient seeking care or service from health departments/districts. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, present illness, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports, consultation reports, requisitions for laboratory tests, consent forms, diagnoses, social services reports, clinical assessments, referral sources, intake interviews, mental status examination and assessments, growth charts and allergy history, adverse incident reports, temperature charts, insurance information, summary reports, correspondence and related documents | Retain these records until the individual attains the age of 23. | This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information. | 42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2) | None. |

## Health Departments

**Pools and Spa Files** **LRDA # 20071440**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to review plans for construction or remolding (improvement) of pools, spas, "water attractions", and similar public swimming/bathing related structures. This series may include but is not limited to applications, forms, plans, manufacturers specification information, technical documents, inspection records, testing results, letters of approval or denial of permit, related correspondence, and similar documents. | Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 444.065 to 444.120, NRS 11.190(3)(d), NAC 444.010 to 444.536 | None |

**Program Reports** **LRDA # 2007674**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the program activities and accomplishments of various Health Department related programs. Reports are usually compiled on a weekly, or monthly basis with a summary report created annually. This record series may contain but is not limited to narrative of various program activities, records documenting staff participation in activities, achievement files, events files, awards files, enrollment reports, program information, statistics, reports, memorandum, notes, correspondence and related documents. | Retain annual program reports permanently. Retain other activity/program reports (not otherwise scheduled in this section) for Five (5) calendar years from the year created. | Records containing personally identifying health care information are confidential per 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720 and NRS 629.061. | 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NRS 449.720 , NRS 629.061, NRS 629.051 | Programs may include but are not limited to HIV/AIDS Prevention Programs, WIC Programs, Healthy Kids Programs, Chronic Disease Prevention Programs, Injury Prevention Programs, Baby your Baby Programs, Immunization Programs, Sexually Transmitted Disease (STD) Prevention Programs, Senior Programs, and other similar programs |

## Health Departments

**Public Water System Plan Review Files** **LRDA # 20071436**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to review plans for the construction or remolding (improvement) of any public water system in the state as authorized by NRS 445A.885 and 445A.920. This series may contain but is not limited to blueprints, plans, drawings, specifications, letter of approval or denial, copies of laws and regulations, copies of codes, copies of use and construction permits, related correspondence and similar documents. | Ten (10) calendar years from the end of the calendar year in which the permit was issued. The records pertaining to plans which were denied and not resubmitted must be retained for three (3) calendar years from the end of the calendar year in which they were submitted. | This record series may contain confidential or restricted information under the Nevada Homeland Security Act (NRS Chapter 239C). This record series must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 445A.885, NRS 445A.920, NRS 11.204 (2), NRS 11.190 (3)(d), NRS Chapter 239C, NAC 239.165 (1)(2) | None. |

**Request for Vital Record** **LRDA # 20161942**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents requests for birth and/or death certificates and may contain but is not limited to requests (letters, forms and similar documents), copies of checks and payment receipts, related correspondence, and similar documentation. | Three (3) fiscal years from the end of the fiscal year to which they pertain. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 440.650 to 440.715, NRS 440.125, NAC 440.070 | None. |

**Ryan White Program Client Grievance Files** **LRDA # 20121857**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document the grievance by clients against participating pharmacies submitted to the Ryan White Program. The records may contain but are not limited to grievances with associated documentation, review and tracking utilization documentation, technical training for the pharmacies documentation, termination documentation, related correspondence and similar records. | Three (3) calendar years from the closure of the case. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 300ff-11 et seq,. 42 U.S.C. § 300ff-21 et seq., NRS 441A.220, NRS 441A.260, NAC 239.165 | None. |

## Health Departments

### Sanitation Investigation Files

**LRDA #** **20121855**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series consists of the investigative reports on sanitation in medical facilities, public institutions, child care facilities, senior citizen centers, public accommodations, schools, private water systems, sewer systems, frozen desert plants, milk haulers, RV parks. The files may contain but is not limited to investigative reports, related correspondence, documentation of findings, and similar information. | Three (3) calendar years from date of report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Sewage and Water System Plan Reviews - Hotels and Motels

**LRDA #** **20071441**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to review plans for the construction or remolding (improvement) of facilities for public accommodations (Hotels, Motels, Boarding Houses, etc.) as authorized by NRS 447.185 and NAC 447.100. This series may include but is not limited to application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents. | Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed. | Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 447.185, NRS 11.190(3)(d), NRS Chapter 239C, NAC 447.100, NAC 239.165 (1)(2) | None. |

### Sewage and Water System Plan Reviews - Mobile Home Parks

**LRDA #** **20071442**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to review plans for the construction or remolding (improvement) of Mobile Home Parks and may contain but is not limited to application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents. | Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed. | Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2) | None. |

## Health Departments

**Sewage and Water System Plan Reviews - RV Parks** **LRDA # 20071443**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to review plans for the construction or remolding (improvement) of RV Parks and may contain but is not limited to application, forms, plans, equipment specifications, copies of permits, letter of approval or denial, related correspondence and similar documents. | Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed. | Records in this record series may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). This record series should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 445A, NRS 11.190(3)(d), NRS Chapter 239C, NAC Chapter 445A, NAC 239.165 (1)(2) | None. |

**Solid Waste Disposal Files (Facility Files)** **LRDA # 20071437**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the operations of permitted facilities that store, treat and/or dispose of solid materials in accordance with the federal and state laws and regulations. The files may contain but are not limited to the following sections: (1) Permit (containing copies of location restrictions, permits, permit conditions, fact sheet, operating / management plans, facility plans, technical review, public notices, public hearings, EPA comments and related documentation): (2) Financial Assurances (cost estimates, bond documentation, insurance documentation, trust documentation, related correspondence and similar documentation): (3) Correspondence (containing general correspondence): (4) Inspections / Compliance (containing inspection reports, incident reports, notice of violations, plan of correction, monitoring reports, demonstrations, certifications, testing analysis, solid waste disposal reports, etc.) (5) Closure and Post-closure (containing plans, cost estimates, closure and post-closure monitoring (compliance) reports, topographical surveys, and related documentation) | One hundred (100) calendar years from the date of closure of the facility. At the end of the retention period this series should be reviewed for historical value and continued retention. | The post-closure operations may last up to thirty (30) years after the facility has closed. | 42 USC section § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444 | Since the environmental impact of solid waste sites are more or less permanent, these records are necessary for future use. |

## Health Departments

### Statistical Record of Air Quality

**LRDA #** **2007677**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of statistical reports documenting ambient air quality and may include but is not limited to reports, statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. | Permanent. | None | None | None |

### Swimming Pool Testing Logs

**LRDA #** **20071569**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the results of chemical and bacterial testing of local government owned or operated swimming pools. | Three (3) calendar years from the end of the calendar year to which the record pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 444.150 | None |

### TB Control Program Case Files

**LRDA #** **20121859**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series consists of case file reports of tuberculosis. The files may contain but are not limited to name, address, social security number, sex, race, birth date and place, marital status, and occupation of the patient, as well as the diagnosis, status, lab slips, therapy provided to the patient, follow-up activity, discharge information, related correspondence and similar records. | Six (6) calendar years from the date of report. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 USC section 1320d-2 (d)(2), 42 USC section1320d-6, 45 CFR 164.502, NRS 449.720, NRS 629.061.NRS 441A.220, NAC 239.165 | None. |

### WIC Client Files

**LRDA #** **20101826**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of files for clients applying for and/or receiving supplemental foods and nutrition education from the U.S. Dept. of Agriculture's Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program). The files may contain but are not limited to application material, social information, eligibility documents, medical histories, financial documents, related correspondence, and similar documents. | Six (6) calendar years from the close of the case to match state requirement for same record series. | This record series contains confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 7 CFR 246.25, 45 CFR 92.42, NRS 49.251, NRS 422.290, NAC 239.165 | None. |

## Hospitals

### Admission and Discharge Statistical Reports

**LRDA #** **2007678**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of statistics gathered from patient admission and discharge reports. Data may include but is not limited to the number of patients in a particular ward such as maternity or intensive care, the number of patients admitted for each hour of the day, the number of trauma patients in a day, types of injury or illness, types of services provided, demographic information, and similar statistical information. | Retain annual reports permanently. Retain daily and monthly reports until annual report is completed. | This record series should not contain confidential or restricted information and non-annual reports may be destroyed in a non-secure manner such as deleting or recycling. | NAC 449.329, NAC 449.963 | None. |

### Admissions Register or Report

**LRDA #** **2007679**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents patient admissions and may contain but is not limited to patient personal data, insurance information, chief complaint or reason for seeking care, billing and payment information, admission forms, and similar documents | One (1) calendar year from the end of the calendar year to which the records pertain. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 449.329, NAC 449.963, NAC 239.165 (1)(2) | None. |

### Alcohol: Inventories and Orders

**LRDA #** **2007683**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document orders for and inventories of tax free alcohol used for medical purposes. | Three (3) calendar years from the end of the calendar year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 27 CFR 22.105, 27 CFR 22.161, 27 CFR 22.162, 27 CFR 22.164, NRS 369.440 | None |

## Hospitals

### Alcohol: Permits

**LRDA #** **2007684**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents permits issued to hospitals to use tax free alcohol in accordance with state and federal law. Permits to withdraw and use tax-free alcohol are continuing unless automatically terminated by the terms thereof, suspended or revoked as provided in 27 CFR 22.51, or voluntarily surrendered. | Until permit is suspended, revoked, or voluntarily surrendered. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 27 CFR 22.105, 27 CFR 22.24, 27 CFR 22.49, 27 CFR 22.51, NRS 369.440 | None |

### Ambulance Enroute Telemetry Tape

**LRDA #** **2007685**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the sending of a patients vital signs from an ambulance to a hospital or medical facility. | Six (6) calendar years from the end of the calendar year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.530, NRS 629.051, NAC 449.379, NAC 239.165 (1)(2) | None. |

### Annual Reports to Board

**LRDA #** **2007687**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These types of reports document various hospital program activities and accomplishments for the previous year and may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. | Permanent. | None | None | None |

### Appointments for Treatment

**LRDA #** **2007686**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the scheduling of patient appointments for various treatments. | One (1) calendar year from the end of the calendar year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Hospitals

### Birth Records

**LRDA #** **2007689**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents births occurring in local government owned or operated hospitals. Records may include but are not limited to all necessary information needed for completion of birth certificates such as baby's name, height, weight, time, date, location of birth, information on the baby's parents, copy of birth certificate, reports or logs of delivery room activities, physician notes, medical staff notes, applicable forms, related reports and similar documents. | Permanent. | This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details. | NRS 440.240, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2) | None. |

### Blood Bank Records

**LRDA #** **2007692**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of documents maintained in a blood bank and may include but are not limited to donor information, processing records, storage and distribution records, compatibility testing reports, quality control records, transfusion reaction reports and complaints, and similar records. | Ten (10) calendar years after the records of processing have been completed or six (6) months after the latest expiration date for the individual product, whichever is a later date. When there is no expiration date, records must be retained permanently. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 21 CFR 606.160, 21 CFR 606.165, 21 CFR 606.170, 21 CFR 606.151, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | This series may also include logs/reports which indicate on-hand inventory and notices of emergency shortages. |

### Blueprints of Buildings

**LRDA #** **2007695**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of blueprints and other building plans which detail the layout of the buildings in the hospital's service district. | Life of Building | This record series may contain restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239.210, NAC 239.165 (1)(2) | None. |

## Hospitals

**Census** **LRDA # 2007698**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series usually consists of a report which documents the number of patients admitted to and/or receiving treatment in the hospital/clinic at a particular time period. | Three (3) calendar years from the date of the report. Review for historical value. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d) | None |

**Certificates of Stillbirth** **LRDA # 2007699**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of certificates of stillbirth submitted to the District Health Officer. | Retained Permanently by District Health Officer. | This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details. | NRS 440.340, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2) | None. |

**Complaint Records - Mammography Facility** **LRDA # 20071577**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents complaints filed by an employee or patient against a mammography provider and the results of the accrediting body's investigation. | Three (3) calendar years from the date of receipt of each complaint. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 21 CFR 900.4 (g)(2), NAC 239.165 (1)(2) | None. |

## Hospitals

**Constitution and Bylaws** **LRDA # 2007701**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of the constitution and bylaws of local government hospital boards and are used to establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules related to the board. | Permanent. | None | None | None |

**Credentialing Records-Physicians, Allied Health Providers and Observers** **LRDA # 20101804**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains credentialing information for all physicians and allied health staff and may include but is not limited to license verifications, verification of work profile history, information regarding medical license activity, hospital privilege status, proof of continuing education, peer references, training certificates, TB tests, related correspondence and similar documents. | Ten (10) calendar years after individual is no longer on staff or ten (10) calendar years from last date of service, whichever is longer. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 41A.097, NRS 11.190 (1)(a), NRS 205.4617, NAC 239.165 (1)(2) | None. |

**Death Certificates** **LRDA # 2007703**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of death certificates submitted to the District Health Officer. | Retained Permanently by District Health Officer. | This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details. | NRS 440.240, NRS 440.170(1), 440.650(2), and NAC 440.070(2) | None. |

**Death Records** **LRDA # 2007704**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the deaths of individuals. Records may include but are not limited to physicians report, medical staff notes, copy of death certificate, reports, logs or registers, applicable forms, related correspondence and similar documents. | Permanent. | This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details. | NRS 440.240 ,NRS 440.170(1), NRS 440.650(2), and NAC 440.070(2) | None. |

## Hospitals

### Departmental Reports

**LRDA #** **2007705**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These types of reports document various hospital department activities and accomplishments for the previous year and may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. | Retain annual report Permanently. Retain daily or monthly reports until annual report is completed. | This record series should not contain confidential or restricted information and non-annual reports may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Dietary Services Records

**LRDA #** **20181964**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer Dietary Services Programs (food services). The records may include but are not limited to copies of contracts and agreements, copies of menus, copy of doctor's meal prescriptions, daily food counts, nutritional risk-screenings, inspection reports, incident reports, corrective action reports, cost accounting records and related documentation. | Three (3) calendar years from the date of the record. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner which will prevent its reconstruction. | 42 CFR 482.28,42 CFR 482.94 (e), NAC 449.337 to NAC 449.3395. | None. |

### Discharge Reports

**LRDA #** **2007707**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents patient discharges and may contain but is not limited to discharge reports and summaries, copies of insurance documents, billing and payment documents, related correspondence and similar documents. | Two (2) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 449.963, NRS 11.190 (4)(e), NAC 239.165 (1)(2) | None. |

## Hospitals

### Emergency Medical Services (EMS) Recordings

**LRDA #** **20181978**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of recordings/transmissions between a hospital and an ambulance, air ambulance or an EMS agency's vehicle which are used to provide basic, intermediate or advanced emergency care of patients. | Ninety (90) days from the date of the recording. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 450B.120, NRS 450B.130, NAC 450B.578 | NAC 450B.578 (2) - The hospital must agree to record on magnetic tape or digital disc all transmissions between the hospital and the ambulance or agency's vehicle regarding care of patients and retain the tapes or discs for at least 90 days, if the tapes or discs are not retained at a regional dispatch center or recorded and stored with the Department of Transportation as part of the Nevada Shared Radio System. |

### Equipment: Depreciation Records

**LRDA #** **2007711**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the depreciation of hospital equipment and may include but is not limited to cost reports, depreciation reports, related correspondence and similar information. | Three (3) fiscal years after disposition of the equipment. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Hospitals

**Equipment: Inspection Records** **LRDA # 2007712**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the inspection and maintenance of equipment used by hospital personnel. | Life of equipment | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Equipment: Inventories** **LRDA # 2007713**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of inventories of hospital equipment. | Until superseded | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Equipment: Locations of Equipment** **LRDA # 2007714**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the physical location of hospital equipment. | Life of equipment | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Hospitals

### Exposure Control Files

**LRDA #** **20071703**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents exposure control activities designed to eliminate or minimize employee exposure to blood or other potentially infectious materials in accordance with OSHA standards. The files may contain but are not limited to exposure control plans, exposure determination documentation, communication of hazards documentation, employee exposure training records, compliance reports, work practice controls, housekeeping records, informational reports, supporting documentation and related correspondence. | Three (3) calendar years from the end of the calendar year in which the plan was reviewed and updated. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1910.1030, 29 CFR 1910.1030 (c)(1), 29 CFR 1910.1030 (h)(2), NRS 11.190 (3)(d), NRS 11.190 (4)(e) | In accordance with 29 CFR 1910.1030 (c)(C)(iv) -Exposure Control Plans must be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. |

### Health Information Disclosure Files

**LRDA #** **20071667**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document the disclosure and/or denial of access to patient medical records in the custody of local government owned or operated hospitals or medical facilities in accordance with state and federal law. This series may contain but is not limited to various federal and state forms, release of information forms, requests for confidential information, requests to amend records, denials, appeals, copies of medical records, investigative reports, determinations, related correspondence and supportive documentation. | Six (6) calendar years from the end of the calendar year to which the file pertains. | This record series contains confidential information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.528, 45 CFR 164.530, 45 CFR 160.103 | This series would also be applicable to other local governmental entities which meet the definition of a "covered entity" as defined in 45 CFR 160.103. |

## Hospitals

**HIPAA Compliance Audits** **LRDA # 20101806**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents investigations and outcomes based on complaints and audits. Series may include but is not limited to complaints, memos and reports, policies and procedures, HIPAA presentations, articles and newsletters, mandatory training programs, compliance handbook, compliance manual, hybrid entity decision memos, workpapers, spreadsheets, compliance forms, audit findings, corrective action documents, related correspondence, and similar documents. | Seven (7) calendar years from the end of the calendar year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.530 (j), NRS 205.4617, NAC 239.165 (1)(2) | None. |

**Housekeeping Services Records** **LRDA # 20181965**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to monitor the Housekeeping Services Program (janitorial / sanitation, bed and laundry services). The records may include but are not limited to copies of contracts and agreements, operational records, housekeeping daily/weekly reports, equipment and supply reports, copies of housekeeping policies, incident reports, corrective action records, cost accounting documentation, and similar documentation. | Three (3) calendar years from the date of the record. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner which will prevent its reconstruction. | 42 CFR 482.42, NAC 449.322 | None. |

**Infection Control Records** **LRDA # 20071578**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of reports used in identifying, reporting, investigating and controlling infections and communicable diseases of patients and personnel of the hospital. | Six (6) calendar years from the end of the calendar year to which the record pertains. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 449.325, NAC 239.165 (1)(2) | None |

## Hospitals

### Inspections of Grounds and Buildings

**LRDA #** **2007721**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the inspection of hospital property for security, damage, preventive maintenance and other purposes. | One (1) calendar year after superseded. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Lab Test Order Requisitions

**LRDA #** **20101802**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is used to allow medical service providers to order laboratory tests. | Two (2) calendar years from the date of requisition. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 CFR 493.1105, NRS 205.4617, NAC 239.165 (1)(2) | None. |

### Medical Information Indexes

**LRDA #** **2007718**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of various medical indexes and may contain but is not limited to physician's index, master patient index, operative index, dialogistic disease index and similar indexes. | Six (6) calendar years from the end of the calendar year to which the records pertain. Review for historical value. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

## Hospitals

**Methadone Clinic Records** **LRDA # 2007726**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of records of clients seeking assistance from methadone clinics. Records may contain but are not limited to identification information; past medical and social history; copies of initial and periodic examinations; evaluations and progress notes; and records documenting the review and any revisions of each plan of treatment. | Six (6) calendar years following a client's discharge. | This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information. | 21CFR 1304.24, NRS 453.660, NRS 453.720, NAC 449.150, NAC 239.165 (1)(2) | None. |

**Patient Accounts** **LRDA # 2007722**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents closed patient accounts and may include but is not limited to billing documents, insurance information, payment documents, copies of cancelled checks, credit and collection notices, cash receipts, correspondence and similar documents. | Six (6) fiscal years from the date account is closed or written off as uncollectible. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.530, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2) | None. |

**Patient Laboratory Test Records - Anatomic Pathology** **LRDA # 20101801**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to inform the physician and other health care providers of a patient's laboratory results for diagnostic purposes. | Ten (10) calendar years after date of reporting | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 CFR 493.1105, NRS 205.4617, NAC 239.165 (1) (2). 45 CFR 164.528, 45CFR164.501 | None. |

## Hospitals

**Patient Medical Records - Adult**

**LRDA #** **2007725**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of the current and complete medical record for every patient seeking care or service from local government owned or operated healthcare providers or institutions. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports and interpretations, consultations, requisitions for various tests, treatment notes/reports, consent forms, progress notes/reports, diagnoses, treatment plans, assessments, postoperative reports, referrals, intake interviews, therapy plans, trauma reports, anesthesia records, blood donor and transfusion information, adverse reaction reports, transplant records, diet counseling and restriction notes, infant screening tests, nuclear medicine reports, growth charts, infection notices and follow-up, emergency room reports, insurance information, discharge summary, and related documents | Six (6) calendar years from the date of receipt or production of the record, whichever is later. | This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information. | 42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2) | None. |

## Hospitals

**Patient Medical Records - Youth** **LRDA # 20181990**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of the current and complete medical record for every patient seeking care or service from local government owned or operated healthcare providers or institutions. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports and interpretations, consultations, requisitions for various tests, treatment notes/reports, consent forms, progress notes/reports, diagnoses, treatment plans, assessments, postoperative reports, referrals, intake interviews, therapy plans, trauma reports, anesthesia records, blood donor and transfusion information, adverse reaction reports, transplant records, diet counseling and restriction notes, infant screening tests, nuclear medicine reports, growth charts, infection notices and follow-up, emergency room reports, insurance information, discharge summary, and related documents | Retain these records until the individual attains the age of 23. | This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information. | 42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2) | None. |

**Patient Safety Records** **LRDA # 20181966**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the patient safety duties as required by NRS 439.800 to NRS 439.890. The records may include but are not limited to reports from the Patient Safety Committee, records relating to the development of the Patient Safety Plan, reports from the Patient Safety Officer, and similar documentation. | Six (6) calendar years from the update of the plan. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner which will prevent its reconstruction. | 42 CFR 482.21, NRS 439.865 to NRS 439.890, NAC 439.920 | In accordance with NRS 439.865 (6) The patient safety plan must be reviewed and updated annually. |

## Hospitals

**Patient Transport System Records** **LRDA # 20101800**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of data compiled to track movement of patients, visitors, equipment, blood and specimens done by Central Transportation. | Three (3) calendar years from the date of the record. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 41A.097, NRS 205.4617, NAC 239.165 (1)(2) | None. |

**Permits - Narcotics** **LRDA # 2007728**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document permits to dispense controlled substances issued by the State Board of Pharmacy in accordance with state law. Permits issued by the Board expire on October 31 of each even-numbered year. | Two (2) calendar years from the expiration, renewal, suspension, or revocation of the permit | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 21 CFR 1304.04, NRS 639.180, NRS 453.246 | None |

**Pharmacy: Adverse Drug Reaction Report to FDA** **LRDA # 2007729**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of voluntary reports submitted to the Food and Drug Administration (FDA) documenting adverse drug reactions. | Two (2) calendar years from date of record. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Pharmacy: Theft / Loss of Controlled Substances, Reports to Drug Enforcement Administration** **LRDA # 2007734**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of reports to the Drug Enforcement Administration of any theft or significant loss of controlled substances. | Two (2) calendar years from date of report. | This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 639.482, NAC 639.487, NAC 239.165 (1)(2) | None. |

**Pharmacy: Controlled Substance Inventory and Issue File** **LRDA # 2007730**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the inventory and use of controlled substances in accordance with state and federal law. | Two (2) calendar years after the date of the record. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 21 CFR 1304.04, NAC 639.482, NAC 639.485, NAC 239.165 (1)(2) | None. |

**Pharmacy: Inspection Reports** **LRDA # 2007732**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents inspections by the State Board of Pharmacy and may include but is not limited to inspection reports, warnings, special bulletins, correspondence, and similar documents. | Two (2) calendar years after the date of issue. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NAC 639.505 | None |

## Hospitals

**Pharmacy: Narcotics Destruction Forms** **LRDA # 2007731**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the destruction of controlled substances in accordance with state and federal law and may contain but is not limited to forms, reports, proof of destruction statements, correspondence, and related documents. | Two (2) calendar years after the date of the record. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 639.282 | None |

**Pharmacy: Repackaging of Medications Log** **LRDA # 2007733**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of a log which documents each controlled substance or dangerous drug packaged or repackaged by the pharmacy: | Two (2) calendar years from date of last entry. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NAC 639.512 | None |

**Physician On-Call Schedules** **LRDA # 20101805**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series lists physicians on call for the hospital for each specialty. | Five (5) calendar years from the end of the calendar year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 CFR 489.20, NRS 205.4617, NAC 239.165 (1)(2) | None. |

## Hospitals

**Physician Privileges** **LRDA # 20101803**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of documents required for physicians to obtain or maintain hospital privileges. | Five (5) calendar years from the expiration of privileges. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 205.4617, NAC 165 (1)(2) | None. |

**Policies and Procedures** **LRDA # 2007735**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are written instructions, rules and guidelines usually in manual form documenting hospital policies and procedures. This series may include but is not limited to departmental or organization-wide directives, policy or operations manuals, instruction manuals, handbooks, memoranda setting out responsibilities and guidelines or outlining policies and procedures, bulletins, orders, rules, notices, notes, correspondence, and related documents. | Six (6) calendar years after superseded or abandoned officially. Review for historical value. | Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2) | None. |

**Psychiatric Reports, Records and Case Histories** **LRDA # 2007736**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer the treatment of clients. The files may contain but are not limited to evaluations, legal records, treatment plans, client's rights forms, requests to inspect medical records, authorizations, signed consent forms, intake and secure storage of property and property lists, referrals and pass requests; general information assets and income assessments, billings, and similar documents. | Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later. | This record series contains confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.502, 45 CFR164.530 (j), NRS 433A.360, NRS 422.290, NRS 629.021to 629.061, NAC 239.165 (1)(2) | None. |

## Hospitals

**Radioisotopes - Receipt, Transfer, Use, Storage, Delivery, Disposal and Reports of Overexposure** **LRDA # 2007737**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is used to track radioisotopes from receipt through disposal. | As long as material is possessed and three (3) calendar years following transfer or disposal of the material. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 10 CFR 30.51, NRS 459.060, NAC 459.365 (7) | None |

**Radiological Film Badge Reports** **LRDA # 20101807**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to monitor employee exposure to radiation. Badges are collected monthly and sent out for examination and an exposure report is issued. | Thirty (30) calendar years after employee separation. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1910.1020, 45 CFR 164.528, NAC 239.165 | None. |

**Records of Mammograms and Related Documents** **LRDA # 2007740**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of records related to mammograms and may include but is not limited to patient information, x-ray film, provider of care information, radiologist's interpretation of film, and summary of results | Five (5) calendar years if a subsequent mammogram is performed on the patient at the facility; or Ten (10) calendar years if no subsequent mammogram is performed on the patient at the facility. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 21 CFR 900.12 (4), NAC 457.313, NAC 239.165 (1)(2) | A patient may request custody of their records and mammograms; or that their records and mammograms be transferred permanently to a responsible provider of care. |

## Hospitals

**Reports of Communicable Disease** **LRDA # 2007744**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series fulfills the public health requirement of reporting the discovery of communicable disease. This series may include but is not limited to laboratory test results; name and address of patient; date of onset and the date of diagnosis of the communicable disease; the name and the address or telephone number of the health care provider making the report, and any other information requested by the health authority if available. | Six (6) calendar years from the end of the calendar year to which the report pertains. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 441A.230, NRS 629.061, NAC 239.165 (1)(2) | None. |

**Security Guards / Systems, Logs and Diaries** **LRDA # 2007747**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of logs or reports which document the activities of hospital security guards and/or security systems. | One (1) calendar year from the date of the report or last date of log. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Sentinel Events** **LRDA # 20181967**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the reporting of sentinel events as required by state law. The records may include but are not limited to copies of serious occurrence reports with supportive documentation, investigative records, OSHA reports, performance improvement action plans, monitoring documentation, patient safety officer reports, copies of reports submitted to regulatory bodies, copies of performance audits, report of findings, patient notifications, related correspondence, and similar documentation. | Six (6) calendar years from the date of the closure of the incident. | This record series contains confidential or sensitive information and must be destroyed in a secure manner which will prevent its reconstruction. | 42 CFR 482.21, 42 CFR 482.42, NRS 439.830 to NRS 439.860, NAC 439.900 to NAC 439.920 | None. |

## Hospitals

### Sharps Injury Log

**LRDA #** **20071702**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document injuries from contaminated "sharps" as required by federal law (29 CFR 1904.8). The log contains information on the type and brand of device involved in the incident, the department or work area where the exposure occurred, an explanation of how the incident occurred, the name and identifying details of employees involved and related information. | Five (5) calendar years from the end of the calendar year to which they pertain. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1904.8, 29 CFR 1910.1030 (h)(5), 29 CFR 1904.33, 29 CFR 1910.1030, 45 CFR 164.502, NRS 629.061, NAC 449.379, NAC 239.165 (1)(2) | None |

### Social Services Case Histories

**LRDA #** **2007748**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents social services provided to patients other than what is filed in the patient medical record. | Six (6) calendar years from the date of last service. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

### Surgical Cases, Register

**LRDA #** **2007749**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents surgical procedures performed at local government owned or operated hospitals or clinics and may include but is not limited to patient name or ID number; reason for surgery; date and time of surgery; surgeon, and similar information. | Six (6) calendar years from the last date in register. | This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.530, NAC 239.165 (1)(2) | None. |

## Hospitals

**Welfare Agency**

**LRDA #** **2007752**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of financial, administrative, and program records associated with Medicare and Medicaid claims, reimbursement, and client activities. Records may include but are not limited to copies of authorization's for service, pre-payment reviews, payment authorizations, billing invoices, medical review forms, payment authorization requests, certificate of medical necessity, medical justification, copies of investigative reports, notice of decision and other forms all with related backup material (MD notes, copies of medical records, etc.) and related correspondence. | Six (6) calendar years from the end of the calendar year to which the report pertains. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 302, 42 USC section 405 (c)(2)(C)(viii), 42 USC section 1320d-6, 42 USC section 1390d-2 (d)(2), 45 CFR 164.502, 45 CFR 164.530, NRS 433A.360, NRS 422.290, NAC 239.165 (1)(2) | None. |

## Improvement Districts and Boards

**Applications for Service** **LRDA # 2007754**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents applications for service and may contain but is not limited to applicant personal information, related forms, correspondence and similar documents. | Ninety (90) days from application date. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

**Covenants, Restrictions and Amendments thereto** **LRDA # 2007768**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of copies of covenants, conditions, and restrictions and any amendments to them. | Permanent. | None | None | None |

**Drains, Locations and Maintenance** **LRDA # 2007769**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the locations of storm and similar types of drains used for flood control. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.090, NRS 239C.210 | None. |

**Easements** **LRDA # 2007773**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains copies of legal instruments allowing right-of-way to make limited use of private property. This series may include but is not limited to names of parties, purposes and terms, access records, terms of easement, legal documents and similar records. | Permanent. | This record series may contain confidential or sensitive information. | NRS 205.4617 | None. |

## Improvement Districts and Boards

**Elections of Board-Records** **LRDA # 2007774**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the biennial election of trustees. | Six (6) calendar years from the date of the election. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Financial Reports** **LRDA # 2007775**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain but is not limited to expenditure reports, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger. | Six (6) fiscal years from the end of the fiscal year to which the reports pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b) | None |

**General Ledger** **LRDA # 2007763**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions. | Permanent. | None | NRS 318.085 | None |

**LID Foreclosure Files** **LRDA # 20141892**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents Local Improvement District foreclosure proceedings and may include but is not limited to delinquency notices, notice of lien, legal notices, court documents, judgments, certificates of redemption, certificates of sale, and similar documents. | Permanent. | This record series may contain confidential or sensitive information. | NRS 271.615, NRS 271.625, NRS 271.595, NRS 271.410 | None. |

## Improvement Districts and Boards

**Maps** **LRDA # 2007770**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains various maps depicting the location of lots and blocks, annexations, easements, property lines, zoning boundaries, and similar classifications. These maps are used for reference purposes and are frequently updated. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.090, NRS 239C.210 | None. |

**Proceedings of the Board of Trustees (records)** **LRDA # 2007772**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the actions of the Board of Trustees in accordance with state law. | Permanent. | None | NRS 241.035, NRS 318.085 | None |

**Project files for Construction** **LRDA # 2007776**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents new construction or modification to existing structures and may contain but is not limited to copies of applications and permits; inspection reports; plans; maps; blueprints; as-built drawings; design files; project orders, related correspondence, and similar documents. | Ten (10) calendar years after completion of project | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**Reapportionments** **LRDA # 2007777**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents changes in the boundaries of improvement districts due to merger, consolidation, dissolution and similar actions. | Permanent. | None | None | None |

**Specifications of Wells** **LRDA # 2007780**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents engineering and design specifications of wells. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.210 | None. |

## Improvement Districts and Boards

**Water Flow of Wells**

**LRDA # 2007781**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the water pressure and flow of well water. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.210 | None. |

## Information Technology

**Capital Improvement Enterprise Electronic Development Project Files** **LRDA # 20101810**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series documents new construction or modifications to existing structures or systems (examples: SMART buildings, retrofit to SMART buildings, Wi-Fi, emergency communication systems) and may contain but is not limited to request form, feasibility study, statement of work, background documents, copies of applications and permits, cost-benefit analysis, vendor information, copy of contracts, contract deliverables, design documentation plans, maps, inspector reports, release records, change-control records, project orders, weekly status reports, standards, specifications, technical reports, progress schedules, security documents, data files, revisions and reissues, photographs, post-implementation evaluations, quality-assurance assessments, testing records, memos, related correspondence and similar documents. | Six (6) calendar years after completion of the project. | This record series may containconfidential/restricted/proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 17 USC section 501, 15 USC section 5308, NRS 239C.090, NRS 239C.220, NAC 239.165 | None. |

**Computer Access Log** **LRDA # 20071727**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document the access to an employee's computer. The log consists of information relating to the name of the employee, the date (and time) of access, a reasonable explanation of the circumstances and considerations justifying the access, the name of each person authorized to perform the access, the name of each person allowed to examine the information retrieved, the name of each person required to store / maintain and/or destroy that information, details of inappropriate use or access to the computer and similar information. | Three (3) calendar years from the end of the calendar year to which it pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(a)(d), NRS 281.195 | None. |

## Information Technology

### Computer Run Scheduling Records

**LRDA #** **20071344**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are records used to schedule computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run. | Two (2) backup cycles. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Computer Usage Files

**LRDA #** **20071350**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are usually electronic files or automated logs created to monitor computer system usage. This series may include but is not limited to login files, system usage files, charge-back files, data entry logs, and records of individual computer program usage. | As long as administratively useful to the agency. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Documentation of Computer System and Programs

**LRDA #** **2007244**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of all program specifications and documentation related to a particular program or system used by the local government. This series may include but is not limited to instructional manuals, booklets, reference materials, programmers notes and memos, general system design reports, test plans and results, conversion reports and statements, data documentation, source codes, application project files, addendums, specification architecture reports, conversion plans, correspondence, computer printouts, and related lists and checklists. | Retain until information is no longer needed to retrieve or store data, or for three (3) calendar years after system or program is discontinued or replaced, whichever is longer. | This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 17 USC Section 501, 15 USC section 5308, NAC 239.165 (1)(2) | None. |

## Information Technology

**Enterprise Electronic Development Project Files** **LRDA # 20101809**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are records created and used during the development, design, control, and monitoring of a specific or group of enterprise electronic system or application projects. This series may include but is not limited to request form, feasibility study, statement of work, background documents, cost-benefit analysis, vendor information, contracts, contract deliverables, design documentation, release records, change-control records, standards, specifications, technical reports, security documents, data files, revision and reissues, post-implementation evaluations, quality-assurance assessments and testing records, related correspondence and similar documents. | Three (3) calendar years after completion of the project. | This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 17 USC section 501, 15 USC section 5308, NAC 239.165 | None. |

**Enterprise Electronic Development Project Files - Not Implemented** **LRDA # 20101808**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are records created and used during the development, scoping and investigation of an enterprise electronic system or application project(s) that result in no action or implementation. This series may include but is not limited to request forms, project scope documents, background documents, vendor information, beta test results, feasibility studies, system objectives, cost-benefit analysis, memos, related correspondence and similar documents | One (1) calendar year after decision is rendered. | This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 17 USC section 501, 15 USC section 5308, NAC 239.165 | None. |

**Error Reports** **LRDA # 20071341**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series includes reports produced to detect errors or potential errors within the system. The files may consist of paper printouts and/or online reports. | Until a superseding report is run or until the action for which they were produced has been accomplished. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Information Technology

**Geographic Information System (GIS) - Core Data** **LRDA # 20121863**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| A geographic information system (GIS) integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. Records in this series may include but are not limited to data in the database, maps, aerial photographs, data dictionaries, various datasets (such as base, building and structure, business information, emergency dispatch, environmental, land use and planning, transportation system) and related metadata. | Retain the core data such as parcel, boundary, zoning, and orthoimagery layers, with accompanying data sets until superseded. Retain historical snapshots (if applicable) permanently. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Help Desk Telephone Logs and Reports** **LRDA # 20071362**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document requests for technical assistance and the responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes. | One (1) calendar year after creation. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Internet Services Logs** **LRDA # 20071365**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of electronic files or automated logs created to monitor access and use of services provided via the Internet. Information in this series may also be used to document system audits, system security audits, create summary reports, and other purposes. | If this record series is used for auditing purposes and/or if the information is used in summary or annual reports, retain until completion of audit or when information is documented in summary or annual report, whichever is later. If not needed for any other purpose destroy when no longer needed by the agency. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Information Technology

**Inventories of Circuits** **LRDA # 20071363**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of automated or paper records containing information on network circuits used by the local government including circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other relevant information about the circuit. | Three (3) calendar years after the circuit is no longer used by the local government. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | None |

**IT Access Control Policies and Procedures** **LRDA # 20071724**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the controls placed upon access to system applications and/or data by an agency. The files may include but are not limited to user/ID policy, access control criterion, password control policies, logging procedures, dataflow diagrams, administrative change control process, procedures for processing terminations and similar policies with related correspondence. | Six (6) calendar years from the end of the calendar year in which the policy and procedure is superseded. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.210, NRS 11.190 (1)(b) | None. |

**IT Access Control Reviews and Audit Trails** **LRDA # 20071728**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the reviews and audits of the policies and procedures created to control access to system applications and/or data by an agency. The files may include but are not limited to security and access control logs (such as logs of password guessing attempts, unauthorized transactions, attempts at unauthorized privileges, unauthorized attempts at software or application modifications, etc.), firewall traffic log, reviews of security and access control logs, logging procedures reviews, lists of user access rights and user ID's, computer log reviews, other security audit/review reports with supporting documentation and similar documents. | Three (3) calendar years from the end of the calendar year in which the review and/or audit was concluded. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d) | None. |

## Information Technology

**IT Asset Inventory Files** **LRDA # 20071720**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents IT inventories created and maintained by an agency in accordance with various PSP's (Policies, Standards and Procedures). The files may include but are not limited to physical equipment inventory , copyright section, software inventory, software libraries, software audits, data communications equipment inventory, other IT related inventories and lists, work station (and port) diagrams and assignments, inventory reports (to management), network configuration diagrams & documentation, system communication configuration diagrams & documentation, documentation of audits of equipment and similar documentation. | Three (3) calendar years from end of the calendar year in which the inventory is superseded or an audit/review is concluded. | This record series may contain confidential (Trade Secrets) information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 600A.080 | None. |

**IT Contingency Plan Tests** **LRDA # 20071371**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the testing of IT contingency plans. This series may include but is not limited to copies of management's annual reviews, contingency plan testing documents (check lists, testing criterion, test results, etc.), copies of reports to management (on equipment, software, environmental conditions, security concerns, etc.), related correspondence and similar documentation. | Three (3) calendar years from the end of the calendar year in which the test was performed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 239C.210, NAC 239.165 (1)(2) | None. |

## Information Technology

**IT Contingency Plans** **LRDA # 20071370**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents IT contingency plans established and maintained by a local government. The files may include but are not limited to an IT risk management plan (describing risks faced by a local government), IT disaster plan (a plan on how to conduct business because of a disaster), IT resumption of business plan (plan and procedures needed to bring back to normal operations after a disaster, including restoration of hardware, equipment and software), IT mitigation plan (plans and procedures on how to solve and/or implement corrective measures for deficiencies found in the regular tests of all contingency plans), procedures for system backups and recovery, management annual reviews, related correspondence and similar documentation. | Three (3) calendar years from the end of the calendar year in which the plan is superseded. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 242.105, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**IT Employee Access Control and Security Awareness Files** **LRDA # 20071725**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series administers employee security awareness training and signed documentation of agreements concerning use and access of applications and data. The files may include but are not limited to employee access letter of agreement and/or non-disclosure agreements, employee security awareness training documentation, password disclosure statement, employee email (and other application) agreements and related documents. | Three (3) calendar years from the end of the calendar year in which the form was modified or the employees' access rights were terminated. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 239C.210 | None. |

**IT Security Evaluations** **LRDA # 20071368**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents evaluations on the security of computer systems concerning protection against unauthorized access, disclosure, or modification of data and protection against loss of data due to security breaches and /or sabotage. This series may contain but is not limited to initial security evaluation, periodic evaluations, special evaluations, copies of related system upgrade & modification documents, copies of security logs and reports, related correspondence, and similar documentation. | Three (3) calendar years from the end of the calendar year in which the evaluation was completed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 242.105, NAC 239.165 (1)(2) | None. |

## Information Technology

**IT Security Plans** **LRDA # 20071723**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer and document the requirements to create and maintain plans for IT systems concerning security management, employee security training, personnel security measures, data and application security, software security, and physical and environmental security. The files may consist of but are not limited to written security plan, written policies and procedures, system security specifications, firewall administrative policy, physical security plan, emergency procedures for computer facilities and environmental controls, related correspondence and similar documents. | Six (6) calendar years from the end of the calendar year in which the plan, policy and/or procedure is superseded or revised. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.210, NRS 11.190 (1)(b) | None. |

**IT Security Reviews, Reports and Logs** **LRDA # 20071726**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer and document reviews and audits of the policies and procedures created to control physical access to IT systems, controls over environmental functions within computer facilities, reports of security breaches and suspicious activities. The files may consist of, but are not limited to, authorized visitor log, physical security reviews, environmental controls reviews, Annual Internal Compliance Reviews, Security Breach Reports, Reports of Suspicious Activities, Reports of Suspected Violations, checklists, reports to management, related correspondence and similar documents. | Three (3) calendar years from the end of the calendar year in which the review and/or audit was concluded. Retain logs for a minimum period of ninety (90) days. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.210, NRS 11.190 (3)(d) | None. |

**IT System User Master List** **LRDA # 20071369**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer and document the creation, maintenance and management of IT system user access rights. The master list usually consists of an on-line electronic file containing user names, user ID codes, access rights and privileges (to data, applications, communications and other system devices) and similar documents. | Purge and or modify this record series as needed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

## Information Technology

### Master Files

**LRDA #** **20071333**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are electronic records that replace in whole or in part, hard copy records that have been scheduled through an approved records retention schedule and contain the same information as the scheduled records. | Purge the file after the expiration of the minimum retention period authorized for the hard copy of the file. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Network or Circuit Installation and Service Files

**LRDA #** **20071364**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests by local governments to service provider for data communication service, installation, or repair and the response to the request. This record series may include work orders, work schedules, copies of building or circuitry diagrams, memoranda, correspondence, and related documents. | Three (3) calendar years after request is filled or after repairs are made. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239C.120, NAC 239.165 (1)(2) | None. |

### Production Job Submittal Log

**LRDA #** **20071729**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This is a paper or online record series used as a history of non-automated batch job requirements. The record lists the programs and/or hardware which will be affected by the running of the requested job. Used to check on what order jobs are run on the system. | Retain paper copies for a minimum period of thirty (30) days from the date of the printout. Update the on-line computer record as needed. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Information Technology

**Restructure Database Audit Report** **LRDA # 20071337**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of computer printouts created when the files are being restructured. This record series is used to verify successful completion of the process. | Review on a continuous basis, disposing of records which are no longer administratively useful or are duplicates of records maintained elsewhere. | None | None | None |

**Software Licenses** **LRDA # 20071245**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of documents proving the licensure and implementation of computer software programs by the local government. This series may include but is not limited to permitted uses, rights and restrictions, warranty information, liability statement, and laws governing use of the product. | Duration of license plus three (3) calendar years. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | None |

**Software Review Files** **LRDA # 20071351**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are records related to the review and recommendation of software for local government use. This series may include vendor information, manuals, software reviews, and related material. | Three (3) calendar years after software is no longer used or evaluation period has ended. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d) | None |

## Juvenile Probation

### Activity Forms Submitted to State Subsidy Program

**LRDA #** **2007782**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| | One (1) calendar year from the submission of forms or report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Aging Reports

**LRDA #** **20101811**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to keep track of youth in detention. Information may include individual's personal information, offense information, court status, and similar data. | Retain until superseded by a new report | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 62H.025, NRS 205.4617, NAC 239.165 | None. |

### Community/School Notification Files

**LRDA #** **20101813**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents compliance with state law in notifying communities and schools that a juvenile has been adjudicated delinquent for an unlawful act that would have been a sexual offense if committed by an adult. File may contain but is not limited to copy of community notification, copy of school notification, law enforcement information, copy of court documents, related correspondence and similar documents. | Six (6) calendar years after the juvenile is no longer subject to community notification. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 179D.475, NRS 62F.220, NRS 11.190 (1)(a), NRS 11.190 (3)(a), NRS 205.4617, NAC 239.165 | None. |

## Juvenile Probation

### Interstate Compact (ICOJ) Files

**LRDA # 20101812**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to track the interstate transfer of juveniles and may contain case information, staff reports, progress reports, copy of court orders, related correspondence and similar documents. | Retain until case is closed | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 62I.015 to NRS 62I.025, NAC 62H.520, NAC 239.165 | None. |

### Juvenile Probation Case Files

**LRDA # 2007783**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is used to document and supervise juvenile offenders from the time the offender appears before an intake worker (or probation officer) until the disposition of the case. This series may contain but is not limited to intake information, delinquency referrals, evaluation profiles, predisposition investigation records, medical and/or psychological reports, records documenting social history, educational records, incident reports, offense history, impact statement, diversion program records, community service information, restitution information, parole information, court petitions, case disposition records, correspondence, and other materials pertaining to the case. This series includes informal arrests. | Six (6) calendar years from the end of the calendar year in which the case was closed. | This record series contains confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 62H.025, NRS 11.190 (1)(a), NAC 239.165 (1)(2) | This retention period is based on the approved retention period for similar records of the Nevada Department of Health and Human Services, Child and Family Services - Youth Parole Bureau. [RDA# 2003139] |

### Juvenile Probation Case Files-Sexual Offender

**LRDA # 2007784**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is used to document and supervise juveniles who have been classified as sexual offenders. This series may contain but is not limited to intake information, delinquency referrals, evaluation profiles, predisposition investigation records, medical and/or psychological reports, records documenting social history, educational records, incident reports, offense history, victim impact statement, restitution information, parole and probation information, court petitions, court findings, case disposition records, correspondence, and other materials pertaining to the case. | Twelve (12) calendar years from the end of the calendar year in which the case was closed. | This record series contains confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 62H.025, NAC 239.165 (1)(2) | This retention period is based on the retention period for similar records of the Nevada Department of Health and Human Services, Child and Family Services - Youth Parole Bureau. [RDA# 2003142] |

## Juvenile Probation

**Statistical Reports** **LRDA # 2007785**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains statistical reports printed either on a regular basis or upon request and are used to administer and monitor Juvenile Probation Programs. These reports may include but are not limited to case characteristics, workload statistics, referrals received, type of referrals, program expenditure reports, program effectiveness reports, reports documenting annual effectiveness, financial monitoring reports, program monitoring reports, characteristics of youth referred, common charge statistics, dispositions, service snapshots, referrals by zip code, detention statistics and similar reports. | Permanent. | None | None | None |

## Law Enforcement

**Aircraft History and Maintenance Records** **LRDA # 20071684**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the history and maintenance of helicopters or fixed wing aircrafts used by law enforcement. This series may include but is not limited to records documenting the total time in service of the airframe; engine; each propeller; rotor and similar mechanical parts, the current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance; any major alterations to such engines and devices; when inspections and overhauls last occurred; and documentation of compliance with Federal Aviation Administration (FAA) airworthiness directives. | Records of maintenance, preventative maintenance, and alteration- Retain until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. For records of 100-hour, annual, progressive, or other FAA required or approved inspections- Retain until the work is repeated or superseded by other work or for 1 year after the work is performed, as applicable. For all other records retain until the aircraft is sold or no longer in service. | When an aircraft is sold, all records relating to the aircrafts airworthiness (See 14 CFR 91.417(b)(2)]) must be transferred to the new owner. | 14 CFR 91.417(b)(2), 14 CFR 91.417(b)(1), NAC 239.165 (1)(2) | If an aircraft is involved in an accident or incident subject to investigation by the National Transportation Safety Board (NTSB), all records described in 14 CFR 91.417(b)(2), and those that have not been destroyed according to the retention period given, must be retained until the NTSB takes custody of the records or a release is granted by an authorized representative of the board. In addition, any records or reports, including internal memoranda, dealing with the accident or incident must be retained until authorized by the NTSB to the contrary. |

**Alarm Contact Records (Responsible Persons)** **LRDA # 20071458**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of alarm registration records, emergency contact lists, and similar records. These records are used to contact a business or residential owner if the business is vandalized or damaged. It also allows the officer to contact the alarm company to have an alarm shut off or reset after responding. | Two (2) calendar years from the date the list is updated or no longer in use. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2) | None. |

## Law Enforcement

### Automated License Plate Reader/Recognition (ALPR) Records

**LRDA #** **20121883**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of data captured by an ALPR and stored in the device's memory or in a separate data storage device or system. An ALPR is an investigative tool that uses a specialized camera hooked to an in vehicle computer. The image on license plates are scanned and matched with an on-board, real-time database. This database can be set with flags for vehicles that have been identified as stolen, wanted for Amber Alerts, wanted for various investigations and similar activities.<br>Data may include but is not limited to, recorded image of a scanned license plate and optical character recognition data, a contextual photo (i.e.:, a photo of the scanned vehicle and/or occupants), global positioning system ("GPS") or other location information, date and time of the scan, laptop information, officers name, and similar data. | One (1) calendar year from the calendar year to which the data pertains.<br>Data/photo's used as evidence in criminal or civil actions should be removed from the device/system and filed with the applicable case file. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | None | None. |

### Auxiliary Police Files

**LRDA #** **2007789**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of documents related to the employment of auxiliary law enforcement officers or temporary special deputies. This series includes records of citizen academies for law enforcement volunteers. | Ten (10) calendar years from the end of the calendar year to which the files pertain. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 477.014, 239.165 | None. |

### Background Investigations (Citizen Requested)

**LRDA #** **20181977**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of citizen requested local criminal history checks on themselves. Series may contain but is not limited to criminal history request forms, authorization and release forms, law enforcement response, copy of information gathered from criminal background check (if applicable), related correspondence and similar documents. | Retain until the completion of the request. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 | Individuals who wish to contest the investigation findings must do so at the court level. |

## Law Enforcement

### Background Investigations (Internal)

**LRDA #** **20141893**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents background investigations of new or potential peace officers, civilian employees, volunteers, interns, contracted workers, and professional visitors. Series may contain but is not limited to employment reference information, background survey questionnaires, background check disclosure authorizations and release forms, copies of fingerprint cards, information gathered from criminal background checks, correspondence and related documents. | If hired: Retain for a minimum period of three (3) calendar years after separation of service. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.31, NRS 11.190 (3) (d), NRS 239B.010 to NRS 239B.020, NRS 179A.103, NRS 179A.075, NAC 239.165 (1) (2) | None. |

### Bail, Records of (copies)

**LRDA #** **2007790**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents a defendant's posting of bail. This series may include but is not limited to copies of bail bond undertaking, record of the insurance, correspondence and related documents. | One (1) calendar year from the end of the calendar year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 178.484, NAC 239.165 (1)(2) | None. |

### Bicycles

**LRDA #** **2007791**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the licensing of bicycles. This series may include but is not limited to application for license or registration, records documenting issuance of license, license plate, tags, sticker or any other type of identification approved by the local government, the name and address of the person to whom registered and/or licensed, the maker, the manufacturer's serial number, the number of each license issued, the date issued, copies of receipts for fees collected, and similar documents. | Retain license information for a minimum period of two (2) calendar years. Retain receipts for payment of registration and/or licensing fees until completion of annual audit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Law Enforcement

**Billings, Casino Records Checks** **LRDA # 2007794**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the billing of casinos for records checks done at their request. | Until completion of annual audit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624 | None |

**Bolo Books \ Bulletins from Other Agencies** **LRDA # 20071454**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains bulletins, circulars and similar records received from federal, state, and local law enforcement agencies. Usually contains descriptions and photographs of wanted individuals, missing persons, or stolen property. | Until superseded, obsolete, or until no longer administratively useful to the agency. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Booking\Re-Booking Records, Jails and Stations** **LRDA # 2007793**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of books, logs, or other records documenting the confinement and release of individuals held in an agency correctional facility. Information may include but is not limited to name, case number, sex, date of birth, age, height, weight, hair, eyes, social security number, visible scars and marks, NCIC identification number, address, phone number, alias, driver's license number, occupation, next of kin and address, booking officer’s name, current date, charge data, medical data, release date, time, arresting officer, and related data. This series may also contain booking tapes (audio/ audio visual tapes and disks) related to the booking. | Two (2) calendar years, add copy to inmates' file or incident/crime report. Retain booking tapes for a minimum period of one (1) calendar year. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239B.030, NAC 239.165 (1)(2) | None. |

## Law Enforcement

### Calibration of Breath-Testing Device Records

**LRDA #** **20121836**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents that the calibration of breath-testing devices used by law enforcement agencies conform to the regulations of the Nevada Commission on Testing for Intoxication. Records may include but are not limited to calibration verification records, monthly accuracy tests, operator certifications, certified forensic analyst of alcohol reports, chronological device testing reports, response to breath testing samples, maintenance and repair reports, various forms, related correspondence and similar records. | Six (6) calendar years from the date of calibration. | NAC 484C.120(1) Evidential breath-testing devices used by law enforcement agencies must be calibrated by a certified forensic analyst of alcohol at least once within the 90 days immediately preceding the date on which the device is used to test a person's breath. | NRS 484C.600 to NRS 484C.630, NAC 484C.050 to NAC 484C.150, NAC 50.045, NRS 11.190 (1)(a) | NAC 484C.070(1) Preliminary breath-testing devices used by a law enforcement agencies must be calibrated by the agency or a certified forensic analyst of alcohol at least once a year. |

### Case Assignments, Log Books

**LRDA #** **2007796**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents case assignments and may contain but is not limited to log books or similar records containing information on date case assigned, to whom case assigned, control or case number, date reported, crime, victim, suspect, background information on case and related information. | Three (3) calendar years from the end of the calendar year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | These may be in hardcopy or electronic form and are often used to control or track the status of work. |

### Cases Referred to District or City Attorneys

**LRDA #** **2007799**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents cases referred to the District or City Attorney for advice or prosecution. | Six (6) calendar years from the date of final action. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190(1)(a), NAC 239.165 (1)(2) | None. |

## Law Enforcement

### Civil Protective Custody Records

**LRDA #** **20071745**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains information on individuals placed in civil protective custody by a peace officer. These individuals have been found in a public place under the influence of alcohol, in such a condition that they are unable to exercise care for their health or safety or the health or safety of other persons. This series does not pertain to arrests/citations. | Three (3) calendar years from the end of the calendar year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 458.250 to 458.280, NRS 11.190 (3)(d), NRS 11.190 (4)(a), NRS 11.190 (4)(e) | None. |

### Community Notification Records

**LRDA #** **20071460**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the notification of schools, organizations, and individuals that a sex offender has established a permanent or temporary residence within the community. This series may include but is not limited to current photograph of the offender, a complete description of the offender, name and all aliases which offender has used or under which offender has been known, each offense listed under NRS 179D.620 for which the offender has been convicted, and a brief description of the circumstances of the crime, including but not limited to the month and year when any such offenses were committed, and the age and sex of any victim, a general description of the geographic area where any such offense was committed, the name and location of any penal institution from which the offender was paroled, a general location of the offender's residence and workplace, the description and license number of any vehicles owned or regularly operated by the offender, and the location and telephone number of the parole and probation office responsible for supervising the offender, if the offender is under supervision. | Death of the offender (if known) or ten (10) calendar years after offender is relieved from community notification requirements, or ten (10) calendar years after offender no longer resides in the community. | Records in this record series may contain confidential (victim) information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 179D.600 to NRS 179D.800, NRS 179D.850, Sex Offender Community Notification Guidelines (Office of the Attorney General), NAC 239.165 (1)(2) | None. |

## Law Enforcement

**Community Service Programs** **LRDA # 2007803**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents law enforcement involvement in community service programs such as DARE, Crime Stoppers, Neighborhood Watch, Explorer Program, and similar programs. | One (1) calendar year after the end of program. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

**Concealed Weapons Permit (Retired Law Enforcement Officers HR-218)** **LRDA # 20121841**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is used to administer and document the issuance of concealed weapons permits to retired law enforcement officers. The "Law Enforcement Officer's Safety Act of 2004" also known as HR-218 allows full-time active duty and retired law enforcement officers who are carrying the identification required to carry concealed firearms across state lines. A requisite for retired law enforcement officers is that they must annually meet their State's standards for firearms training and qualification for active duty law enforcement officers to carry firearms. This series may contain but is not limited to HR-218 information packet, firearms certification form, photographic identification, retirement qualification and waiver form, agency conformation letter, records documenting the applicant’s payment of fees, correspondence and related documents. | Two (2) calendar years from the expiration, renewal, denial, or revocation of the permit. | This record series contains confidential (NRS 202.3662) information and must be destroyed in a secure manner that will prevent reconstruction of the information. | HR 218, 18 USC section 926C, NRS 202.3678, NRS 11.190 (4)(e), NAC 202.010 to NAC 202.040, NAC 239.165 (1)(2) | None. |

## Law Enforcement

**Concealed Weapons Permits** **LRDA # 2007804**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is used to administer and document the issuance of concealed weapons permits by county sheriffs. This series may contain but is not limited to application for permit, certificate or other documentation which documents that the applicant has successfully completed a course in firearm safety, applicant personal information including fingerprints and photograph, applicant's signature, records of investigation of applicant, information on the make, model and caliber of each firearm to which the application pertains, various forms, records documenting the applicants payment of fees, correspondence and related documents. | Ten (10) calendar years from the expiration, renewal, denial, or revocation of the permit. | This record series contains confidential (NRS 202.3662) information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 202.3653 to NRS 202.369, NAC 202.010 to NAC 202.040, NAC 239.165 (1)(2) | None. |

**Confidential Source Records** **LRDA # 20071416**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents information about informants used by law enforcement. This series may include but is not limited to number assigned to informant, informant and case officer names, photos, criminal history (if any), fingerprint cards, signature cards, letters of understanding on informant activities, reference to origins of the contact, reports of information supplied by informant, any payments made to informant, correspondence and related records. | Three (3) calendar years after informant is no longer active. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 49.335 to NRS 49.375, NRS 213.1513, NRS 463.144, NRS 11.90(3)(d), NAC 239.165 (1)(2) | None |

**Crime Prevention Program Records** **LRDA # 2007806**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents crime prevention programs provided by law enforcement to enhance communication and partnerships between law enforcement and citizens. This series may contain but is not limited to training and media presentation records including lesson plans, outlines, tests, evaluations, speeches, audio/visual presentations, maps, brochures, pamphlets, guides, and similar documents. Subjects may include neighborhood watch, home security, shoplifting prevention, school safety, alarm compliance & inspection, crime stoppers, block watch, business watch, and similar programs. | One (1) year after program is discontinued. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

## Law Enforcement

### Criminal Citations

**LRDA #** **20071730**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents criminal citations issued by law enforcement. This series usually includes date, time, location of violation, nature of offense, individuals name, address, occupation, driver's license or identification number, violation code, citation number, officer's name, and signature of person receiving citation. | Three (3) calendar years from the date of issuance. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 171.1773 to 171.1778, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | If the individual is fingerprinted and those fingerprints are sent to the Central Repository for Nevada Records of Criminal History the records must be retained for the same retention period as the Incident/Crime Report Record Series. (LRDA # 2007-822) |

### Criminal Intelligence Research and Statistical Records

**LRDA #** **20121844**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document research and analysis where a person was associating with a subject suspected of criminal activity. Records may include but are not limited to personal identifying information, data sources, intelligence reports, maps, diagrams, photos, blueprints, etc., access and dissemination log, risk assessments, related correspondence, and similar documents. | Retain these records for no longer than five (5) calendar years from the date of last validation. | This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 28 CFR 23.20 (h), 28 CFR 23.20, 28 CFR 22.23, NRS 239B.030, NRS 239C.210, NAC 239.165 | None. |

## Law Enforcement

### Department Reports

**LRDA #** **2007786**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents individual officer, shift, and other activity reports usually filed on a daily, weekly, or monthly basis. This series applies to various duties such as dispatch, confinement, investigation, and patrol. Records may include but are not limited to various activity reports (officer reports, watch commander logs, office operations reports, reports of alarm responses, etc.), various statistical reports (such as reports tracking the number of arrests, cases worked, citations issued, work cards issued, hours worked, etc.), various special reports (such as reports of open cases, cases closed, lists of control numbers, incidents by beat, review of offenders, activity at location, etc.), and similar reports and activity indicators. | Retain annual reports Permanently. Retain other activity, statistical, and special reports (not scheduled elsewhere in this section) for two (2) calendar years from the year created, these reports can be printed or maintained on a computer system that allows for the retrieval and reproduction of the information. | Some reports in this record series may contain confidential or restricted information. Non-permanent records should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 280.190, NRS 11.190 (4)(a)(e), NRS 239.051, NAC 239.165 (1)(2) | This record series is useful for planning and budgeting, reference, performance monitoring, compiling annual reports, and for briefing subsequent shifts or activities. |

### Dispatch (Communications) and Emergency Call Records

**LRDA #** **20161922**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the recording of radio communications at law enforcement dispatch centers and subsequent response activities. Records may include but are not limited to computer printouts, dispatch transmission logs or reports, and audio recordings. Information may include caller's name, address, and telephone number, details of incident or complaint, dispatchers name, which officer responded and when, and incident disposition. This series may also include reverse 9-1-1 calls and text to 9-1-1 messages. | Retain dispatch logs or reports for a minimum period of Two (2) calendar years from the date of the dispatch. Retain audio recordings for a minimum period of ninety (90) days from the date of the recording. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (4)(e), NRS 707.500, NRS 239B.030 | None. |

### Equipment Violations

**LRDA #** **2007811**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents inspections of the mechanical condition or equipment of vehicles by peace officers or inspectors. This series may include but is not limited to driver information, type of vehicle, license information, records documenting inspection, citation or notice of violation, evidence of correction of violation, and similar documents. | Two (2) calendar years after issuance of citation or notice of violation. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 484D.560 to NRS 484D.580, NRS 706.235, NRS 484A.680, NAC 239.165 (1)(2) | None. |

## Law Enforcement

**Evidence Vault Inspection Reports** **LRDA # 20071385**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the inspection and inventory of evidence vaults, and includes spot checks and annual inspections. | Three (3) calendar years from the date of last inspection. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | None |

**Explorer Program Participant Records** **LRDA # 20161934**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This volunteer program gives young men and women ages 14 to 20 a unique hands-on chance to determine if they want to pursue a career in law enforcement or a related field in the criminal justice system. Its mission is to offer a personal awareness of the criminal justice system through training, practical experiences, competition, and other activities. This series may contain but is not limited to applications, background investigations, parental consent forms, liability release forms, medical waivers, meeting attendance records, examination records, program rules and regulations, fee payment records, and records of participation in community service activities. | Three (3) calendar years after the individual is no longer participating in the program. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None. |

**Fee Records** **LRDA # 2007813**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Record of all fees collected, showing amount, from whom collected, for what purpose collected and date of collection. Fees may include but are not limited to work permit fees, fingerprinting fees, photograph sales fees, report/case copy fees, background and license fees, and criminal history check fees. | Until completion of annual audit. | Records in this record series may be used to create quarterly financial statements. If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624, NRS 258.190, NRS 248.310 | None |

## Law Enforcement

**Field Interrogation Reports** **LRDA # 20071457**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of informational reports written by a peace officer related to individuals (including gangs), events, or vehicles for which the officer does not have probable cause for enforcement. Information usually includes name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, correspondence, and related data. | One (1) calendar year from the date of report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Fingerprint Cards sent to the Central Repository for Nevada Records of Criminal History** **LRDA # 2007815**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are usually cards containing fingerprints, palm prints, toe prints, and other personal identifiers. Information often includes name, address, date and place of birth, social security number, alias, occupation, employer, name of individual taking prints, and related information. | Until no longer useful to the agency. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

**Firearm \ Weapon Discharge Reports** **LRDA # 2007883**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the investigation of firearm/weapon discharges by law enforcement officers while in the line of duty. This series may contain but is not limited to use of force incident reports, investigation records, ballistic and other tests, summary and analysis of all relevant evidence, findings, departmental forms, various reports, correspondence and related information. | For reports resulting in disciplinary action-three (3) calendar years and add summary report to personnel file. For reports not resulting in disciplinary action three (3) calendar years from the date of the report. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d),(4)(a)(e), NRS 41.0336, NAC 239.165 (1)(2) | These records may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement. |

## Law Enforcement

**Firearms: Qualification Records** **LRDA # 2007817**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the history of firearm proficiency and qualification by individual law enforcement officers. | Three (3) calendar years from date of last testing. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 289.510, NRS 289.550, NAC 289.230, NAC 289.240, NAC 289.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Firearms: Registration and Inventory** **LRDA # 2007816**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the registration and inventory of the firearms and weapons of law enforcement agencies. Information may include but is not limited to information on individual weapon is assigned to (such as name, badge or ID number, department or division) registration information (such as weapon type, make, model, serial number), and inventory information (such as total number of weapons, value), records documenting weapons signed out, records documenting weapon reassignment or transfer, records documenting weapon disposition, forms, lists, correspondence and similar documents. | Three (3) calendar years after the reassignment, transfer, or disposition of the weapon. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.625, NAC 239.165 (1)(2) | None. |

**Henry Files** **LRDA # 20161939**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series consists of inked fingerprint cards which were/are filed according to the Henry Classification Fling System. The Henry classification filing system has been replaced by the Automated Fingerprint Identification System (AFIS) and is generally no longer used by local law enforcement except for training purposes. These “Henry” fingerprint cards are now considered by many law enforcement agencies to be an obsolete record series. | Destroy the Henry fingerprint cards when no longer needed for administrative or training purposes. | These fingerprint cards should be destroyed in a secure manner that will prevent their reconstruction. | NRS 239B.010 | None. |

## Law Enforcement

**Impound/Abandoned Vehicle Case Files** **LRDA # 20071464**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the retrieval, storage and disposition of abandoned or impounded vehicles. The files usually include notification of abandonment, identifying information (such as make, model, plate number, identification number, year, color, condition), owner information (if known), officer information, impoundment documents, copy of towing report, correspondence related to action taken, storage information, required notices, appraisal documents, vehicle disposition records, records related to fees and payments, and similar documents. | Three (3) calendar years from the return, disposal, or sale of the impounded vehicle. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 487.205 to NRS 487.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None |

**Incident/Crime Files (Arrest Made)** **LRDA # 20071731**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These files contain information from investigation of a crime through to an arrest. This record series may include but is not limited to investigation files, case narrative, investigative notes, arrest information, copy of coroner's report, copy of autopsy report, victim information, witness statements, fingerprint cards, crime lab requests and results, photos, recordings, diagrams, complaint reports, field notes, officer notes, background material, contact information, NCIC reports, suspect information, suspect statement, criminal history information, search warrants, line-ups, arrest and booking records, subpoenas and prosecution reports, copies of court documents, bulletins, teletypes, news releases, disposition, correspondence and related records. | Retain this series for the duration of the statute of limitations on the underlying charge or until ordered destroyed by a court of record. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 171.080 to NRS 171.100, NRS 200.010 to NRS 200.260, NRS 200.377 to NRS 200.3774, NRS 200.5095, NRS 193.140, NRS 171.1773 to NRS 171.1778, NRS 484A.680, NRS 484A.700, NRS 484B.527, NRS 484D.560 to NRS 484D.580, NAC 239.165 (1)(2) | NRS 1.020 Courts of record. The following courts are courts of record: The Supreme Court, The Court of Appeals, the district courts, the justice courts, and the municipal courts (a) In any case in which a jury trial is required, or (b) If so designated pursuant to NRS 5.010. |

**Internal Affairs Files** **LRDA # 2007788**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents administrative investigations of peace officers and may include but is not limited to cause statements, complaint, transcript of interviews, hearing records, officers reply, audio and/or visual recordings, polygraphist records, findings and recommendations, correspondence and related records. | Three (3) calendar years after resolution. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 289.020 to 289.120, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | These files may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement. |

## Law Enforcement

**Interstate Identification Index (Triple III) Log** **LRDA # 20071456**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| The III system is an interstate/Federal-State computer network that provides the means of conducting national criminal history record searches to determine whether a person has a record anywhere in the country. This record series documents inquires of the III system database. | One (1) calendar year from the date of inquiry. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 28 CFR 20.30 to 28 CFR 20.38, NAC 239.165 (1)(2) | None |

**Investigation Files** **LRDA # 20101830**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents investigations of criminal offences, traffic offences, missing persons, accidents, and other significant events requiring law enforcement response. | For investigations resulting in arrest: File with applicable incident/crime report. For investigations not resulting in arrest: Retain until statute of limitations for offense being investigated expires. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 171.080 to 171.095, NAC 239.165 | None. |

**Jail Inspection Report or Log** **LRDA # 20071503**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the inspection of cells, common areas, kitchens and other work areas of jails and detention facilities by the health authority. | Six (6) calendar years from the date of the report or log. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b), NRS 444.335, NAC Chapter 211, NAC 239.165 (1)(2) | None. |

## Law Enforcement

### Jails: Commissary and Kitchen Records

**LRDA #** **2007825**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the routine operations and control of jail commissary, kitchens, and canteens. This series may include but is not limited to commissary reports, food logs, meal counts, meal plans, order forms, accounting records, inventory control documents, supply reports, use reports, copies of purchase orders or requisitions, invoices, receipts or vouchers, balance sheets, and similar documents. | Until completion of annual audit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624, NRS 211.360 | None |

### Jails: Incident Reports

**LRDA #** **2007827**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents reports of incidents in, or on the grounds of, jails or detention facilities. This series may include but is not limited to records documenting the investigation of the incident, description of incident, persons involved (if known), date and time of the occurrence, accident reports, damage assessments, medical reports, witness statements, actions taken, arrest reports, summary reports, correspondence and related documents. | Two (2) calendar years from the date of the incident. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 212.190, NRS 212.070, NRS 211.020, NRS 11.190 (4)(e), NAC 239.165 (1)(2) | Incidents may involve employees, inmates, visitors, and others. If an incident results in a criminal investigation and arrest, a copy of the incident report should be added to the arrested individuals case file. |

### Jails: Inmate Abandoned Property Report or Log

**LRDA #** **20071501**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of reports or logs of personal property abandoned upon an inmates transfer or release. This series may include but is not limited to property identification records, property tags, inmate personal information, reports submitted to the State Treasurer, correspondence, and records documenting the final disposition of the property. | Three (3) calendar years from the date of the report or log. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 354.625, NAC 239.165 (1)(2) | None. |

## Law Enforcement

**Jails: Inmate Activity Requests** **LRDA # 20071500**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of logs or forms documenting an individual inmates request to attend church; educational classes; and self-improvement programs such as Alcoholics Anonymous and Narcotics Anonymous. | Two (2) calendar years from the date of log or form. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 211.120, NRS 211.210 to 211.220, NRS 11.190 (4)(a), NRS 11.190 (4)(e), NAC 239.165 (1)(2) | None |

**Jails: Inmate Case Files** **LRDA # 2007828**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer and document information on individuals confined in a jail or detention facility. This series may contain but is not limited to inmate identifying information, reports and records of inmate criminal history, fingerprint cards, mug shots and other identifying photographs, information sheets, admittance and assessment records, date of entry / release records, behavioral information, incident and disciplinary reports, gang affiliations, copies of police reports, copies of arrest records, information gathered from case files, treatment plans, educational records, work release records (if applicable), pre-release agreements, release or transfer records, copies of court documents, orders, standard forms, correspondence, and other relevant information concerning the arrest and confinement of an inmate. | Eighty-five (85) calendar years from the inmate's date of release or transfer; or five (5) calendar years from the confirmed death of the individual, whichever is first. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 179A.070, NRS 179A.075, NRS 179A.100, NRS 11.190 (1)(a), NAC 239.165 (1)(2) | None. |

**Jails: Inmate Funds, Records of** **LRDA # 2007829**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records provide an accounting of individual inmate's funds maintained by the jail or detention facility for use of those inmates. Records usually include the inmates name and number, date, and records documenting deposits, withdrawals, purchases and receipt. | Until completion of annual audit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624, NRS 211.380 | None |

## Law Enforcement

**Jails: Inmate Grievances** **LRDA # 20161925**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series provides documentation of the investigation into any grievance filed by an inmate. Information may include but is not limited to name of the inmate, inmate number, description of grievance, names of individuals involved, description of any related incidents, investigative notes, disciplinary actions, results of the investigation, grievance findings, and final action. | Three (3) calendar years following the final disposition of the grievance. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Civil Rights of Institutionalized Persons Act (CRIPA), 42 USC 1997, 28 CFR 40.10 | None. |

**Jails: Inmate Mail Log or Report** **LRDA # 20071502**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the mail sent and received by inmates, indicating who the mail is from and to, and if it is acceptable to give to the inmate while incarcerated. | Two (2) calendar years from the date of the log or report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (4)(a) | None |

**Jails: Inmate Medical Records – Youth** **LRDA # 20181992**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents medical treatment given to inmates. This series may contain but is not limited to treatment logs, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include inmate's name, date of treatment, description of treatment, and related data. | Retain these records until the individual attains the age of 23. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 CFR 1003.1570, NRS 211.140, NRS 629.021to 629.061, NAC 239.165 (1)(2) | None. |

## Law Enforcement

**Jails: Inmate Medical Records-Adult**

**LRDA #** **2007843**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents medical treatment given to inmates. This series may contain but is not limited to treatment logs, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include inmate's name, date of treatment, description of treatment, and related data. | 6 (six) calendar years from the date of receipt or production of the record, whichever is later. | Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 CFR 1003.1570, NRS 211.140, NRS 629.021to 629.061, NAC 239.165 (1)(2) | None. |

**Jails: Inmate Work Program Records**

**LRDA #** **2007833**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer inmate work programs. This series may contain but is not limited to inmate information, offense information, skills assessments, screening documentation, selection or rejection information, work assignment information, copies of work release agreements, salary information, related program reports, correspondence and similar documents. | Three (3) calendar years from the year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 211.210 to 211.230, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Jails: Kitchen Inventory List**

**LRDA #** **20071656**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of an inventory of all small utensils and equipment used in the kitchen. | Three (3) calendar years from the date of the list. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None |

## Law Enforcement

### Jails: Register

**LRDA #** **2007830**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series provides summary information on inmates currently committed to a jail or detention center. Information in this series usually includes the name of inmate, age, gender, date of birth, intake number, offense, date of commitment and by what authority, term of confinement, date of release or transfer, and similar information. | Five (5) calendar years from the date of the register. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 248.050, NRS 211.030, NRS 211.090, NAC 239.165 (1)(2) | None. |

### Jails: Release Orders

**LRDA #** **2007831**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are orders for the release of individuals from the custody of jails or detention centers. Release orders usually include individuals name, number, order date, court information, any conditions of release, judge's signature, and similar information. | Three (3) calendar years from date of release, and add copy to inmate's file. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Jails: Roster of Inmates

**LRDA #** **2007832**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is a roster or population report of the inmates currently incarcerated in a jail or detention facility. | Ninety (90) days after roster is updated. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Law Enforcement

**Jails: Suicide Threat \ Precaution Records** **LRDA # 20071505**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the action taken when an inmate is deemed to be suicidal or has special management needs. This series may include but is not limited to watch reports, shift change reports, reports documenting the emotional state of the inmate, and reports documenting the precautions taken. | Three (3) calendar years from the date of the incident. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2) | None. |

**Jails: Video Recordings** **LRDA # 20141886**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of video recordings used to maintain surveillance of inmate activities within the jail/detention facility. They contain footage of daily inmate activity, orientation, and disturbances. They may also contain physical building orientation and security practices. | Sixty (60) days from the date of the recording. | This record series may contain restricted or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | None | None. |

**Jails: Visitors Log** **LRDA # 2007834**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents information about visitors to inmates confined in an agency correctional facility. This series may include but is not limited to logs, visitor cards, request slips, and similar records. Information often includes date, time in, visitor's name and address, visitor's signature, object of visit, time out, and related information. | One (1) calendar year from the date of last entry in the log. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 211.140 | None |

## Law Enforcement

### Juvenile Incident/Crime Reports

**LRDA #** **2007835**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document information on juveniles investigated and/or arrested by law enforcement. This series may contain but is not limited to arrest report, reports and records of juveniles criminal history, juveniles identifying information, parent or guardian information, fingerprint cards, mug shots and other identifying photographs, information sheets, behavioral information, incident reports, police reports, booking information, copies of court documents, standard forms, correspondence, and related documents. | Permanent, sealed at age 24 or prior by court order. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 62H, NAC Chapter 62H, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### K-9 \ Horse Management Records

**LRDA #** **20071255**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer the management of police force K-9s and horses. This series may contain but is not limited to information on certification, history, status, animal's health, training records and logs, incident reports, handling officer's information, correspondence, related forms and similar documents. | Two (2) calendar years after the end of animal's service. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (4)(e) | None |

### Law Enforcement Training Records

**LRDA #** **2007871**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer law enforcement employee development and training. This series may contain but is not limited to employee name, social security number, badge or ID number, request for training forms, training plans, training exercises, test scores, training history, training certificates, documentation of continuing education, records documenting completion of mandatory training requirements, course outlines, courses taken, copies of course material, attendance records, weapons proficiency tests, copy of POST certificates, training evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, reports, forms, related correspondence and similar records. | Three (3) calendar years from the transfer, separation, retirement, or termination of the employee. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 289.450 to NRS 289.600, NAC Chapter 289, NAC 239.165 (1)(2) | A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer. |

## Law Enforcement

**Licenses, Business Background: Application** **LRDA # 2007839**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the background investigation by law enforcement of applicants for business licenses. This series includes gaming, liquor or any other type of business license listed in a local ordinance or code. | Three (3) calendar years from the date of the investigation. | Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 463.160, NRS 463.180, NRS 463.190, NRS 463.1605, NRS 463.230 to NRS 463.242, NRS 11.190(3)(d), NRS 11.190 (4)(a), NAC 239.165 (1)(2) | None. |

**Licenses, Business Background: Suspensions and Revocations** **LRDA # 2007840**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the investigation of a licensee who apparently is engaged in any conduct or transaction which could lead to the restriction, suspension or revocation of their business license. | Ten (10) calendar years from date of last action. | Records in this record series contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 463.160, NRS 463.1605, NRS 463.180, NRS 463.190, NRS 463.280, NAC 239.165 (1)(2) | None. |

**Licenses, FCC: Station** **LRDA # 2007838**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the process of obtaining licenses for radio system and other communication system operations from the Federal Communication Commission (FCC). This series may contain but is not limited to applications, permits, contracts and/or agreements, authorizations, copy of license, logs, forms, supporting documents, correspondence, and similar data. | Six (6) calendar years from the expiration or renewal of the license. | Records in this record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 47 CFR 90.15 to 47 CFR 90.20, NRS 11.190 (1)(b), NRS 239C.210, NAC 239.165 (1)(2) | None. |

## Law Enforcement

### Missing Persons Incident/Crime Report

**LRDA #** **20071511**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of reports and similar records taken by law enforcement of persons (children and adults) believed to be missing or abducted. This series may contain but is not limited to reports documenting missing persons identifying information, last known location, time last seen, clothing worn at time of disappearance, driver's license information, motor vehicle information, copy of fingerprints, photographs, dental records, x-rays, reports submitted to other agencies, other pertinent information gathered from parent, legal guardian, or next of kin, correspondence and related documents. | Retain unsolved cases Permanently. Retain solved cases for the same retention period as the applicable investigation file. If the person is located alive and no crime has occurred retain for three (3) calendar years from the law enforcement agency's close of case. | This record series contains confidential information. | NRS 432.185 to NRS 432.380, NRS 480.500, NAC 239.165 (1)(2) | See also Investigation Files. |

### Mobile Audio-Visual Recordings

**LRDA #** **20071510**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of audio-visual recordings of law enforcement field actions. These recordings consist of event, non-event, or test recordings. Event recordings involve footage of a unique or unusual incident or action from which litigation or criminal prosecution is expected or likely to result. Non-event recordings involve footage that do not have value to aid in an investigation or prosecution, such as footage of an incident or encounter that does not lead to an arrest or citation or of the general activities that an officer might perform while in the field such as assisting a motorist, clearing roadways, and similar activities. Test recordings do not document encounters with the public and are usually used for training purposes and as an aid in adherence to departmental policies. | Transfer event recordings to the appropriate record series for the event documented and retain in accordance with the approved schedule for that record series. Retain non-event recordings for a minimum period of fifteen (15) days. Test recordings may be removed from system when no longer administratively useful to the agency. | Recordings containing confidential or sensitive information should be destroyed in a secure manner | NRS 289.830, NRS 171.080 to NRS 171.100, NRS 484E.110, NRS 484A.680, NRS 484D.560 to NRS 484D.580, NAC 239.165 (1)(2). | Any record made by a portable event recording device pursuant to NRS 289.830 (2) is a public record which may be (a) Requested only on a per incident basis and (b) Available for inspection only at the location where the record is held if the record contains confidential information that may not otherwise be redacted. |

## Law Enforcement

### Mobile Data Computer Transmissions (MDC)

**LRDA #** **20071634**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents mobile data computer transmissions such as dispatch related transactions, information checks, status updating, and messaging transactions between patrol units. | Ninety (90) days from the date of the transmission. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.210 (f), NAC 239.165 (1)(2) | None |

### Parking Citations

**LRDA #** **20071461**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are copies of parking tickets issued for meter violations and other parking infractions. Information may include but is not limited to date, time, license number of vehicle, make and model year of vehicle, officer's name, place of violation, type of violation, ticket number, and similar information. | Two (2) calendar years from the date of issuance. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 484A.700 , NRS 484B.527, NRS 484A.680 | None |

### Parking Meter Collection Records

**LRDA #** **20071463**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the collection and deposit of funds received from parking meters. | Until completion of annual audit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 266.280, NRS 484B.030, NRS 354.624 | None |

## Law Enforcement

**Pawn Shop Records**

**LRDA #** **2007848**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is a daily transcript or report of the merchandise bought, sold, or held in pledge by pawnbrokers. Information in this series includes but is not limited to the time, date, and place of transaction, the name or other identification of the person or employee conducting the transaction, a complete and accurate description of the goods acquired, including serial numbers, manufacturer's numbers, or other identifying marks, the name, age, address, and description of the person from whom the goods were acquired, the type of identification provided, the issuing agency, the identification number, the amount loaned, the number of the pawn ticket issued, and a signed statement swearing that the seller has the authority to sell or pledge these goods. | One (1) calendar year from the date of the record. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 646.020 to NRS 646.047, NAC 239.165 (1)(2) | None. |

**Peace Officer Disciplinary Action Records**

**LRDA #** **2007807**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents dismissals, suspensions, progressive disciplinary measures, and other actions against peace officers. This series may include but is not limited to cause statements, administrative investigation records, hearing records, findings and recommendations, appeal records, correspondence, and related records. | Three (3) calendar years after employee separation. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 289.020 to 289.120, NRS 11.190 (3)(d), NAC 284.718, NAC 239.165 (1)(2) | These files may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement. |

**Photographs, Law Enforcement**

**LRDA #** **20071506**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of photographic images (stills, prints, negatives, slides, etc.) of crime scenes, accidents, domestic violence, property damage, property and similar photographs. | Retain this record series for the same retention period as the applicable incident/crime report. | None | None | Review for historical value. |

## Law Enforcement

### Police Officer Medical Files

**LRDA #** **20071465**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document an individual police officers work related medical history. This series may contain but is not limited to medical and/or physical examination records (pre-employment, pre-assignment, periodic, or episodic), required tests, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents. | Six (6) calendar years after the death of the police officer. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.530 (j)(2), NRS 616C.052, NRS 617.135, NRS 617.454 to 617.457, NRS 617.485, NAC 616C.088 (2), NAC Chapter 617, NAC 239.165 (1)(2) | Hazard exposure records document an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous conditions. |

### Polygraph Examinations

**LRDA #** **2007851**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents polygraph examinations given to criminal suspects, prospective employees, and others. This series may contain but is not limited to pre-examination records, question sheets, polygraph charts, reports of examination results, films, audio and video recordings of examinations, chart analysis, statements, conclusions and opinion of the examiner, background information, correspondence, and related documents. | Three (3) calendar years from the date of the test. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 801.30, NRS 648.183 to NRS 648.199, NAC 239.165 (1)(2) | None. |

### POST Course Certification Documentation

**LRDA #** **20141884**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents law enforcement training courses certified by the Peace Officers Standards and Training Commission (POST). The files may contain but are not limited to concise synopsis of the course, including, the title of the course, the intended goals of the course and specific objectives for the students in the course, detailed lesson plans, list of the intended instructors, the total amount of hours of instruction, description of the written or practical examinations, bibliography of all resource materials used to prepare the course, and related correspondence. | Three (3) calendar years from the decertification of the course or from the date the course has been superseded or no longer taught. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 289.510, NRS 289.590, NAC 289.300 to 289.320 | POST is the office of record for this record series. POST is required through their records retention schedule (RDA 2010-027) to retain this data for 35 years after all officers trained by the course have left law enforcement service. |

## Law Enforcement

### Processes, Civil Cases

**LRDA #** **2007852**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents pertinent information contained/listed in writs, orders, notices, and other civil process issued by a court or other legally authorized agency or individual to be executed, posted, or published by law enforcement. | One (1) calendar year after date of service or return. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

### Protective Order Log

**LRDA #** **20141889**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This is a log of protective orders served by law enforcement. Information in the log may include but is not limited to officer's name, badge/ID number, protected party information, adverse party information, and date served. | One (1) calendar year from the date the order was served. | This record series should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 33.060 to 33.065, NRS 33.300, NRS 33.430 | The clerk of the court maintains a record of each order registered pursuant to NRS Chapter 33. |

### Radio and Car Logs

**LRDA #** **20071633**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents radio calls giving time called, car or station calling, car or station called, car location, nature of call, and acknowledgment. | One (1) calendar year from the date of the call. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Records Dissemination Log

**LRDA #** **2007859**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the dissemination of information of an individual's criminal history. This log must contain an entry showing to what agency or person the records of criminal history were provided, the date on which the information was provided, the person who is the subject of the information, and a brief description of the information provided. | One (1) calendar year from date information was provided. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 179A.130, NAC 239.165 (1)(2) | None. |

## Law Enforcement

**Records of Convicted Person Registration** **LRDA # 2007861**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are records maintained by law enforcement agencies of the registration of a convicted person required by law to register, who is living within the agencies jurisdiction. This series may contain but is not limited to individuals name, alias, address and occupation, social security number, identifying characteristics such as race, sex, age, hair and eye color, scars and blood type, name of employer, drivers license and vehicle information, crime committed and convicted of, date of conviction, place of conviction, sentence imposed, victim information, handwriting exemplars, DNA exemplars, photographs, fingerprints, correspondence and related documents. | Twenty (20) calendar years after offender is no longer required by law to register, or if the law enforcement agency has certain knowledge that an offender has moved from its jurisdiction ten (10) calendar years after offender leaves the jurisdiction. | Records in this record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 179C.010 to 179C.220, NRS 11.190(1)(a), NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2) | NRS 179C.010 “Convicted person” means: a person convicted in the State of Nevada or convicted in any place other than the State of Nevada of two or more offenses punishable as felonies, a person convicted in the State of Nevada of an offense punishable as a category A felony, a person convicted in the State of Nevada or convicted in any place other than the State of Nevada of a crime that would constitute a category A felony if committed in this state on July 1, 2003. 2. For the purposes of this chapter, “convicted person” does not include: (a) A person who has been convicted of a crime against a child, as defined in NRS 179D.210, or a sexual offense, as defined in NRS 179D.410; or (b) Except as otherwise provided in this chapter, a person whose conviction is or has been set aside in the manner provided by law. |

## Law Enforcement

**Records Ordered Sealed by a Court** **LRDA # 2007860**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents records ordered sealed by a court of record in accordance with state and federal laws. This series may contain but is not limited to petition notice, affidavits, data sheets, copy of criminal history, copies of court documents, testimony of law enforcement, testimony of prosecuting attorney, hearing records, records of rehearing, evidence, signed order of the court sealing the records, access logs [detailing the authorized inspection of the records], computer printouts, microfilm, microfiche, and related documents. | Retain the sealed record for the same authorized retention period as the equivalent non-sealed record, unless directed otherwise by a court of record. | The sealing of a record limits access to the record, but does not normally effect the retention period. | NRS 179.245 to 179.301, NRS 176A.265, NRS 453.3365, NRS 239.125, NAC 239.165 (1)(2) | Non-permanent records in this series should be destroyed in a secure manner that will prevent reconstruction of the information. |

**Report of Multiple Sale or Other Disposition of Pistols and Revolvers-ATF form 3310.4** **LRDA # 20161944**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This is a form used by licensees to report all transactions in which an unlicensed person acquired two or more pistols or revolvers or any combination of pistols or revolvers totaling two or more at one time during five consecutive business days. In accordance with 18 USC 923 (g)(3)(a) licensees are required by federal law to send a copy of ATF form 3310.4 to the State police or the local law enforcement agency in the jurisdiction where the sale took place. | Retain no more than twenty (20) days from the date the form is received. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 18 USC 923 (g)(3)(a), 18 USC 923 (g)(3)(b) | 18 USC 923 (g)(3))(b): Except in the case of forms and contents thereof regarding a purchaser who is prohibited by subsection (g) or (n) of section 922 of this title from receipt of a firearm, the department of State police or State law enforcement agency or local law enforcement agency of the local jurisdiction shall not disclose any such form or the contents thereof to any person or entity, and shall destroy each such form and any record of the contents thereof no more than 20 days from the date such form is received. |

## Law Enforcement

**Sale of Personal Property** **LRDA # 20161938**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the sale of personal property by law enforcement to satisfy court awarded judgments. | Six (6) years from the date of the sale. | If this record series contains confidential or sensitive information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 248.120, NRS 11.190 (1)(a), NRS 11.190 (3)(d) | None. |

**Sex Offenders and Offenders Convicted of a Crime Against a Child Registration** **LRDA # 20071685**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are records maintained by law enforcement agencies of the registration of sex offenders and offenders convicted of a crime against a child who are living within the agencies jurisdiction. This series may contain but is not limited to individuals name, alias, address and occupation, social security number, identifying characteristics such as race, sex, age, hair and eye color, scars and blood type, name of employer, drivers license and vehicle information, crime committed and convicted of, date of conviction, place of conviction, sentence imposed, victim information, handwriting exemplars, DNA exemplars, photographs, fingerprints, correspondence and related documents. | The lifetime of the individual (if known) or until presumed dead at age one hundred (100), whichever is sooner. If the law enforcement agency has certain knowledge that an offender has moved from its jurisdiction retain this series for ten (10) calendar years after offender leaves the jurisdiction. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 179D.010 to 179D.570, NRS 213.1243, NAC 213.290, NAC 239.165 (1)(2) | None. |

## Law Enforcement

**Special Unit/Task Force Activity Records** **LRDA # 20161924**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the activities of special units/task forces such as Special Weapons and Tactics, (SWAT), gang units, narcotics enforcement, K-9, anti-graffiti, DUI, search and rescue, and similar special operations police units. These types of units may be ongoing, limited duration, or just organized to address a specific problem or situation, and not intended to carry on beyond a final report or activity. Records in this series may include but are not limited to activity reports, programmatic records, intelligence reports, risk assessments, community outreach records, personally identifying information, maps, diagrams, photos, blueprints, etc., related correspondence, and similar records. | Retain annual activity reports (if applicable) permanently. Retain other activity reports for a minimum period of three (3) calendar years after completion of the operation, or for ongoing operations three (3) calendar years from the end of the calendar years to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None. |

**Special Watch Records** **LRDA # 20071459**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents special and vacation watches performed by law enforcement at the request of residents, business owners, and the public. This series may include but is not limited to the name and address of requestor, name, address, and telephone number of the business or residence, reason for watch request, type of watch, authorizations, date and time location was checked, officer's name and number, date check ended, officer remarks, correspondence, and similar data. | Cancellation of the watch. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None |

**Speed-Timing Equipment** **LRDA # 2007855**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the maintenance and calibration of radar guns, camera radar, and similar speed-timing devices. This series may contain but is not limited to factory certification of calibration, testing records, inspection records, records of results, maintenance and repair records, date of service or repair, equipment number, make and model, certificates, supporting documents, and similar information. | Three (3) calendar years after equipment is no longer in service. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 459.920, NRS 11.190 (3)(d) | None |

## Law Enforcement

**Suspect Photographs (including Mug Shots)** **LRDA # 2007850**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of photographs of individuals who have been detained or arrested for various criminal offenses. These types of photographs are often used by law enforcement personnel, victims, and witnesses to aid in the identification of suspects. Information may include suspects name, address, description, date of birth, distinguishing marks or tattoos, and related information. | Add a minimum of two (2) prints to the individuals incident/ crime report or inmate file, or in a mug shot or digital photo program. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 171.1223 to 171.123, NAC 239.165 (1)(2) | None. |

**Temporary Criminal Intelligence Research and Statistical Records** **LRDA # 20121845**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document research and analysis where a person was associating with a subject suspected of criminal activity and an immediate determination as to the involvement with the subject could not be determined. The record may include but is not limited to personal identifying information, various reports with supportive documentation, maps, diagrams, photos, blueprints, etc., data entries, related correspondence, and similar information. | Retain these records for no longer than one (1) calendar year from the date of determination. | This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 28 CFR 22.23, NRS 239B.030, NRS 239C.210, NAC 239.165 | None. |

**Traffic Citations** **LRDA # 2007877**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents citations issued by law enforcement to drivers violating motor vehicle and traffic laws. This series usually includes date, time, location of violation, nature of offense, driver’s name, address, occupation, state licensed, license number, vehicle's license number, state, make of vehicle, violation code, citation number, officers name, and signature of person receiving citation. | Two (2) calendar years from the date of issuance. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 484D.560 to 484D.580, 484A.680, NRS 706.235, NAC 239.165 (1)(2) (1)(2) | None. |

## Law Enforcement

**Traffic: Accident Incident/Crime Reports** **LRDA # 2007875**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents reports of traffic accidents and the investigation of traffic accidents by law enforcement personnel. This series may contain but is not limited to name, address, and license number of driver or drivers involved, date and time of accident, location of accident, information on vehicle or vehicles involved, narrative reports regarding circumstances, diagramed description of how the accident happened, roadway description, prevailing conditions, damage reports, injury reports, name, and address of witnesses, blood-alcohol analyses, reports of incidents, citations issued (if applicable), copy of report submitted to Department of Motor Vehicles, other various reports, forms, photos, correspondence, and related documents. | Five (5) calendar years from the date of the investigation. Retain records of accidents not investigated by law enforcement for a minimum period of two (2) calendar years from the date of accident notification. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 484E.050, NRS 484C.170, NRS 484E.110, NRS 484E.120, NRS 480.360, NRS 484A.660, NRS 11.190 (4)(a)(e), NAC 239.165 (1)(2) (1)(2) | None. |

**Trespass Warning Citations** **LRDA # 20181981**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of warning citations issued for trespassing. Individuals issued these warning citations do not receive any type of fine or court date. | Retain for a minimum period of one (1) calendar year from the date of issuance. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 207.200, NAC 239.165 | None. |

## Law Enforcement

**Unmanned Aerial Vehicle Recordings – Law Enforcement** **LRDA # 20181987**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series may consist of recorded images, sound waves, odors, and associated data captured by Unmanned Aerial Vehicles (UAV) during law enforcement activities. | Retain recordings for the same retention period required for an equivalent hardcopy record. It is recommended that recordings that may contain personally identifiable information (PII) not be retained for more than one-hundred eighty (180) days. | If this record series contains confidential or restricted information that information must be destroyed in a secure manner that will prevent its reconstruction. | Presidential Memorandum: Promoting EconomicCompetitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems, Privacy Act of 1974 (5 U.S.C. 552a), NRS 493.112, NAC 239.165 | NRS 493.112 (4) Any photograph, image, recording or other information that is acquired by a law enforcement agency through the operation of an unmanned aerial vehicle in violation of this section, or that is acquired from any other person or governmental entity, including, without limitation, a public agency and any department or agency of the Federal Government, that obtained the photograph, image, recording or other information in a manner inconsistent with the requirements of this section, and any evidence that is derived therefrom: (a) Is not admissible in and must not be disclosed in a judicial, administrative or other adjudicatory proceeding; and (b) May not be used to establish reasonable suspicion or probable cause as the basis for investigating or prosecuting a crime or offense. |

## Law Enforcement

### Use of Force Reports - No Weapon Involved

**LRDA #** **20161933**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the investigation of use of force by law enforcement officers while in the line of duty. This series may contain but is not limited to use of force incident reports, investigation records, summary and analysis of all relevant evidence, findings, departmental forms, various reports, correspondence and related information. | For reports resulting in disciplinary action-three (3) calendar years and add summary report to personnel file. For reports not resulting in disciplinary action three (3) calendar years from the date of the report. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d),(4)(a)(e), NRS 41.0336, NRS 289.040, NRS 289.057 | These records may be destroyed earlier upon the order of a court of record, upon order of the law enforcement agency or through a labor agreement. |

### Vehicles, Maintenance and Repair Records

**LRDA #** **2007880**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the maintenance and repair history of vehicles used by law enforcement. This series may contain but is not limited to description of the vehicle, manufacturer's owner and repair manual, service and repair records, copies of invoices of parts and labor, routine maintenance logs, warranties, related correspondence, and similar documents. | Life of vehicle; If the vehicle is involved in an accident retain for the life of the vehicle plus three (3) calendar years. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

### Vulnerability Assessments

**LRDA #** **20121843**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These assessments are used to document the vulnerability of physical structures to criminal activity. Records may include but are not limited to contact information, analysis reports and supporting documentation, copies of security plans, maps, diagrams, photos, blueprints, related correspondence and similar information. | Retain these records as long as they hold value to the agency. | This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 28 CFR 22.23, NRS 239B.030, NRS 239C.210, NAC 239.165 | None. |

## Law Enforcement

**Warrants (copy of court records)** **LRDA # 2007882**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents written orders of the court. This series may include but is not limited to informational documents related to the wanted person, teletypes, subpoena or summons, and other records relevant to the service of warrants. Warrant information usually includes date, court, judge's name, individual's name and date of birth, charge, and related information. | Until served, executed, recalled, or cancelled by the court. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 248.100, NRS 259.140, NAC 239.165 (1)(2) | None. |

**Work Permit/Cards** **LRDA # 2007885**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer records associated with employee work cards as required by state law, county or municipal codes. This series may contain but is not limited to a referral or hire slip from the prospective employer, work card application packet, applicant personal information, signed authorization for release of information forms, copy of criminal history, investigative records, applicant fingerprints, applicant photograph, proof of payment of fees, and related documents. | Three (3) calendar years from the expiration, renewal, or denial of the work permit or card, or for the period required by local ordinance or code, whichever is longer. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 118A.335, NRS 648.060, NRS 599B.115, NRS 432A.175, NRS 655.070, NRS 11.190 (3)(d), NRS 11.190 (4)(a) and others, County Code, Municipal Code, NAC 239.165 (1)(2) | The purpose of the work card is to regulate businesses, trades and professions that require a high degree of supervision and that seriously affect the public health, safety, prosperity, security, comfort, convenience, general welfare and property of the State and its residents. |

**Work Permit/Cards for Prostitutes, All Records** **LRDA # 2007891**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer records associated with the employees of brothels (prostitutes, bartenders, managers, and others) required by county code to be licensed. | Three (3) calendar years from the expiration, renewal, or denial of the work card. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 441A.800 to 441A.815, County Code,NRS 11.190 (3)(d), NRS 11.190 (4)(a)(e) NAC 239.165 (1)(2) | None. |

## Law Enforcement

**Work Permits/Cards: Receipts for Work Cards** **LRDA # 2007889**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the payment of fees for processing work cards. | Until resolution of an annual audit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624 | None |

## Law Library

### Catalog Records

**LRDA #** **2007893**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of electronic or physical records identifying and describing books and other materials in library collections. Information usually includes name of author, title, subject, publisher, publication date, and call number. | Until superseded or no longer needed for reference. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Collections of Fines and Fees

**LRDA #** **2007894**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents money received for library fines, lost books, copy machine use, laser prints, facsimile services, computer-assisted legal research, and similar fines or fees. Information usually includes amount of money received, what the money was received for, date, and signature of person receiving payment. | Until annual audit is completed | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NRS 239.013, NAC 239.165 (1)(2) | None. |

### Copy Log

**LRDA #** **2007895**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents copy machine usage. | Until annual audit is completed | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.624 | None |

## Law Library

**Narrative Reports** **LRDA # 20071561**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of annual reports relating to law library statistics on expenditures, circulation, attendance, print and non-print inventory, services and/or programs and other pertinent information. | Retain annual reports Permanently. Retain other activity/program reports (not otherwise scheduled in this section) for a minimum period of two (2) calendar years from the year created. | This record series should not contain confidential or restricted information. Non-permanent records may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Register of Borrowers** **LRDA # 2007898**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains information on individuals granted borrowing privileges. Information includes patron's name, law library card information, item borrowed, due date, and date returned. | One (1) calendar year after last activity shown on register. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.013, NAC 239.165 (1)(2) | None. |

## Parks and Recreation

**Application to Become a Park Commissioner** **LRDA # 2007903**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Applications and resumes submitted to parks and recreation departments by individuals seeking to become a park commissioners. Usually contains name, address, phone or contact number, social security number, job skills, employment history, educational background and similar documents. | Two (2) calendar years after the applicant is accepted or rejected. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.31, NAC 239.165 (1)(2) | None. |

**Applications to Rent or Lease Facilities** **LRDA # 2007904**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of applications to rent/lease parks and recreation facilities and may contain but is not limited to facility request forms, applications, reservation forms, registration lists, copies of waivers, copies of permits, fee schedules, accounting reports, related correspondence and similar records. | Until annual audit is completed | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NRS 239.0105 | None. |

**Behavioral Reports** **LRDA # 20161943**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document problems/inappropriate behavior in Safekey and similar types of parks and recreation sponsored programs. Series may include but is not limited to personally identifying information, copy of participant code of conduct, “let’s think about it form”, report documenting problem/inappropriate behavior, signed copy of report received from parent or guardian, and similar documentation. | One (1) calendar year from the date of the incident. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.0105 | None |

## Parks and Recreation

**Construction of Facilities, Proposed or Completed** **LRDA # 2007906**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents new construction or modification to existing park structures and may contain but is not limited to copies of applications and permits; inspection reports; plans; maps; blueprints; as-built drawings; design files; project orders, related correspondence, and similar documents. | Six (6) calendar years after construction completed or abandoned. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**Contractors, Records of Persons Hired as** **LRDA # 2007908**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains information on persons hired as contractors on parks and recreation projects and may contain but is not limited to contractor name and license number, business name and license number, project information, duplicate copies of contracts or agreements, billing claims, copies of cancelled checks, correspondence and similar documents. | Three (3) fiscal years from the completion of the project. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239B.030, NAC 239.165 (1)(2) | None. |

**Equipment: Rental Records** **LRDA # 2007916**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the renting of parks and recreation equipment by individuals or groups. | Until annual audit is completed | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2) | None. |

## Parks and Recreation

**Equipment: Usage Reports** **LRDA # 2007911**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the use of parks and recreation equipment by individuals or groups. | One (1) fiscal year from the end of the fiscal year to which the record pertains. Review for historical value. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.0105, NAC 239.165 (1)(2) | None. |

**Equipment: Use Requests** **LRDA # 2007910**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests by individuals or groups to use parks and recreation equipment. | One (1) fiscal year from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.0105, NAC 239.165 (1)(2) | None. |

**Park and Facility Inspection Records** **LRDA # 20071579**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents periodic inspections of parks and facilities to check for damage and recommend repairs and maintenance. Records often include inspection worksheets or checklists, maintenance request forms, maintenance and repair reports, correspondence and related documents. | Six (6) calendar years from the date of the inspection. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None |

## Parks and Recreation

**Park/Facility Inventories, Property and Equipment** **LRDA # 2007917**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents property and equipment records and inventories. This series may contain but is not limited to copies of purchase orders, monthly property reports, descriptions of items, manufactures model and serial number, fiscal reports related to original cost, value, commodity codes, memos, correspondence and other related records. | One (1) fiscal year after inventory isu pdated/superseded. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Permits Issued for Park or Facility Use** **LRDA # 2007919**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents permits issued for park or facility use by individuals or groups and may contain individual or group information, copy of permit, rental information, payment documents, receipts, related correspondence and similar documents. | One (1) fiscal year after completion of an annual audit. Review for historical value. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2) | None. |

**Programs: Accidents Occurring During a Program Which Result in Personal Injury or Death** **LRDA # 2007920**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents accidents during a program which result in personal Injury or death. Reports may contain but are not limited to date and time of accident, location of accident, type of accident, narrative reports regarding circumstances, parties involved, injury reports, copies of medical treatment reports, property damage reports, witness statements, copies of police reports, departmental forms, releases, notes, photos, correspondence, and related documents. | Three (3) calendar years from the end of the calendar year to which the record pertains, if no action is pending. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239.0105, NAC 239.165 (1)(2) | None. |

## Parks and Recreation

**Programs: Descriptions of Programs** **LRDA # 2007921**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the planning, development, and publication of various recreational programs offered by parks and recreation departments. This series may contain but is not limited to course or program descriptions, lesson plans, instructor information, handouts, pamphlets, instruction manuals, and similar documents. | Until program is completed. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

**Programs: Participant Registration and Attendance Records** **LRDA # 2007922**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the registration and attendance of participants in various parks and recreation department sponsored events, activities, and classes. This series may contain but is not limited to registration/enrollment forms or cards, class or activity rosters, sign- in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of participant or parent or guardian, name, dates, and times of class or activity, fee paid, correspondence and similar documents. | One (1) calendar year after program ended. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.0105, NAC 239.165 (1)(2) | None. |

**Programs: Payment Records, Participants** **LRDA # 2007923**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the payment of fees by participants of parks and recreation department sponsored events, activities, and classes and may contain but is not limited to billing and payment documents, receipts, related correspondence and similar documents. | Until annual audit is completed | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NRS 239.0105, NAC 239.165 (1)(2) | None. |

## Parks and Recreation

**Programs: Senior Citizens' Program Records** **LRDA # 2007925**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the registration and attendance of participants in various parks and recreation department sponsored senior citizen programs. This series may include but is not limited to registration/enrollment forms or cards, class or activity rosters, sign- in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of participant, name, dates, and times of class or activity, fee paid (if applicable), correspondence and similar documents. | One (1) calendar year after program ended. Review for historical value. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.0105, NAC 239.165 (1)(2) | None. |

**Schedules for Use of Facilities** **LRDA # 2007926**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the scheduling of parks and recreation facilities for use by individuals or groups. | One (1) calendar year from date scheduled. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.0105, NAC 239.165 (1)(2) | None. |

**Scholarship Applications** **LRDA # 20161937**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of applications for scholarships for free or reduced pricing for participation in local government sponsored programs or events. | Three (3) years from the award or denial of the scholarship. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.0105, NRS 11.190 (3)(d) | None. |

## Parks and Recreation

**Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury** **LRDA # 2007927**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents individual liability release forms required for participation in various programs offered by parks and recreation departments during the year. This series usually consists of event specific liability forms or waivers, participant information, contact information, signature of participant or parent/legal guardian, emergency contact information, and similar information. | Two (2) calendar years from the cessation of activity for which the release/waiver was signed, if no action is pending | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (4)(e), NRS 239.0105, NAC 239.165 (1)(2) | None. |

**Swimming Pool Operating Records** **LRDA # 20071673**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| The record series documents the operation of local government operated swimming pools. This series may include but is not limited to water quality test and analysis reports, incident reports, copies of accounting documents, inspection and maintenance requests and reports, attendance counts, correspondence and similar documents. | Retain operation related records for three (3) calendar years from the end of the calendar year to which the record pertains, or for the period required by the Health Authority, whichever is longest. Retain copies of related accounting documents until completion of an annual audit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 354.624, NAC 444.150, NAC 444.262, NAC 444.264, NAC 444.522, NAC 239.165 (1)(2) | None. |

## Personnel

**Affirmative Action Program Files** **LRDA # 20071691**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer Affirmative Action Plans in accordance with federal and state EEO laws and regulations. This series may contain but is not limited to copy of Affirmative Action Plan, self-analysis documentation, compliance monitoring documentation, survey reports, completed forms, summary reports, related correspondence and similar documentation. | Three (3) calendar years from the end of the calendar year to which they pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR Part 1608, 41 CFR Part 60-2, 29 CFR 1602.30, NRS 613.310 to 613.435, NAC 239.165 (1)(2). | The federal Equal Opportunity Survey is confidential in accordance with 41 CFR 60-2.18 (d). |

**Alcohol and Drug Testing Records - Negative Results** **LRDA # 20101814**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the testing of current and prospective employees for alcohol and/or controlled substances prohibited by policy or statute. This series may include but is not limited to records which document the collection process, random sample process, decision to administer reasonable suspicion drug or alcohol testing, laboratory reports, consent forms, forms documenting employees receipt of drug and alcohol policy, test results, correspondence, and any other pertinent documentation. | One (1) calendar year from the date screening was completed. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. These records are not personnel records and must be kept in a separate location from employee personnel records per NRS 284.4068. | 49 CFR 40.333, 45 CFR 164.501, NAC 239.165 | Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii), and exempt from HIPAA access and retention requirements. |

## Personnel

### Alcohol and Drug Testing Records - Positive Results

**LRDA #** **2007302**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the testing of current and prospective employees for alcohol and/or controlled substances prohibited by policy or statute. This series may include but is not limited to records which document the collection process, random sample process, decision to administer reasonable suspicion drug or alcohol testing, laboratory reports, consent forms, forms documenting employees receipt of drug and alcohol policy, test results, correspondence, and any other pertinent documentation. | Five (5) calendar years from the date screening was completed. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. These records are not personnel records and must be kept in a separate location from employee personnel records per NRS 284.4068. | 42 USC section 1320d et seq., 45 CFR 164.501, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii), and exempt from HIPAA access and retention requirements. |

### Americans With Disabilities Act (ADA) Compliance Records

**LRDA #** **20071422**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document compliance with the Americans With Disability Act (ADA). This series may include but is not limited to administrative reports, public inquiries, copies of policies and procedures, federal ADA inquiries, copies of compliance reports, related correspondence and similar documentation. | Three (3) calendar years from the end of the calendar year to which they pertain. | All records pertaining to any physical or mental disability of an employee or applicant are confidential per 29 CFR 1630.14 and must be maintained and filed separately from other personnel files. | 29 USC section 255, 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. |

## Personnel

### Appeals Files (Disciplinary Actions)

**LRDA #** **20071662**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document employee disciplinary actions appealed to a hearings officer or hearings board involving suspension, demotion, termination, involuntary transfers and/or whistleblower complaints. This series may contain but is not limited to formal appeal forms or original letter requesting an appeal, copies of documents from the master personnel file, copies of applications, work performance standards, job descriptions, job announcements, personnel/payroll actions forms, request for hearing under the provisions of NRS 281.645 (Whistleblower Law), resignation forms, employee development report forms, written reprimands, audio and visual tapes, photos and similar documents. | Four (4) calendar years from the date of the decision of the hearings officer/ board, or the date the appeal was withdrawn, settled or dismissed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, NRS 281.645, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Apprenticeship Records

**LRDA #** **20071743**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents applicant qualifications and may contain applicant information, original applications, job assignments, evaluation basis for selection or rejection, conditions of work, time records, hours of training provided, minority status, gender of all selected and rejected applicants, apprenticeship agreement, roster of apprentices, qualification records, related correspondence and similar documents. | Five (5) calendar years from the applicants completion, withdraw, or termination from the program. | This record series may contain confidential or restricted (personally identifying) information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 30.12 (d), NAC 610.925, NAC 239.165 | None. |

### Background Checks/Investigations

**LRDA #** **2007304**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents background checks/ investigations of individuals including those for recruitment and active employment, volunteers, interns, and contracted workers. This series may contain but is not limited to employment reference information, background survey questionnaires, background check disclosure authorizations and release forms, copies of fingerprint cards, information gathered from criminal background checks, correspondence and related documents. | If hired: Retain for a minimum period of three (3) calendar years after separation of service. If not hired: Retain for a minimum period of three (3) calendar years from the date investigation is completed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.31, NRS 11.190 (3)(d), NRS 239B.010 to NRS 239B.020, NRS 179A.103, NRS 179A.075, NAC 239.165 (1)(2) | None. |

## Personnel

### Commercial Drivers License Records

**LRDA #** **20101816**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records are used to document that an individual has been granted a commercial drivers license when this type of license is required as a condition of employment. Records may include but are not limited to copy of commercial driver license, random drug test records, physical examination records, medical card, endorsements, and similar documents. | Five (5) calendar years from the expiration, renewal, suspension, or revocation of the license. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 49 CFR 40.333, 49 CFR 383, NRS 483.900 to 483.940, NAC 483.800 to 483.850, NAC 239.165 | None. |

### Continuation of Insurance Benefits (COBRA) Records

**LRDA #** **20071286**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents compliance with the Consolidated Omnibus Reconciliation Act of 1986 (COBRA). Records document notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave. This series may contain but is not limited to employee and dependent names and social security numbers, insurance package currently carried, written notice of COBRA rights and whether the covered employee, spouse and/or dependents elected or rejected coverage, dates of termination, coverage end date, correspondence and related documents. | Six (6) calendar years after eligibility has expired. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 26 CFR 54.4980B-1 through 26 CFR 54.4980B-10, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Continuing Education Files

**LRDA #** **20071660**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents continuing education and/or training that may be required for renewal of a professional license or certificate. The files may include but are not limited to educational transcripts, attendance rolls, course/workshop documentation, continuing education credit slips, continuing education training forms, related correspondence and similar documentation. | Three (3) calendar years from the end of the renewal period. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405 (c)(2)(C)(viii) NRS 205.4617, NRS 239B.030, NRS 11.190(3)(d), NAC 239.165 (1)(2) | None. |

## Personnel

**Deferred Compensation Plans - Participant Records** **LRDA # 2007306**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the voluntary participation of individuals in Deferred Compensation Plans. Records may include but are not limited to plan selection and application forms, enrollment records, payroll contribution and deduction summaries, personal data records, authorizations, beneficiary information, living trust records, hardship records, change requests, payout estimates, year-end balance reports, distribution reports, correspondence, and related documents. | Six (6) calendar years from the close of the participants account or accounts. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 26 USC section 401(a), 26 USC section 457, 26 CFR 1.457, NRS 287.381 to 287.480, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Deferred Compensation Plans - Plan Details** **LRDA # 20071285**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents Deferred Compensation Plans offered as a voluntary benefit to aid employees in saving for retirement. This series may include but is not limited to plan explanations, details, and descriptions, third party administrator information, investment options, fund performance information, enrollment information, contribution and distribution information, correspondence and related documents. | Retain this record series for the full period that plan or system is in effect, plus three (3) calendar years after termination of the plan. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 29 CFR 1627.3, 29 USC section1027, 29 CFR 2520, 26 USC section 401(a), 26 USC section 457(g), NRS 287.381 to 287.480, NRS 11.190 (3)(d) | None |

**Disciplinary Records** **LRDA # 20071298**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinance. Series may include but is not limited to cause statements, investigative records, verbal/written reprimands, copies of work performance standards, corrective action agreements, interview and hearing records, findings and recommendations, employee's reply, various forms, and related records. | Three (3) calendar years from the date of last action, or for the period required by disciplinary settlements or negotiated agreements. | This record series may contain confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2), Collective Bargaining Agreements | Some information from this series may be included in the Master Personnel File. |

## Personnel

### Donated Leave Program Records

**LRDA #** **20071296**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the receipt and donation of leave for medical emergencies. This series may contain but is not limited to leave donation forms, recipient applications, agency approvals or denials, medical or physician certifications, leave donation records, leave transfer records, payroll notification records, payroll reports, copies of time and attendance sheets, leave program termination records, correspondence and related documents. | Three (3) fiscal years from the fiscal year in which the leave was donated or used. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### EEO Reports

**LRDA #** **20071690**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document Equal Employment Opportunity (EEO) reports required by state/federal law or regulation. This series may contain but is not limited to EEO reports and supporting documentation, special reports (if required), related correspondence and similar documentation. | Three (3) calendar years from the submission of the report. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 29 CFR 1602.30 to 29 CFR 1602.45, NRS 613.310 to NRS 613.435 | None |

### Eligibility Lists

**LRDA #** **2007307**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of lists and similar records of eligible applicants for employment positions. These types of lists are often used to set up applicant interviews as part of the employee selection process. | Two (2) calendar years from the year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.31, NAC 239.165 (1)(2) | None. |

## Personnel

**Employee Assistance Program Case Files - Required** **LRDA # 20071295**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents required evaluations and treatment of employees who must complete the rehabilitation program recommended by the evaluation as a condition of continued employment. Records in this series may include but are not limited to appointment records, agreements, employee/family personal information, release of information forms, assessment records, counseling and consultation records, referral information, treatment plans, problem solving plans, plan implementation records, supervisory documentation, treatment disposition records, correspondence, and related documents. | Six (6) calendar years after employee completes program. | This record series is confidential and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 290dd-2, 42 CFR 2.1, 42 CFR 2.2, 42 CFR 2.13, NRS 11.190 1(b), NRS 11.190 3(d) | None. |

**Employee Assistance Program Case Files - Voluntary** **LRDA # 20071294**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the voluntary referral and treatment of employees and/or employee family members in agency sponsored assistance programs. Records may include but are not limited to appointment records, employee family member personal information, release of information forms, assessment records, informational materials, counseling and consultation records, referral information, treatment plans, supervisory documentation, problem solving plans, plan implementation records, correspondence, and related documents. | Six (6) calendar years after last treatment or session. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 290dd-2, 42 CFR 2.1, 42 CFR 2.2, 42 CFR 2.13, NAC 239.165 (1)(2) | None. |

**Employee Attendance Records** **LRDA # 2007048**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents employee attendance and may include but is not limited to time sheets or cards, leave requests, internal computer printouts, related correspondence, and similar documents. | Three (3) fiscal years from the year to which it pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 516.5, NRS 11.190 (3)(d) | None. |

## Personnel

### Employee Development \Training Records

**LRDA #** **20071375**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer employee development and training. This series may contain but is not limited to employee name, social security or personnel ID number, request for training forms, training plans, employee training history, copies of training certificates, documentation of continuing education credits, records documenting completion of mandatory training requirements, reports detailing staff training (courses taken), statistical reports, training program evaluations, reports detailing training needs, records authorizing and administering the granting of educational leave, training summaries, related correspondence and similar records. | Three (3) calendar years from the transfer, separation, retirement, or termination of an employee. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29CFR1910.1001(m)(4), NRS 11.190 (3)(d), NAC 239.165 (1)(2) | A copy of the employee's development and training information should be sent to the employee and the new agency upon transfer. |

### Employee Directories, Rosters or Indexes

**LRDA #** **20071290**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is usually a listing of current employees and may include name, position title, work phone number, work address, and similar contact information. | Until superseded or no longer in use. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Employee Handbooks

**LRDA #** **20071276**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of guidelines created to explain the internal operations, policies, and procedures of the agency to a new employee. | Six (6) calendar years from the date the handbook is superseded or discontinued. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

## Personnel

### Employee Licenses / Certificates

**LRDA #** **2007837**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents licenses/certificates issued to employees by professional, educational, regulatory, or other agencies. These types of licenses/certificates are normally occupation specific (EMS, Peace Officer, Firefighter, Social Worker, Nurses, Engineers and similar professions) and are usually required as a condition of employment. | Three (3) calendar years from the expiration or renewal of the license or certificate. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Employee Medical Records [Except Police Officers and Firefighters]

**LRDA #** **20071236**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These records document an individual employee's work related medical history. This series may contain but is not limited to medical examination records (pre-employment, pre-assignment, periodic, or episodic), X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first aid incident records, physical examination statements, medical release authorizations, signed consent forms, correspondence and related documents. | Retain all medical (non-hazard exposure) records six (6) calendar years after their receipt or production. The medical records of employees who have worked for less than one (1) year need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment. | Access to these records is restricted pursuant to NRS 629.061, and they must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1630.14, 42 CFR 1003.1570, 45 CFR 164.502, NRS 629.021 to 629.061, NAC 239.165 (1)(2) | These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. |

## Personnel

### Employee Medical Records-Hazard Exposure Records

**LRDA #** **20071289**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents an employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work related conditions. Records may include but are not limited to hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, biological monitoring results, medical treatment reports, medical release authorizations/letters, correspondence and similar documents. | Thirty (30) calendar years after employee separation. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1910.1020 to 29 CFR 1910.1030, 45 CFR 164.502, NAC 239.165 (1)(2) | These records are not personnel records and must be kept in a separate location from employee personnel records as required by the Americans with Disabilities Act. |

### Employee Recognition Program Records

**LRDA #** **2007332**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the recognition of employees for special service to the agency. This series may include but is not limited to service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs. | Two (2) calendar years from the date of the record. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Employment Contracts

**LRDA #** **20071288**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents individual employment contracts or, where contracts or agreements are not in writing, a written memorandum summarizing the terms and conditions of employment. | Six (6) years after expiration of the contract or agreement. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 516.5, NRS 11.190 (1)(b) | None. |

## Personnel

### Evidence of Insurability Files

**LRDA #** **20071098**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer the addition of self, spouse or dependents to health insurance plans. The files may contain but are not limited to request forms, supporting documentation -- which usually includes, copies of birth certificates, marriage license and other legal documents, authorization forms and related correspondence. | Six (6) calendar years after the receipt of the records. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 11.190 (1)(b), 45 CFR 164.530 (j), NAC 239.165 (1)(2) | HIPAA compliance statement (45 CFR 164.524 (e)): This record series contains "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164. |

### Family Leave (FMLA) Records

**LRDA #** **2007310**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and regulate the granting and monitoring of family leave under the Federal Family and Medical Leave Act of 1993 and the State Parental Leave Without Pay Bill. This series may contain but is not limited to requests for leave of absence form, requests for leave, requests for parental leave without pay, time sheets, payroll documents, medical reports and certification forms, certification of Physician or Practitioner form, notice of family leave act, FMLA fact sheet, notice of specific expectations and obligations, documents of disputes with related correspondence, documents of employer benefits and policies and procedures, and similar documents and related correspondence. | Three (3) fiscal years from the end of the fiscal year in which the leave was taken | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 825.500 (b), 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, 42 USC section 405 (c)(2)(C)(viii), NRS 205.4617 | None. |

## Personnel

**Fitness For Duty Files** **LRDA # 20071469**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is used to document the action when an evaluation is done to determine an employee's ability to perform the essential functions of the job due to physical, mental or emotional disorders. This series may include but is not limited to incident reports, essential functions forms, certifications from health care providers (temporary disability, return to work, etc.), copies of medical records, copies of leave forms (with supportive documentation), copies of payroll reports (including time and attendance reports), hearing documentation, related correspondence and similar documents. | Three (3) calendar years from the date of final action. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 USC section 1320d-2 (d)(2), 42 USC section 1320d-6, 45 CFR 164.502, NAC 239.165 (1)(2) | None. |

**Garnishments** **LRDA # 20071247**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of documentation of requests and court orders served on the local government to withhold the wages of employees for garnishments, tax levies, support payments and other reasons. This series may contain but is not limited to writ of garnishment, notarized interrogatories, copies of writ of execution with attachments, answer of garnishee, affidavits, copies of accounting documents, notes, correspondence, and related documents. | Six (6) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 516.6, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NRS 31.240, NRS 31.249, NRS 239B.030, NAC 239.165 (1)(2) | None. |

**Grievances: Case Files** **LRDA # 2007311**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents grievances or complaints filed by current employees, terminated employees, applicants, or private citizens regarding employment practices. This series may include but is not limited to complaints, investigation reports, interview documentation, witness statements, background information, supporting papers, summary of action taken, audio/video recordings, related correspondence, and summary of disposition. | Four (4) calendar years from the date the case is withdrawn, settled or dismissed. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 1602.40, NRS 205.4617, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

## Personnel

**Grievances: Hearings** **LRDA # 2007312**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents grievances or complaints submitted for resolution to hearings officers or hearings boards. This series may include but is not limited to initial complaint, investigation records, background material, witness statements, interview and hearing reports, hearing officer's findings and decisions, correspondence, and related records. | Four (4) calendar years after the final disposition of the case. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 1602.40, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Grievances: Record on Judicial Review** **LRDA # 20071661**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document grievance files or appeals of disciplinary actions where court action has been initiated. This series may contain but is not limited to copies of documents found in the grievance file, copies of documents within the appeals file, copies of hearing files, court documents, correspondence and related documents. | Six (6) calendar years from the date of the final court action, or the date the action was withdrawn, settled or dismissed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(a), NAC 239.165 (1)(2) | None. |

**Group Health and Life Insurance - Death Claims** **LRDA # 20161930**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer claims for life insurance upon a covered employee's death. Records may include but are not limited to beneficiary information, claims for benefit and supporting documentation, benefit payment records, copies of medical records, copy of death certificate, related correspondence and similar records. | Six (6) calendar years after the claim is closed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 287.010 | This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164. |

## Personnel

### Group Health and Life Insurance - Employee Records

**LRDA #** **20161928**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents benefit and insurance coverage of local government employees and may contain but is not limited to insurance and benefit enrollment forms including changes and corrections, authorization statements, pre-tax documentation, copies of medical records, beneficiary information, payroll deduction forms, related correspondence and other documents pertinent to benefits. | Retain the employee's current documentation for six (6) calendar years from the date the employee is no longer covered under any benefit package. Retain superseded forms and authorizations for a period of two (2) calendar years from the date the records become inactive, expired, or superseded. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), 45 CFR 164.530 (j), 29 CFR 516.6, NRS 11.190 (1)(b), NRS 11.190(3)(d) | This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164. |

### Group Health and Life Insurance - Long Term Disability Records

**LRDA #** **20161929**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer claims for long term disability. Records may include but are not limited to employee information, physician's statement, copies of medical records, claims and supporting documentation, HIPAA access and disclosure statement, related correspondence and similar information. | Six (6) calendar years from the date of the closure or final resolution of the claim. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1320d-2, 42 USC section 1320d-6, 45 CFR 164.502, 45 CFR 164.530 (c), NRS 287.010 | This record series may contain "protected health information" and may be subject to access by individuals and/or disclosure to other entities under the requirements found in 45 CFR sections 160 and 164. |

### Group Health and Life Insurance Plans

**LRDA #** **2007314**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents group insurance policies offered by a local government as part of the employee benefits program. This series may contain but is not limited to information on various insurance plans (health, life, catastrophic illness, dental, vision, long-term care) enrollment information, handouts and brochures, related correspondence, and similar information. | Retain for a minimum period of one (1) calendar year from the termination of the plan. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 29 CFR 1627.3 (b)(2), NRS 11.190 (1)(b) | None |

## Personnel

**Job Advertisements** **LRDA # 2007315**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of advertisements to inform eligible job seekers of job openings. The notices may include position number, position title, salary range, job location, minimum qualifications, brief description of duties, where to apply and special instructions. | Two (2) calendar years from the close of the recruitment. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 29 CFR 1602.31 | None |

**Local Government Employee-Management Relations Board - Complaints** **LRDA # 20181972**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are local government copies of complaints filed with the Local Government Employee - Management Relations Board. Complaints may be filed by local governments, local government employees, and/or employee organizations. Records may include but are not limited to copy of complaint, transcript of proceedings, decisions and orders, related correspondence, and similar records. | Three (3) calendar years from the final disposition of the complaint. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 USC section 207 (r), 29 CFR 516.5, NRS Chapter 288, NAC Chapter 288, NRS 11.190 (3)(d), NAC 239.165 | Local Government Employee - Management Relations Board “Case Files” are scheduled for permanent retention at the state level (See RDA # 1991061). |

## Personnel

### Master Personnel File

**LRDA #** **2007321**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is the official personnel file for people employed by local governmental entities. The file may contain but is not limited to job applications, credential files, background checks, notice of appointment documents, personnel transaction records, classification and salary records, payroll withholding information, leave summary records, employee development documents, employee performance documents, training documents, disciplinary actions, longevity reports, copies of licenses or certificates, records relating to other employment practices (including policy acknowledgments and agreements), personnel action forms, exit interview records, and similar documents related to an individual's employment. | Retain records which document employment history (including but not limited to salary history and longevity documents) for a minimum period of ten (10) calendar years from the end of the calendar year in which the individual separated from service. Records which do not document employment history and are not scheduled elsewhere in the" Records of Personnel" section may be purged from the file three (3) calendar years from the end of the calendar year in which the individual separated from service. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.30, 29 CFR 1602.31, 29 CFR 516 .5, NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2) | If the employee is rejected for any lawful reason during their probationary period retain this series for a minimum period of three (3) calendar years from the end of the calendar year in which the individual was rejected or dismissed. |

### Organizational Climate Studies

**LRDA #** **20141903**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents studies conducted to assess and evaluate the culture, employee morale, effectiveness of management, and the internal communication of an organization. Findings from these studies may be used to assist an organization in maintaining a healthy, efficient and hospitable workplace. Series may include but is not limited to survey summaries, study summary, findings and recommendations, follow-up summary findings, and related correspondence. | Three (3) calendar years from the closure of the study. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None. |

## Personnel

### Pay Resolutions for Management and Classified Employees

**LRDA #** **2007318**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the determination of compensation for management and classified employees. This series may contain but is not limited to salary surveys, job evaluations, compensation schedules, correspondence and related documentation. | Two (2) calendar years from the date of the record. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.31 | None. |

### Personnel Files - Temporary and Seasonal Employees

**LRDA #** **20071297**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the employment history of temporary and seasonal employees. These employees are usually hired to perform specific tasks or projects, and length of employment is usually for a limited duration. Records may include but are not limited to job applications, background checks, employee personal information, position classification and salary records, payroll withholding information, leave summary records, evaluations, training certificates, and other similar records related to an individual's employment. | If the employee's length of continuous service is one (1) year or greater retain this record series for a minimum period of ten (10) calendar years after separation. If the employee's length of continuous service is less than one (1) year retain this record series for a minimum period of three (3) calendar years after separation. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Photo Identification Records

**LRDA #** **20071287**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series includes photographs and other records used to identify governmental employees, private security personnel, contract workers, and others. This series may include but is not limited to identification cards, photographs, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and related documents. | Until superseded or obsolete. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

## Personnel

### Position Description Records

**LRDA #** **20071284**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series describes the specifically assigned duties and responsibilities of a particular employment position. Information may include but is not limited to essential job duties, job standards, working conditions, salary or pay range, educational requirements, required licenses/certificates, and other desired qualifications. | Two (2) calendar years after superseded or eliminated. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 29 CFR 1602.31 | None |

### Position Reports

**LRDA #** **2007323**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents information used in the management of employment positions. This series may include but is not limited to information on incumbents, vacant position status, authorized positions filled, job descriptions, position groups, position titles, position inventories and structures, hiring plans, staff lists and related records. | Two (2) calendar years after superseded. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 29 CFR 1602.31 | None |

### Reasonable Accommodation Records

**LRDA #** **20071470**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document requests for reasonable accommodation in the work place. This includes information regarding the medical and mental condition, history and work-related restrictions of an employee or applicant as permitted by the Americans with Disabilities Act. The files may contain but are not limited to essential function forms, self-evaluations, copies of medical records, certifications from health care providers, documents relating to work related accommodations (including formal requests for accommodations, responses, and related supportive documentations), related correspondence and similar documents. | Three (3) calendar years from the date of separation of employment with the agency, or for applicants that are subsequently not hired, from the date the recruitment was closed. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 12101 et seq., 29 CFR 1630.14, 42 USC section 405 (c)(2)(C)(viii) , NRS 205.4617, NAC 239.165 (1)(2) | All records pertaining to any disability of an employee or applicant are confidential (29 CFR 1630.14) and must be filed separately from other personnel files and stored in a secure manner. |

## Personnel

**Recruitment Files** **LRDA # 2007325**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the recruitment and selection of individuals for employment or promotional opportunities. Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, examination records and results, letters of reference, recommendations, classification specifications, affirmative action records, interview questions, interview and application scoring notes, evaluations, applicant background investigation information, civil service records, promotion lists, position authorization forms, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and any other selection or screening criteria. This series may also include inactive or cancelled recruitment records. | Four (4) years from the close of the recruitment. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1981, 28 USC section 1658, 29 CFR 1602.30, 29 CFR 1602.31, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Recruitment Files: Pre-Employment Medical Screenings** **LRDA # 20071471**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used in the recruitment process for pre-employment medical inquiries in accordance with 29 CFR 1630.14 (ADA). The files may contain but are not limited to medical questionnaire (medical history) forms, medical release authorizations, signed consent forms, physical fitness exams and reports, blood work results, results of medical exams by a health care provider, copy of the essential functions form, copies of job description, related correspondence and similar documents. | Four (4) years from the close of the recruitment process. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 1981, 28 USC section 1658, 29 CFR 1630.14, NRS 11.190 (3)(d), NRS 613.310 to 613.435, NAC 239.165 (1)(2) | All records pertaining to any disability of an employee or applicant are confidential (29 CFR 1630.14) and must be filed separately from other personnel files and stored in a secure manner. |

## Personnel

### Retirement and Deduction Reports - Public Employees Retirement System (PERS)

**LRDA #** **2007455**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents deductions and payments made towards employee retirement benefits to the Public Employees Retirement System (PERS) and may contain but is not limited to retirement contributions reports, employer paid contribution reports, copies of payroll deduction forms, deduction input documents, employer subsidiary transaction listings, monthly reports, transmittals, forms, correspondence, and related documents. | Six (6) fiscal years from the fiscal year to which the reports pertain. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 286.020, NRS 286.290, NRS 286.260, NRS 286.460, NRS 286.288, NRS 11.190 1(b), NAC 239.165 (1)(2) | NRS 286.260 (1)-The Board shall provide for an individual account for each member of the System. Each account must show the amount of the member's contributions to the Public Employees' Retirement Fund or Police and Firefighters' Retirement Fund and any changes in the account that may be legally authorized. |

### Salary Surveys

**LRDA #** **20071381**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents studies and surveys conducted by local governmental entities or its agents to gather comparative salary information for employment positions in comparable organizations. This series may contain but is not limited to surveys and salary comparisons for all employees within the state of Nevada (public and private), surveys and salary comparisons for all Nevada employers, compilations from Western States, occupational studies, special survey classes, benefits comparison reports, work papers, backup documents, notes, correspondence, and related documentation. | Two (2) calendar years from the end of the calendar year in which the study was conducted. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

## Personnel

### Salary/Wage Schedules

**LRDA #** **20071382**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents all tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, salary, or overtime pay computation. | Six (6) calendar years from the date schedule is superseded. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 29 CFR 516.6, 29 CFR 1602.31, NRS 11.190 (1)(b) | Review for historical value. |

### Seniority Lists

**LRDA #** **2007627**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the ranking of employees by the employee's length of service. | Until superseded by a new list. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 613.380 | None |

## Personnel

### Sexual Harassment / Discrimination Files

**LRDA #** **20071323**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document investigations into alleged sexual harassment and/or discrimination in accordance with the Governor's Policy Against Sexual Harassment and Discrimination. This record series may contain but is not limited to copies of the sexual harassment and discrimination policy acknowledgement forms, sexual harassment or discrimination complaint forms, intake reports, notices given to employee documenting their rights during an internal investigation, investigative reports and statements, findings, supportive documentation, related correspondence, and similar documents. | Five (5) calendar years from the end of the calendar year in which the investigation was closed. If the governmental entity is notified of a pending claim at either the Nevada Equal Rights Commission, the Equal Employment Opportunity Commission, or that an action is pending in court, the case files involved must be retained until the final disposition of the charge or action or for the five (5) calendar year period, whichever is longer. | These records have been declared confidential by NRS 613.075 (3) and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 613.075 (3), NAC 239.165 (1)(2) | None. |

### Supervisor Performance Assessments

**LRDA #** **20101815**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of assessments of supervisors done by employees. | Three (3) calendar years from the date of assessment, or for the period required by a collective bargaining agreement (if applicable). | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.31, 29 CFR 516.5, NRS 239.165 | None. |

## Personnel

### Supervisory Review Records

**LRDA #** **20181945**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is often used by supervisors in the process of work performance evaluations, settlement of grievances, and for similar personnel actions. The record may contain but is not limited to copies of personnel forms, supervisor's notes on employee behavior, copies of attendance records, letters of complaint and commendation, letters of instruction dealing with work performance and conditions, notes on oral warnings, notes on meetings with employee-supervisor, work plans and goals, and related correspondence. | Four (4) calendar years from the date of the review. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | None | None |

### Unemployment Insurance Records

**LRDA #** **20071445**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents compliance with the Unemployment Compensation Law (NRS Chapter 612) and regulations (NAC Chapter 612) adopted by the Employment Security Division of the Department of Employment, Training and Rehabilitation. Records in this series may include but are not limited to payroll reports, personal information related to each person who performs services for the employing unit, report of changes, applicable forms, correspondence and other relevant information. | Four (4) calendar years from the end of the calendar year to which they pertain. | Records in this record series are confidential (NRS 612.265) and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 239.165 (1)(2) | None. |

### Unemployment Insurance Records - Employer Contribution Records

**LRDA #** **20071446**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents compliance with the Unemployment Compensation Law (NRS Chapter 612) and regulations (NAC Chapter 612) adopted by the Employment Security Division of the Department of Employment, Training and Rehabilitation. Records in this series may include but are not limited to quarterly contribution and wage reports, new hire reporting, payroll reports, personal information related to each person who performs services for the employing unit, report of changes, corrections to quarterly reports, applications for adjustment, applicable forms, correspondence and other relevant information. | Four (4) calendar years after the date the contributions to which they relate become due, or the date the contributions are paid, whichever is later. | Records in this record series are confidential (NRS 612.265) and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 612.220, NRS 612.260, NRS 612.265, NAC 612.020, NAC 612.030, NAC 239.165 (1)(2) | None. |

## Personnel

### Union Contracts

**LRDA #** **2007328**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents contractual agreements between local governments and bargaining units, it may also be used for labor relations planning. This series may contain but is not limited to union contracts and amendments, tentative agreements, research background material, employee classification printouts, correspondence and related records. | Six (6) fiscal years after the contract is renewed, amended or expires, or for the period required by the contract or agreement, whichever is longer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 CFR 516.5, 29 CFR 405.9, NRS 288 .010 to 288.280, NRS 11.190 (1)(b), NRS 11.190 (3)(d) | In accordance with NRS 288.153, any new, extended or modified collective bargaining agreement or similar agreement between a local government employer and an employee organization must be approved by the governing body of the local government employer at a public hearing. |

### Unsolicited Applications and/or Resumes

**LRDA #** **20071292**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents applications or resumes received for which no position has been announced. | Six (6) months from the date the application is received if not returned to the solicitor. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239B.030, NAC 239.165 (1)(2) | None. |

## Personnel

**Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9)** **LRDA # 2007329**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document the verification of employment in accordance with the Immigration Reform and Control Act of 1986 as found in Title 8 of the United States Code section 1324a. Usually contains US Department of Justice Immigration and Naturalization Service form I-9, Employment Eligibility Verification with attachments, Handbook for Employers, and associated documents. | Three (3) years after the date of hire, or one (1) year after employment is terminated, whichever is later. | These files must be kept separate from other personnel records and accessed only by the appointing authority and/or designated representative, the named employee, the agency legal counsel, or legal counsel from the District Attorney's Office. Supervisors reviewing an employee's records must not have access to these documents. Reference: Title 8 U.S.C. § 1324a and 8 CFR 274a. | 8 USC section1324a (3), 8 CFR 274a, NAC 239.165 (1)(2) | The forms and supporting documentation (if any) may contain confidential or sensitive information and must be destroyed in accordance with NAC 239.165 (1)(2) after the retention period has been satisfied. |

**Volunteer Worker Records** **LRDA # 2007331**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents work performed for the local government by citizens without compensation for their services. This series may include but is not limited to agreements, applications, skills test results, training documentation, task assignment and monitoring records, copies of workers compensation records, interest forms, correspondence, and related documents. | Three (3) calendar years after separation. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405 (c)(2)(C)(viii), NRS 205.463 to 205.465, NRS 616A.130, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

## Planning Commissions / Districts

**Annual Reports** **LRDA # 2007931**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the actions taken within the previous calendar year which furthers or assists in carrying out the policies or programs contained in the comprehensive regional plan, and any work relating to the comprehensive regional plan that is proposed for the next fiscal year. This series may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. | Permanent. | None | NRS 278.0286 | None |

**Application for Waiver of Standards** **LRDA # 20181982**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of applications and supporting documentation submitted to planning commissions/districts requesting the waiver of development regulations or standards. Records may include but are not limited to pre-application conference request forms, application checklists, application forms, legal documents, copies of deeds, certification letters, signed and notarized acknowledgements, justification letters, exhibits illustrating waiver(s) requested, related correspondence, and similar documents. | Permanent. | This record series may contain confidential or sensitive information. | NRS 278.464, NRS 278.467, NRS 278.0215, NRS 239B.030 to NRS 239B.040 | None. |

**Distance Separation Analysis Reports** **LRDA # 20161935**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents location analysis of businesses. Records may include but are not limited to request form, site plan, parcel map and reports pertaining to uses for proposed alcohol and liquor, massage/reflexology, smoke shop, check cashing, teenage dancehall, teenage nightclub, sexually-oriented businesses, as well as group homes, and youth drop-in centers. | Two (2) years from date of analysis. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Municipal and County Code | None. |

## Planning Commissions / Districts

**Facilities Plans** **LRDA # 2007934**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of plans, maps, blueprints, drawings, and similar records documenting publicly owned or publicly supported facilities that are necessary or desirable to support intense habitation within a region, including, without limitation, parks, roads, schools, libraries, community centers, police and fire protection, sanitary sewers, facilities for mass transit and facilities for the conveyance of water and the treatment of wastewater. | Until facility ceases to exist. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**Master Plan** **LRDA # 2007935**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of comprehensive, long-term general plans for the physical development of the city, county or region as required by the state law. This series includes but is not limited to information on Community Design; Conservation Plans; Economic Plans; Historical Properties Preservation Plans; Housing Plans; Land Use Plans; Population Plans; Public Buildings Plans; Public Services and Facilities; Recreation Plans; Rural Neighborhoods Preservation Plans; Safety Plans; School Facilities Plans; Seismic Safety Plans; Solid Waste Disposal Plans; Streets and Highways Plans; Transit Plans; Transportation Plans, and similar plans and reports which relate to the physical development of the city, county or region. | Permanent. | None | NRS 278.150 | None |

**Records of Actions Taken Against Commission or District** **LRDA # 2007938**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents legal actions taken against Planning Commissions or Districts in accordance with state law. | Six (6) calendar years after action is resolved. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 278.0233, NRS 11.190 (1)(a) | None |

## Planning Commissions / Districts

**Records of Official Actions** **LRDA # 2007939**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the official actions of Planning Commissions or Districts and may include but is not limited to agendas, staff reports, transcripts of proceedings, minutes of public meetings, related correspondence and similar documents. | Permanent. | None | NRS 278.290 | None |

**Records of Public Hearings** **LRDA # 2007940**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents public hearings conducted prior to adoption or amendment of master plans. | Permanent. | None | NRS 278.220 | None |

**Regional Plan** **LRDA # 2007942**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the development, review and/or amendment of regional plans in accordance with state law. | Permanent. | None | NRS 278.0272 | None |

**Reports from Public Utilities** **LRDA # 2007943**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of reports from public utilities which own an interest in or are engaged in the construction or operation of a utility project in a region or county whose population is 100,000 or more. Report documents the location of the utility project to the planning commission of each city, county or region in which project is located. | Three (3) calendar years from the receipt of the report. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 278.145, NRS 239C.210, NAC 239.165 (1)(2) | Review for historical value. |

**Resolutions** **LRDA # 2007944**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are formal statements of a decision, or expression of opinion put before or adopted by Planning Commissions or Districts. | Permanent. | None | NRS 278.050 | None |

## Planning Commissions / Districts

**Rules for Transactions of Business** **LRDA # 2007945**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are written instructions, rules, and guidelines (usually in manual form) which document a Planning Commission/District methods for transaction of business. | Six (6) calendar years after superseded or abandoned officially. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 278.050, NRS 11.190 (1)(b) | Review for historical value. |

**Staff Reports** **LRDA # 2007932**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the review by agency staff of items submitted to Planning Commissions/Districts for action. This series may include but is not limited to General Information Summaries, Determination and Finding Reports, Land Examination Reports, Transaction Reports, Staff Analysis, Staff Recommendations, Copies of Maps/ Plans, Copies of Applicable Regulations, correspondence and similar documents. | Three (3) calendar years from the date of submission to the Commission or District. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 278.050, NRS 278.290 | Summaries of these types of reports are usually included in the minutes of PlanningCommission/District meetings. |

## Public Administrator

### Case Files

**LRDA #** **2007946**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains all information, reports, court records, and similar documents on cases in which the Public Administrator is involved. | Seven (7) calendar years after the case is closed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.010 to 253.120, NRS 11.190 (1)(a) | None. |

### Collected Fee Records

**LRDA #** **20101817**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents fees collected from decedent estates paid to the public administrator. Fees are remitted to the county treasurer. | Three (3) fiscal years from the end of the fiscal year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.010 to NRS 253.120, NRS 11.190 (3)(d), NAC 239.165 | None. |

### Inventories of Property

**LRDA #** **2007947**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is a listing of all properties which are part of a decedent's estate. | Seven (7) calendar years after the case is closed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.010 to 253.120, NRS 11.190 (1)(a) | None. |

## Public Defender

### Annual Reports

**LRDA #** **20071405**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These reports document all the cases handled by the Public Defenders office during the preceding year and may contain program activity reports, narrative reports, statistical reports, correspondence, and similar documents. | Permanent. | The Public Defenders office is required by statute (NRS 260.070) to submit annual reports to the Board of County Commissioners. | NRS 260.070 | None |

### Appealed Cases

**LRDA #** **20071406**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents cases on appeal, and may contain but is not limited to notice of appeal, applicable case file, correspondence with the client concerning the appeal, correspondence with the State Public Defender, copies of court documents, transcript of court case proceedings, copies of pleadings, attorney's notes, briefs, legal research, memorandums, correspondence, and related documents. | Seven (7) calendar years after termination of the representation. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405 (c)(2)(C)(viii) [SSN], SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NRS 62D.030, NRS 11.207, NAC 239.165 (1)(2) | None. |

### Office Files and Records - Life and Death Sentences

**LRDA #** **20101829**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents and administers life and death sentence cases to which the public defender is a party. This series may include but is not limited to copies of law enforcement records, motions, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, copy of presentence report, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the public defender and used in preparing the case for defense. | For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of forty-five (45) calendar years from the date of final disposition. For cases where the public defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NAC 239.165 | This retention period is based on Case Files - Felonies: Life and Death Sentences (RDA# 2004261) found on the state public defenders agency specific retention schedule. |

## Public Defender

**Office Files and Records of Adult Clients Represented** **LRDA # 2007948**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer case files of adult clients represented by the Public Defender. This series may include but is not limited to copies of law enforcement records, motions, copy of presentence report, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the Public Defender and used in preparing the case for defense. | For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of seven calendar years (7) after termination of the representation. For cases where the Public Defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405, SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NAC 239.165 (1)(2) | None. |

**Office Files and Records of Juvenile Clients Represented** **LRDA # 2007949**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer case files of juvenile clients represented by the Public Defender. This series may include but is not limited to copies of law enforcement records, motions, pleadings, decrees, petitions, transcripts of proceedings, depositions, interrogatories, responses, affidavits, witness statements, criminal records of defendants, copy of presentence report, copies of court records, correspondence, and other supporting documents relative to the case. Case files may also contain internal memos, attorney notes, research and working papers, copies of case law, reference material, copies of other similar cases, and other documentation pertinent to the case developed by the Public Defender and used in preparing the case for defense. | For cases litigated, settled out of court, or dismissed: Retain this record series for a minimum period of seven calendar years (7) after termination of the representation. For cases where the Public Defender withdrew or other legal counsel was appointed: Transfer all related records to the appointed legal counsel. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405, SCR 1.15, SCR 1.6, NRS 49.035 to 49.115, NRS 260.010 to 260.080, NRS 171.188, NRS 62H.100 to 62H.170, NRS 62D.030, NAC 239.165 (1)(2) | None. |

## Public Guardian

**Client Financial Records** **LRDA # 20101818**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of financial records for clients and/or wards of public guardian's offices. Records include check requests, invoices, statements, check registers, balance sheets, cancelled checks, stop pay forms, stale date check reports, representative payee reports, and positive pay reports, impound forms and burial forms, Account receivable records including but not limited to, daily deposit reports, check reconciliation reports, burial and impound account forms, monthly bank and investment statements, interest apportionment reports, monthly bank reconciliation reports, administrative records including daily exception reports, fraudulent check files, investment/checking fund transfer files, IRS reports, and similar records. | Seven (7) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.190, NRS 11.190 (1)(b), NRS 205.4617, NRS 159.179, NAC 239.165 | None. |

**Client/Ward Case Files- Public Guardian & Representative Payee** **LRDA # 20101821**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of case management records for clients and wards consisting of personal, financial, medical, legal documents required to manage the individual and/or individual's property. Records may include but are not limited to referral information, correspondence, case documentation including but not limited to financial, medical, personal information, court documents, case activity fee information, case notes, copies of medical records., originals of wills, birth/marriage certificates, car titles, life insurance policies, receipts, medical insurance cards, ID cards and wage stubs. | Seven (7) calendar years after the termination of the guardianship. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165 | None. |

**Client/Ward Fees Paid** **LRDA # 20101819**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents fees paid to county treasurer. Fee records include reports and request for refund forms relating to fees remitted to treasurer's office. | Seven (7) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.190, NRS 11.190 (1)(b), NRS 205.4617, NRS 159.179, NAC 239.165 | None. |

## Public Guardian

### Client/Ward Personal Property Liquidation Records

**LRDA #** **20101820**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the inventory, sales and proceeds of client/ward's personal property liquidated on electronic/public auction. | Seven (7) fiscal years from the end of the fiscal year in which the property was liquidated. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165 | None. |

### Client/Ward Property Inventory Records

**LRDA #** **20101822**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents inventories of client/ward property managed by Public Guardian offices and may contain personal property inventories, vehicle inventories, work orders and inventory sheets. | Seven (7) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165 | None. |

## Public Libraries

### Acquisition Records

**LRDA #** **2007959**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of records relating to the acquisition of library materials including but not limited to books, periodicals, software, compact discs, videotapes, audiotapes, and film. This series may also include information related to the accession date, publisher and cost, date entered into or removed from the collection, and method of final disposal. | Until annual audit is completed | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.624 | None |

### Applications for Library Card

**LRDA #** **2007950**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of forms submitted by individuals to request borrowing privileges from a public library. Applications may include the individual's name, address, telephone number, date of birth, and/or social security number. | Until application is processed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.013, NAC 239.165 (1)(2) | None. |

### Catalog Records

**LRDA #** **2007951**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of electronic or physical records identifying and describing books and other materials in public library collections. | Until superseded | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Public Libraries

### Children's Internet Protection Act (CIPA) Records

**LRDA #** **20181970**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. Records may include but are not limited to library internet safety policy, records documenting policy adoption actions, certifications of compliance, records documenting technology protection measures, approval letters, audit reports and findings, records documenting the purchase and delivery of services (bidding, contracts, inventory, invoices, etc...) various forms, related correspondence, and similar records. | Ten (10) calendar years after the latter of the last day of the applicable funding year, or the service delivery deadline for the funding request. | This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Children's Internet Protection Act (CIPA), Protecting Children in the 21st Century Act, 47 USC section 254 (1)(B), 47 USC section 254 (6), 47 CFR section 54.516, 47 CFR section 54.520, FCC Reports and Orders, NRS 239.013, NAC 239.165 (1)(2) | 47 CFR Section 54.516 - Requires that program participants retain all documents necessary to demonstrate compliance with the statute and Federal Communications Commission (FCC) rules regarding the application for, receipt, and delivery of services receiving schools and libraries discounts. |

### Daily Sign-In or Sign-Up Records

**LRDA #** **20071585**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains daily sign-in/up sheets for use of computers or other technical equipment, used for control and statistical purposes. Also includes Internet sign-in logs. | Until close of business day. | This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.013, NAC 239.165 (1)(2) | None. |

### Equipment Use Records

**LRDA #** **20071583**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the loan or use of library equipment by the public and may include the loan or use of public access computers, DVD or video tape players, cassette tape recorders and film projectors. | Retain until equipment is returned or written off as lost or stolen. | This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.013, NAC 239.165 (1)(2) | None. |

**Fines, Overdue Books and other media, Records of**

**LRDA #** **2007952**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the payment or discharge of fines for overdue books. This series may include but is not limited to overdue notices, requests for payment, receipts, related correspondence and similar documents. | Until annual audit is completed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NRS 239.013, NAC 239.165 (1)(2) | None. |

**Fines, Requests for Payment**

**LRDA #** **2007953**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests for payment of fines. This series may include but is not limited to overdue notices, requests for payment, receipts, related correspondence and similar documents. | Retain until receipt of payment or after written off as uncollectable. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.013, NAC 239.165 (1)(2) | None. |

**Friends of the Library Records**

**LRDA #** **20071582**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the activities of "Friends of the Library" groups, local library associations or non-profit groups which exist for the purpose of generating funding for services and equipment for libraries. This series may include but is not limited to membership lists/forms, press clippings, solicitation letters to potential members, programming records including publications/ brochures and press releases, accounting records, annual reports, agendas, meeting minutes, tickets, event records, related correspondence, and similar documents. | Retain annual reports, meeting minutes and agendas, one copy of publications and brochures and press releases permanently. Retain related accounting records until completion of annual audit. Retain other records for as long as administratively useful to the library. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 379.026, NRS 379.106, NAC 239.165 (1)(2) | None. |

## Public Libraries

**Interlibrary Loan Requests** **LRDA # 2007954**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of physical or electronic forms used by a library to request the loan of books or materials from another library. | Retain until item is returned or written off as lost or stolen. | This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.013, NAC 239.165 (1)(2) | None. |

**Library Reports** **LRDA # 20071586**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains statistical and narrative reports documenting collection, registration, circulation, lost books, children's programs, and other library activities. This series may include but is not limited to various reports such as circulation statistics by category (non-fiction, fiction, magazines, etc.), books reserved, photocopies made, overdue notices mailed, borrowers registered, copies of budget status reports, expenditure reports, attendance reports, reports documenting new activities and services, related correspondence, and similar information. | Retain annual statistical and narrative reports Permanently. Retain other activity /statistical reports for Two (2) calendar years from the year created. | This record series should not contain confidential or restricted information. Non-permanent records may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Program Registration Records** **LRDA # 20071584**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of registration records for library sponsored events and may include sign-up sheets or completed registration forms with participants' personal information. | Thirty (30) days after event. | This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.013, NAC 239.165 (1)(2) | Review for historical value. |

## Public Libraries

**Reference Request Records** **LRDA # 2007958**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of reference questions received by public libraries. This series may contain but is not limited to telephone and mail logs, faxes, e-mails, and written correspondence. | Retain until the reference request has been fulfilled. | This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.013 | None. |

**Returns, Includes Records of Items Returned Through Interlibrary Loans** **LRDA # 2007961**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the return of books, periodicals, compact discs, videotapes, audiotapes, film, and similar media. | Retain until item is returned. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.013, NAC 239.165 (1)(2) | None. |

**Standing Orders** **LRDA # 2007962**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents standing orders for library materials including but not limited to books, periodicals, newspapers, audio tapes, video tapes, CD's, DVD's and similar items. | One (1) fiscal year after cancellation of order. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239.013, NAC 239.165 (1)(2) | None. |

## Public Works

### Acceptance Letters

**LRDA #** **20071591**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of letters from local governmental entities to external agencies/developers accepting responsibility for future maintenance and management of public infrastructure. | Permanent. | None | None | None |

### Aerial Photographs

**LRDA #** **20071589**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains color and black and white photographs and negatives documenting topographical and physical features of a specific area at a specific date and time. Information often includes date, location, frame sequence numbers, and other descriptive information. This series is often used for planning and land management purposes. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.090 | None. |

### Alternative Fuel Vehicle Records

**LRDA #** **20071592**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of monthly reports to the State Department of Conservation and Natural Resources documenting compliance with NAC 486A.180. | Three (3) fiscal years after the end of the month for which the records were compiled. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 486A.160 to 486A.180 | None. |

### Approval of Payments

**LRDA #** **2007966**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the approval of payments to contractors (and others) for work performed and completed. | One (1) fiscal year after project completed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

## Public Works

### Asbestos Abatement Records

**LRDA #** **20161932**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents asbestos abatement projects and may include but is not limited to project identification, scope of work (including contractors documents, notice to proceed, etc.), project tracking documentation (including status checks, change orders, etc.), project review, exposure control documentation, budget documentation and post-closing review, related correspondence, and supportive documentation. | Thirty (30) calendar years from the close of the project. | This record series does not contain employee medical records. If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 29 CFR 1910.1001, 29 CFR 1910.1020, 29 CFR 1910.1200, NRS 618.750, NAC 618.953 | Employee medical records can be found in the "Personnel" section of the manual. For Employee Medical Records -Hazard Exposure see LRDA # 20071289. |

### Barricade Plans

**LRDA #** **2007967**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents approved or denied barricade plans. | Three (3) calendar years after denied, superseded or removed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None |

### Bridge and Culvert Files

**LRDA #** **20071590**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains documents relating to the construction and repair of bridges and culverts. Records may include but are not limited to plans, drawings and blueprints of substructure and superstructure, specifications for materials and types of construction, estimates of cost, notices to bidders, bids, copy of contract or agreement, construction reports, inspection reports, maintenance and repair reports, reports to the board of county commissioners, related correspondence, and similar documents | Life of the structure. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 403.580 to 403.610, NRS 239C.210, NAC 239.165 (1)(2) | Review for historical value. |

## Public Works

### Certified Payroll Reports

**LRDA #** **20071521**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of reports from contractors and subcontractors of public works projects documenting compliance with NRS 338.010 to 338.090 and NAC 338.005 to 338.125. This series may include but is not limited to certified payroll reports, compliance statements, investigative reports, verifications, nonperformance payroll reports, applicable forms, related correspondence, and similar documents. | Three (3) calendar years after the final payment is made by the public body for the public work. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 3.4 (b), NRS 338.010 to 338.090, NRS 608.115, NAC 338.005 to 338.125, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Construction Tests, Results

**LRDA #** **2007971**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the results of construction and construction materials testing. | Six (6) calendar years after the substantial completion of construction or improvement. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.202, NRS 11.2055 | None |

### Disaster / Damage Reports

**LRDA #** **2007974**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the extent and impact of natural or manmade disasters and emergency incidents and the actions taken by the public works department in response to such incidents. This series may include but is not limited to incident plans, damage assessment and response records, resource allocation reports, situation reports to the governing body, activity logs, communication logs, incident summary reports, copies of FEMA reports, photographs, public information releases, related correspondence and similar incident-related documentation. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.090, NRS 239C.210 | None. |

## Public Works

### Equipment Maintenance Reports

**LRDA #** **2007975**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of reports which document the maintenance of equipment in the possession of public works departments. This series may contain but is not limited to description of item, make and model, operating instructions, identification or license numbers, registrations, owner's manual, maintenance schedules, maintenance and repair reports, repair history, copies of work orders, control logs or lists, vendor information, location of item, repair inspection reports, photographs, correspondence and related documents. | Life of equipment | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Facility Equipment Inspection Files, OSHA Required

**LRDA #** **20101824**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series records documents the inspections of elevators, escalators, boilers, pressure vessels, and other related equipment from installation through the life of the unit. The files may contain but are not limited to inspection reports, copy of permits, OSHA and OSHES forms, copies of maintenance records, equipment standards, reports and regulations, related correspondence, and similar material. | Retain for the life of the asset. If equipment is involved in an accident retain for life of asset plus three (3) calendar years. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 455C.100 to 455C.160, NAC Chapter 455C, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 | None. |

### Field Books

**LRDA #** **20101823**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series provides a history (raw data) of the activities of survey field crews and documents work on civil projects, land boundaries, roads and streets, and similar surveying and mapping activities. | Permanent | None | NRS 255.110 | None |

## Public Works

**Field Reports, On-Site Inspections: Commercial and Public** **LRDA # 2007976**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents on-site commercial / public building or structure inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with uniform building codes, and all other building standards adopted by the local government. This series may contain but is not limited to inspection requests, information on owner, location of property, location of structure, type of construction, copy of applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, inspector's signature, correspondence and related documents. | Six (6) calendar years after the completion of the improvement or project. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 11.190 (1)(b), NRS 239C.090, NAC 239.165 (1)(2) | None. |

**Field Reports, On-Site Inspections: Residential** **LRDA # 2007977**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents on-site residential inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with uniform building codes, and all other building standards adopted by the local government. This series may contain but is not limited to inspection requests, information on owner, location of property, location of structure, type of construction, copy of applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, inspector's signature, correspondence and related documents. | One (1) calendar year after certificate of occupancy is issued. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

**Fuel Summary Reports** **LRDA # 20071594**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of reports of daily, weekly, or monthly fuel disbursements. Information may include but is not limited to type of fuel dispersed, pump locations, meter or stick readings, gallons delivered, and total gallons consumed. This series may also indicate oil and antifreeze disbursal. | Three (3) calendar years from the date of the report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | None |

## Public Works

### Highway/Road Maintenance Schedules

**LRDA #** **2007980**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of highway/road maintenance schedules which document the starting date and projected date of completion for routine maintenance and repair, pavement marking, snow and ice removal, and similar maintenance or repair activities. | One (1) calendar year after superseded or revised or completed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Intersection Files and Records

**LRDA #** **20121872**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of drawings, maps, plans, permits, photographs, traffic count reports, copies of accident reports, related correspondence and similar records. | Permanent | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 23 USC Chapter 4, NRS 484A.105 | None. |

### Maps, Plans, and Drawings

**LRDA #** **2007983**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains various maps, blueprints, and drawings which may pertain to zoning, soil, land use, utilities, water supplies, road and bridge construction and repair, water mains, sewer lines, sewer line connections, fire hydrants, sewer district boundaries, valve locations, and similar engineering and construction related projects. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

### Master Plan and Amendments

**LRDA #** **2007984**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the present and projected needs of the local government for water, sewer, storm drainage, flood control, telephone systems, streets, utilities, bikeways, and other systems. Records may include but are not limited to reports, evaluations, cost analyses, plans; maps; and drawings, correspondence and related documents. | Permanent. | Portions of this record series may contain confidential or restricted information. | NRS 239C.090, NRS 239C.210 | None. |

## Public Works

### Parking: Fees for Permits

**LRDA #** **2007986**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the payment of fees for parking permits and may include but is not limited to copy of fee schedule, copy of permit issued, permit log or report, copy of receipts issued, and similar documents. | While active or until completion of an annual audit, whichever is longer | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.624 | None |

### Parking: Handicapped Permit Applications

**LRDA #** **2007987**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the application and issuance of special parking permits, placards or stickers. | Three (3) calendar years from the expiration or renewal of the permit | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 482.384, NRS 481.063, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Permits to Work in the Public Right of Way

**LRDA #** **20121873**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series documents permits issued for private use or construction in/on municipal right-of-way such as streets sidewalks, or adjacent land for demolitions, excavations, street cuts, crane operations, concrete construction of curbs, gutters, sidewalks, and similar activities. | Three (3) calendar years after expiration, revocation or discontinuance of the permit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | None | None. |

### Permits, Industrial Waste Discharge

**LRDA #** **2007989**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of logbooks, registers, or comparable documents providing a record of industrial waste discharge permits issued by a local government or any of its departments or subdivisions. | Permanent. | Portions of this record series may contain confidential or restricted information. | NRS 459.520, NAC 445A.228, NRS 239C.090 | None. |

## Public Works

**Plans for Capital Improvement (Rejected, Withdrawn, or Administratively Stopped)** **LRDA # 20181983**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the planning of projects for the physical improvement or new construction of local government owned or controlled facilities which were never started, rejected, withdrawn, or administratively stopped. This series may include but is not limited to drawings, maps, blueprints, renderings, financial estimates, budget reports, fee schedules, records documenting reason for withdrawal or rejection, related correspondence and similar documents. | Three (3) calendar years from the end of the calendar year in which the project was rejected, withdrawn, or administratively stopped. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.59801, NRS 354.5945, NRS 350.013, NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165 | None. |

**Project Files - External Agency / Developer** **LRDA # 2007995**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents projects initiated and administered by external agencies/ developers such as Nevada Department of Transportation, The Army Corps of Engineers, Nevada Division of Environmental Protection, and similar agencies. The files may contain but are not limited to requests for comment, responses, records documenting project need, letters of support, copies of plans; blueprints; and drawings, related correspondence and similar documents. | Three (3) calendar years after project completed. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Projects, Reports of Expenditures** **LRDA # 2007992**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains reports of expenditures related to public works projects. | One (1) fiscal year after project completed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 354.5945 | Review for historical value. |

## Public Works

**Property Acquisition Records** **LRDA # 2007970**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the acquisition of properties for public works projects. This series may contain but is not limited to feasibility studies, engineering drawings and reports, survey of land, property appraisals, property acquisition negotiations, property acquisition agreements, eminent domain documents, copies of rights-of-way acquisition documents, petitions, copy of property condemnation notice, notice of proceedings, copy of deed, notes and reports, hearing files, legal documents, correspondence, and related documents | Permanent. | Portions of this record series may contain confidential or sensitive information. | NRS Chapter 340 | None. |

**Public Works Project Files** **LRDA # 2007991**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents public works projects and may contain but is not limited to copies of bid documents, award and endorsements records, copy of applications and permits, contractor's bonds, preconstruction engineering reports, structural design calculations, specifications, plan check files, lab testing reports, utility and land surveys, notice to proceed, weekly status reports, inspector memos and reports, evaluations, construction field meeting reports, progress schedules, change orders/proposals, variances, easement and rights of-way documents, project orders, copies of plans; maps; blueprints; profiles; and as-built drawings, requests for information, guarantees, notice of completion, certificate of occupancy, copies of accounting records, photographs, memos, various forms and reports, related correspondence, and similar documents. | Permanent. | Portions of this record series may contain confidential or restricted information. | NRS 338.010, NRS 239C.090, NRS 239C.210 | NRS 338.010 (17) Public work" means any project for the new construction, repair or reconstruction of a project financed in whole or in part from public money for: public buildings, jails and prisons, public roads, public highways, public streets and alleys, public utilities, publicly owned water mains and sewers, public parks and playgrounds, public convention facilities which are financed at least in part with public money, and all other publicly owned works and property. |

**Refrigerant Usage Log** **LRDA # 20071425**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents and tracks the usage of CFC & HCFC refrigerants used in mechanical systems and appliances. | Three (3) calendar years from the last date in log. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 40 CFR 82.166 (m) | None |

**Revenue Expenditure Reports** **LRDA # 2007994**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of reports which summarize expenditures, revenue, encumbrances, and other budgetary information. Reports are often used to monitor and control expenditures. | One (1) fiscal year after resolution of an annual audit. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.624 | Review for historical value. |

**Sewer Maintenance Records** **LRDA # 2007997**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents sewer maintenance and may include but is not limited to service requests, inspection reports, maintenance and repair orders, maintenance and repair reports, related correspondence and similar documents. | Ten (10) calendar years from the completion of the maintenance or repair. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

## Public Works

### Signs and Road Marking Records

**LRDA #** **20071522**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of signs and other road or street markings and may include but is not limited to planning reports, installation reports, drawings, maintenance and repair reports, correspondence, and related documents. | Three (3) calendar years from the date of repair or replacement. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None |

### Special Assessment Districts, Files

**LRDA #** **2007998**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of files on public works projects related to redevelopment projects requiring extraordinary maintenance, repair and improvement and may contain but is not limited to plans, maps, blueprints, as-built drawings, inspection reports, project orders, project reports, billing and payment information, correspondence and related documents. | Five (5) fiscal years after the fiscal year in which the notice of completion is issued. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 11.190 (1)(a)(b), NRS 318.350, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

### Specifications

**LRDA #** **2007999**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the specifications of buildings, structures, and equipment that public works departments are responsible for constructing, maintaining or repairing. | Permanent. | Portions of this record series may contain confidential or restricted information. | NRS 239C.090 | None. |

### Street Light Records and Plans

**LRDA #** **20071000**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of street lights and may include but is not limited to planning reports, installation reports, schematics and drawings, maintenance and repair reports, correspondence, and related documents. | Retain installation records and plans until the light is removed or replaced. Retain maintenance and repair records for three (3) calendar years from the date of last action. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None |

## Public Works

### Street Maintenance

**LRDA #** **20071001**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of reports and/or logs which document the scheduled and unscheduled maintenance and repair of streets. This series may also contain work orders, inspection reports, related correspondence, and similar documents. | Ten (10) calendar years from the completion of maintenance or repair. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | Review for historical value. |

### Street Name Changes

**LRDA #** **20071002**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents street dedications, street closings, the assignment and alteration of street names, and similar records that provide official control of the naming and numbering of streets and roads. | Permanent. | None | None | None |

### Structure Which is Moved

**LRDA #** **20071004**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains records related to structures which have been moved. | Two (2) calendar years after relocation. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

### Studies

**LRDA #** **20071005**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents studies performed by outside consultants or in-house staff. These types of studies may include but are not limited to hydrology, environmental impact, flood control, transportation, traffic engineering, feasibility, growth, neighborhood, studies documenting long range forecasts and projections, and similar studies. | Permanent. | Portions of this record series may contain confidential or restricted information. | NRS 239C.090 | None. |

**Subdivision Files**

**LRDA # 20071006**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents that developers meet accepted standards for design and construction of the Public Works portion of subdivision development, such as streets, street lights, sidewalks, curbs and gutters, utilities, storm drainage, and fire protection. This series may include but is not limited to copies of tentative maps, review files, inspection reports, applications for deferral of off-site improvements, copies of surveys, various studies and analysis, off-site data sheets, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, final map, project correspondence, and related documents. | Five (5) fiscal years after the fiscal year in which the notice of completion is issued or subdivision bond is released, whichever is later. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 278.330 to 278.380, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**Tentative Subdivision Files**

**LRDA # 20071009**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents tentative or proposed subdivisions and may include but is not limited to tentative maps, review files, inspection reports, copies of surveys, various studies and analysis, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, project correspondence, and related documents. | Five (5) calendar years after organization or abandonment. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 278.330 to 278.380, NRS 239C.210, NRS 11.190 (3)(d) | None. |

**Traffic Count Reports**

**LRDA # 20071010**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents traffic volume on individual roads and streets, bridges, local government owned parking lots or structures, intersections, etc. | Five (5) calendar years from the date of the report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | Review for historical value. |

## Public Works

### Traffic Signal Records

**LRDA #** **20071524**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the planning, installation, and scheduled and unscheduled maintenance and repair of traffic signals and may include but is not limited to planning reports, installation reports, schematics and drawings, maintenance / repair requests, maintenance / repair reports, correspondence, and related documents. | Life of traffic signal. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Tree and Plant Files

**LRDA #** **20071429**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the planting, trimming, inspection, and removal of trees and shrubs along public streets, roads, sidewalks, and other public areas. | Two (2) calendar years after work completed. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (4)(e) | None |

### Underground Storage Tank (UST) Records

**LRDA #** **20071426**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the description, location, operation, testing, maintenance, and final disposition of underground storage tanks. This series may contain but is not limited to copies of forms submitted to the Environmental Protection Agency (EPA) and/or the Nevada Division of Environmental Protection, certificates of enrollment (registration), initial site characterization reports, corrosion protection documentation, leak detection system documentation, spill and overfill protection documentation, corrective action plans, investigation reports, monitoring reports, storage tank system maintenance and repair documentation, copies of financial surety records, closure or change in service records, site assessments, related correspondence and similar documents. | Five (5) calendar years from the permanent closure of the storage tank and completion of all remedial activities. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 40 CFR Part 280, NRS 459.800 to 459.856, NAC 459.9921 to 459.999, NAC 239.165 (1)(2) | None. |

**Underground Storage Tank -Leaking (LUST) Records** **LRDA # 20071427**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the investigation, reporting and monitoring of storage tanks that have leaked or have been reported of suspected leakage. This series may contain but is not limited to complaint / spill report forms (reports of all releases), initial site characterization reports, free-product removal reports, investigation of soil and ground water reports, assessments, corrective action plan, investigation reports, monitoring reports, storage tank maintenance and repair documentation, copies of financial surety records, copies of reports and forms submitted to the Environmental Protection Agency (EPA) and/or the Nevada Division of Environmental Protection, related correspondence and similar documents. | Five (5) calendar years from the permanent closure of the storage tank and completion of all remedial action. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 40 CFR Part 280, NRS 459.800 to 459.856, NAC 459.9921 to 459.999, NAC 239.165 (1)(2) | None. |

**Waste Water Monitoring** **LRDA # 20071018**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents waste water monitoring activities, and may include but is not limited to flow measurement and analyses reports, calibration reports, maintenance reports, duplicates of permits, analytical reports, correspondence and similar documents | Twelve (12) calendar years from the date of report. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**Water Rights, Files and Maps** **LRDA # 20071019**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents water rights and may contain but is not limited to applications, maps, proof of beneficial use, studies, notices of application, letters of protest, approval or rejection notices, water permits, planning documents, construction documents, court documents, copies of judgments, water acquisition agreements, certificates of appropriation, deeds of conveyance, statements of work actually constructed, mitigation plans, cancelled permits, copies of fee schedules, fee payment documents, related correspondence, and similar documents. | Permanent. | Portions of this record series may contain confidential or restricted information. | NRS Chapter 533, NRS 239C.110, NRS 239C.210 | None. |

## Public Works

**Work Orders**

**LRDA #** **20071020**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents service requests and may contain but is not limited to work orders, maintenance/repair requests, correspondence and similar documents. | One (1) year after work completed. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Purchasing

### Assignment of Vehicles

**LRDA #** **2007361**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document the assignment of purchased and/or leased vehicles to an agency. This series may include but is not limited to vehicle description, agency request forms, budget account information, terms and conditions, correspondence and related documents. | Until superseded. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

### Bid Files

**LRDA #** **2007364**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the publicizing, evaluation, and awarding of quoted bids to vendors and other individuals or organizations and provides recorded evidence of accepted and rejected bids. This series may include but is not limited to requests to bid, requests for proposals (RFP), bid exemption documents, bid specifications, bid estimates, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid registers, related correspondence, and similar records. | Seven (7) fiscal years after the date of execution of the contract. | Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 332.061 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information. | 17 USC section 501, 15 USC section 5308, NRS 332.039, NAC 239.165 (1)(2) | None. |

## Purchasing

### Cancelled Bid Files

**LRDA #** **20071305**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents bids to provide goods or services which were cancelled prior to the awarding of a contract. This series may include but is not limited to bid specifications, copies of bids received prior to cancellation, documentation on reason for cancellation, documentation of action up to the time of cancellation, evidence of cancellation, correspondence and related documentation. | Three (3) fiscal years after cancellation. Unopened bids should be returned to the bidder. | Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 332.061 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information. | 17 USC section 501, 15 USC section 5308, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Contract Appeals Files

**LRDA #** **20071306**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents contract appeals. This series may contain but is not limited to notices of appeal and acknowledgments, specifications, bid documents, contract copies, change orders and amendments, exhibits, correspondence, documents received from parties, hearing records, final decisions and related documents. | Six (6) calendar years from the date of final disposition. | Documents in vendor proposals may contain proprietary information which may be protected by copyright (17 USC sec.501) or trade secret (15 USC sec 5308) laws. NRS 333.333 defines the confidentiality of these types of records. This record series should be destroyed in a secure manner that will prevent reconstruction of the information. | 17 USC section 501, 15 USC section 5308, NRS 11.190 (1)(b), NAC 239.165 (1)(2) | None |

## Purchasing

**Distribution Records** **LRDA # 20071308**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the distribution of office supplies, commodities, parts, and other expendable materials. This series may contain but is not limited to supply requests, requisitions, inventory control information, stock reduction forms, inventory sign-out sheets, requesting agency information, billing and budget account information, correspondence and similar documents. | One (1) year after completion of an annual audit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Excess, Lost and Stolen Property Files** **LRDA # 20071234**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the property in the custody of a local government which has been lost, stolen, exchanged, or declared excess. The files may include but are not limited to monthly property reports, copies of purchase orders and other fiscal records, police and internal incident reports, memos, correspondence and related documents. | Three (3) fiscal years from the fiscal year to which they pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.625, NRS 11.190 (3)(d) | None |

**Labor Prevailing Wage Violations** **LRDA # 20121875**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series documents the investigation and determination of violations of labor prevailing wage, overtime wage disputes, minimum wage requirements charged in local government contracts. | Three (3) calendar years from the final outcome or disposition of the case. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 338.020 to 338.030, NRS 332.390, NRS 11.190 3(d) | None. |

## Purchasing

### Product Recall Records

**LRDA #** **20101825**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of manufacturer recall notices and response forms for items purchased/used by local governmental entities. | Three (3) calendar years from the date of notification. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d), NRS 11.190 (4)(e) | None |

### Receiving Reports

**LRDA #** **20071302**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents items or services actually delivered or provided to the purchaser and may contain but is not limited to packing slips, copies of requisitions and purchase orders, description of goods or services ordered, signature of individual signing for receipt of goods or services, delivery receipts, service receipts, notations of shortages or damaged goods, correspondence and related documents. | One (1) fiscal year after completion of an annual audit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NAC 239.165 (1)(2) | None. |

### Requisitions and Purchase Orders

**LRDA #** **2007371**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the request and purchase of goods and services. This series may include but is not limited to requisition forms, supply orders, orders from stock, purchase orders, purchase order log books, records documenting voided or cancelled purchase orders, cost specifications, authorizations, vendor information, shipping instructions, unit of issue, description of goods/services ordered, unit price, extended price, blanket orders, running orders, purchasing agent signature, billing and budget account information, correspondence and related records. | One (1) fiscal year after completion of an annual audit. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 354.624, NAC 239.165 (1)(2) | None. |

## Purchasing

**Sale of Surplus Goods to the Public, Records of**

**LRDA #** **2007377**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the sale of surplus goods and equipment. This series may include but is not limited to advertisements, posting notices, inventory of sale items, price list, billing records, receipts or transmittals for funds received, title information, title transfers, correspondence and related documents. | Three (3) fiscal years from the fiscal year of the sale. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Supplies**

**LRDA #** **2007368**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents supply inventories and requests and may contain but is not limited to supply requests, supply inventories, packing slips, receiving reports, copies of delivery receipts, copies of requisitions, requisition log, copies of purchase orders, inventory control forms, sign-out sheets, correspondence and related documents. | One (1) fiscal year after resolution of an annual audit. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.624 | None |

**Vendor Code Requests**

**LRDA #** **20071309**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These are forms or applications used to request vendor code numbers for vendors not currently listed as providing goods or services to the governmental entity. Information may include but is not limited to vendor name, address, phone number, type of goods or services provided, contact name, assigned vendor number, and related documents. | Until superseded, updated, or no longer needed for reference. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

## Purchasing

**Vendor Files** **LRDA # 2007378**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents vendors providing goods and services to governmental entities. This series may include but is not limited to name of vendor or company, name of contact or agent, address, telephone and fax numbers, e-mail and web site address, description of goods and services provided, vendor and/or tax ID number, vendor evaluation forms, information on past performance, price lists, correspondence and similar documents. | Three (3) fiscal years from the fiscal year to which it pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 205.4617, NAC 239.165 (1)(2) | None. |

**Vendor Master List** **LRDA # 2007379**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Master list of vendors providing goods and services to the local government. It may include but is not limited to vendors name, address, phone number, fax number, e-mail address, product and service information, vendor identification number, tax ID number, contact name, and related information. | Until superseded by new master list. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 205.4617, NAC 239.165 (1)(2) | None. |

**Vendor Performance Case Files** **LRDA # 20071300**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents problems or special cases involving purchasing of commodities or services. Records may include but are not limited to documentation of vendors and contractors who have failed to meet terms and specifications of purchasing contracts or who have failed to deliver commodities or services in a timely manner. | Six (6) calendar years after closed. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (1)(b), NAC 239.165 (1)(2) | Closed is usually defined as the date the information contained in the file is deemed no longer relevant due to vendor performance improvement or when the vendor no longer conducts business with the local government. |

## Purchasing

**Warranties**

**LRDA #** **2007080**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents manufacturer's/vendor's warranties to replace and/or repair defective equipment. | Expiration of warranty plus one (1) fiscal year. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Regional Transportation Commission

**Allotments of Fuel Tax** **LRDA # 20071021**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the receipt of money collected via motor fuel taxes. | One (1) fiscal year after an annual audit is completed. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.624 | Review for historical value. |

**Application for Services - Denied, Incomplete or Withdrawn** **LRDA # 20181959**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of applications for RTC services which were denied due to incompleteness, deemed unqualified or ineligible, or were withdrawn by the applicant. Records may include but are not limited to application with supportive documentation, referrals, waiver requests, related correspondence and similar information. | Three (3) calendar years from the date of denial or from the expiration of the validity period of the application. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239B.030, NAC 239.165 (1)(2) | None. |

**Money Received and Expended, Reports of** **LRDA # 20071026**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of reports of money received and expended for regional transportation related projects. | One (1) fiscal year after an annual audit is completed. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.624 | None |

## Regional Transportation Commission

**Paratransit Customer Complaints of Regulatory Noncompliance** **LRDA # 20181957**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents ADA (Title II) complaints of regulatory noncompliance. This series and may include but is not limited to name, address, and phone number of person making complaint, description of the facts that are the subject of the complaint and the requested remedy, name of person responding to complaint, Regional Transportation Commission proposed resolution of complaint, compliance summary reports or lists, correspondence and related records. | Retain records or summary reports of complaints of regulatory noncompliance for five (5) calendar years after final action on the complaint. The complaint forms themselves may be destroyed one (1) calendar year from the date of receipt. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Americans with Disabilities Act (ADA), 49 CFR 27.121, Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3-Recordkeeping, NRS 603A.040, NAC 239.165 (1)(2) | 49 CFR 121(b) Compliance reports. Each recipient shall keep on file for one year all complaints of noncompliance received. A record of all such complaints, which may be in summary form, shall be kept for five years. Each recipient shall keep such other records and submit to the responsible Departmental official or his/her designee timely, complete, and accurate compliance reports at such times, and in such form, and containing such information as the responsible Department official may prescribe. In the case in which a primary recipient extends Federal financial assistance to any other recipient, the other recipient shall also submit compliance reports to the primary recipient so as to enable the primary recipient to prepare its report. |

## Regional Transportation Commission

**Paratransit Customer Records** **LRDA # 20181956**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| The Americans with Disabilities Act of 1990 (ADA) Paratransit Services is a shared-ride, public transportation service for people with disabilities who are functionally unable to independently use Regional Transportation Commission fixed route services. This series may contain but is not limited to customers application for service, in person evaluations, medical professional's verification of disability, functional assessments, referrals, accompanying individual information, reservation records, subscription service records, cancellation and no-show records, unattended passenger forms, copy of Regional Transportation Commission policies, related correspondence, and similar information. | Three (3) calendar years after termination of service or participation by the customer. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | Americans with Disabilities Act (ADA), 49 CFR 37.123, NRS 11.190 (3)(d), NRS 603A.040, NAC 239.165 (1)(2) | None. |

**Paratransit Customer Service or Policy Complaints** **LRDA # 20181958**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents paratransit customer service or policy complaints or grievances. Records may include but are not limited to personal information of the person filing the service complaint or grievance, description of the facts that are the subject of the complaint or grievance and the requested remedy, name of person responding to complaint or grievance, conclusions, review of findings if customer is still dissatisfied, Regional Transportation Commission proposed resolution of complaint or grievance, related correspondence and similar records. | Three (3) calendar years after the date of response or resolution. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Americans with Disabilities Act (ADA), Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3-Recordkeeping, NRS 603A.040, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3-Recordkeeping: It is important for transit agencies to distinguish between complaints that pertain to the DOT ADA requirements versus complaints about services or policies that do not, even if the complainant has a disability. See Federal Transit Administration (FTA) ADA Circular 4710.1 Section 12.7.3 for examples. |

## Regional Transportation Commission

**Planning Files (proposed streets, highways or transportation systems)** **LRDA # 20071027**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the planning of regional transportation projects and may include but is not limited to project requests, feasibility studies, preliminary plans, project analysis, cost analysis, related correspondence, and similar documents. | Three (3) fiscal years from completion or termination of a project. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 239C.090, NAC 239.165 (1)(2) | Review for historical value. |

**Project Files - Construction** **LRDA # 20071023**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the construction, acquisition and improvement of streets, avenues, boulevards, alleys, highways or other public rights-of-way used for any vehicular traffic, sidewalks, crosswalks, pedestrian rights-of-way, curb cuts, curbs, gutters, culverts, catch basins, drains, sewers, manholes, inlets, outlets, retaining walls, bridges, overpasses, tunnels, underpasses, approaches, sprinkling facilities, artificial lights and lighting equipment, traffic separators, traffic control equipment, and similar structures or equipment. Files may include but are not limited to maps, plans, diagrams, drawings, surveys, engineering and survey notes, detailed specifications, profiles, project descriptions, project applications, design files, acquisition documents, appraisal files, cost reports, construction reports, copies of inspection reports, results of construction tests, environmental impact statements, cost reports, copies of claims, copies of contracts or agreements, bond documents, work orders, legal documents, final or as-built maps and plans, related forms and reports, photographs, correspondence, and similar documents. | Permanent. | This record series may contain confidential or restricted information. | NRS 373.024, NRS 373.028, NRS 239C.090, NRS 239C.210 | None. |

## Regional Transportation Commission

**Project Files - Grants** **LRDA # 20071028**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the dispersal of funds provided by state and/or federal grants through the Department of Transportation. | Three (3) fiscal years from submission of the final expenditure report, or as required by the granting authority, whichever is longer. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 2 CFR 200.333, NAC 239.165 (1)(2) | Review for historical value. |

**Project Review Files** **LRDA # 20071029**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series is usually created when a city, county, or developer asks for impact studies and a review of routing requirements for new subdivisions or other developments that will require public transportation. | Three (3) calendar years from the date of review. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | Review for historical value. |

**Property Acquisition Records** **LRDA # 20071597**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the acquisition of real property obtained through eminent domain proceedings for transportation-related projects, and may include but is not limited to public hearing records, findings and determinations, appraisal information, copy of court documents and proceedings, related correspondence, and similar documents. | Permanent. | Portions of this record series may contain confidential or sensitive information. | None | None. |

**Route Files** **LRDA # 20071596**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the day to day operation, riding volume, problems, for each bus in service, and may be used as possible justification for the creation or elimination of new or existing routes. | Three (3) calendar years from the end of the calendar year to which the files pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

## Regional Transportation Commission

**Transportation Studies / Plans**

**LRDA #** **20071598**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of transportation related studies, reports, and plans and may include but is not limited to traffic congestion studies, traffic safety studies, transportation improvement plans, plan conformity studies, rapid transit studies, infrastructure studies, long-range transportation plans, short-range transportation plans, short-range transit plans, strategic plans, special services plans, air quality compliance plans, maintenance and repair studies, customer service summary reports, and similar studies, reports, and plans. | Permanent. | Portions of this record series may contain confidential or restricted information. | NRS 239C.090 | None. |

## Sanitation District

### Air Quality Permits

**LRDA #** **20081762**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of permits to operate an air pollution emission source issued by Health Departments/Districts. May contain emission source information, copies of standards/regulations, permitting information, related correspondence, and similar documents. | Five (5) calendar years from the renewal, modification, suspension, expiration or revocation of the permit or for the retention period required by the health distinct, whichever is longer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 40 CFR 52.1476, Health District Regulations, NAC 445B.224 (2) | None |

### Authorization to Discharge Permit

**LRDA #** **20071613**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents permits issued by the Nevada Division of Environmental Protection and/or other regulatory body to discharge effluent. | Five (5) calendar years after expiration, renewal, modification, suspension, or revocation of the permit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NAC 445A.241, NAC 445A.251 | NAC 445A.241(1) -The duration of permits is fixed and does not exceed 5 years. |

### Consumer Confidence Reports

**LRDA #** **20071607**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of annual water quality reports sent to customers of the water system. | Three (3) calendar years from the end of the calendar year to which the report pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 40 CFR 141.155 (h) | Review for historical value. |

## Sanitation District

**Corrective Action Records** **LRDA # 20071605**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents actions taken by sanitation districts to correct violations of primary drinking water regulations and may include but is not limited to reports, logs, related correspondence, and similar documents. | Ten (10) calendar years after the date of last action. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 40 CFR 141.33, 40 CFR 141.405 (b)(1) | None |

**Costs of Construction, Estimated** **LRDA # 20071036**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the estimated construction costs of proposed sanitation projects. | Five (5) fiscal years after completion or termination of a project. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 18 CFR 125 (17)(c) | None |

**Cross-Connection Control and Backflow Prevention Records** **LRDA # 20071606**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of records which document compliance with NAC 445A.67185 for cross-connection control and backflow prevention programs. This series may include but is not limited to implementation schedules, inspection reports, plans for testing and tracking all primary assemblies for the prevention of backflow, annual testing results of assemblies, lists of the particular assemblies for the prevention of backflow, a list of the measures the supplier of water will take to enforce the program if any customers of the system fail to comply with the program, violation notices, letters documenting any fines or repairs, and related correspondence. | Five (5) calendar years from the end of the calendar year to which the records pertain. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NAC 445A.67185 to NAC 445A.67255, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

## Sanitation District

**Developer Inspection Reports** **LRDA # 20071040**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of construction inspection reports documenting the day to day progress of construction on developer projects. | Three (3) calendar years after construction completed. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 11.190 (3)(d), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**Distribution System Records** **LRDA # 20071602**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of records related to water operations and may contain but is not limited to operator walk-through, daily logs, pump calculations, pump station logs, elevations, distribution system flow reports, storage tank levels, water facilities daily reports, notification of planned outages and or shutdowns, related correspondence and similar documents. | Five (5) calendar years from the end of the calendar year to which the records pertain. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | 40 CFR 122.48, 40 CFR 123.25, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

**Drawings, Blueprints and Specifications** **LRDA # 20071038**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used as an administrative tool for maintenance (repair, upkeep, etc.) and remodeling functions. This series may contain but is not limited to drawings, blueprints, specifications, photographs, and similar documents. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.090, NRS 239C.210 | None. |

**Equipment Maintenance and Calibration Records** **LRDA # 20071618**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the maintenance and calibration of equipment and instruments used to monitor water treatment operations. | Life of the equipment plus three (3) additional years | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 11.190 (3)(d) | None |

## Sanitation District

**Fixture Records** **LRDA # 20071601**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents fixture count on/in property and is used to assess proper sewer fees. | Permanent. | None | None | None |

**General Ledger** **LRDA # 20071033**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of one or more series of financial ledgers providing a final year to date summary of accounting data and a permanent audit trail for all fiscal receipt and disbursement transactions. | Permanent. | None | NRS 318.085 | None |

**Laboratory - Chain of Custody Forms** **LRDA # 20071617**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of records tracing the sample from collection through analysis. | Five (5) calendar years from generation of the last entry in the records. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 2003 NELAC Standard 5.4.12 | National Environmental Laboratory Accreditation Conference (NELAC) |

**Laboratory - Preventive Maintenance Reports** **LRDA # 20071616**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents preventive maintenance and repair activities for all instruments and equipment including but not limited to pH meters, analytical balances, incubators, refrigerators, autoclaves, and water baths. | Five (5) calendar years from the date of the report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | EPA 815-R-05-04, 8.5 (Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures Quality Assurance Fifth Edition), 2003 NELAC Standard 5.4.12.2.4 | National Environmental Laboratory Accreditation Conference (NELAC) |

## Sanitation District

**Laboratory Certifications** **LRDA # 20071615**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents on-site laboratory assessments and certification program reviews and may contain but is not limited to checklists, corrective action reports, final reports, certificates, proficiency testing (PT) study results, correspondence and related documents. | Six (6) calendar years or until the next certificate data audit is complete, whichever is longer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | EPA 815-R-05-04 (Manual for the Certification of Laboratories Analyzing Drinking Water Criteria and Procedures Quality Assurance Fifth Edition) | None |

**National Pollution Discharge Elimination System Permits (NPDES)** **LRDA # 20071620**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the application for and issuance of a permits under the Clean Water Act allowing discharge of specific pollutants under controlled conditions. This series may contain but is not limited to applications, permits, modifications, compliance reports, influent and effluent reports, chemical analysis reports, water flow records, test and recording reports, compliance schedules, inspection reports, related correspondence and similar documents. | Five (5) calendar years after expiration, renewal, or revocation of permit. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 40 CFR 123.25, 40 CFR 122.7, 40 CFR 122.41 (j) (2), 40 CFR 122.42 (3), 40 CFR 122.46 (1) | In accordance with 40 CFR 122.46, NPDES permits shall be effective for a fixed term not to exceed 5 years. |

**Operation and Maintenance Manuals** **LRDA # 20071609**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consist of operation and maintenance manuals for public water/treatment facilities. | Lifetime of the equipment or facility. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

## Sanitation District

### Oversight Inspections

**LRDA #** **20071611**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents oversight inspections of water, water reclamation, and/or water pollution control construction projects by the Nevada Division of Environmental Protection, Nevada State Health Division or District Health Authorities and similar regulatory bodies. | Five (5) calendar years after final acceptance. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NAC 445A.799, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | Review for historical value. |

### Plant Maintenance Records

**LRDA #** **20071042**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the ongoing maintenance of sanitation facilities and may contain but is not limited to maintenance schedules, maintenance reports, repair reports, installation reports, correction reports, related correspondence and similar documents. | Three (3) calendar years after facility is closed. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 11.190 (3)(d), NRS 239C.090, NAC 239.165 (1)(2) | None. |

### Reclaimed Water Permits

**LRDA #** **20071614**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the issuance of temporary water permits for construction related activities such as dust control. | Three (3) calendar years after expiration of the permit, or for the period required by local ordinance, whichever is longer. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d) | None |

## Sanitation District

### Reservoir Inspections

**LRDA #** **20071603**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents reservoir inspections and may contain but is not limited to acceptance letters, inspection reports, maintenance and repair records, rehabilitation records, test reports, related correspondence, and similar documents. | Life of the reservoir including the post-closure care period (if applicable). | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 239C.210, NAC 239.165 (1)(2) | None. |

### Sanitary Survey Records

**LRDA #** **20071051**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents sanitary surveys required by permit to locate and identify health hazards to public water systems. | Ten (10) calendar years after completion of the sanitary survey involved. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 40 CFR 141.33 (c) | Review for historical value. |

### Secondary Contaminant Reports

**LRDA #** **20071619**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the analysis of water samples to determine the level of secondary contaminants. Secondary contaminants are those which at levels generally found in drinking water, do not present a health risk but may affect taste, odor, and color of water, as well as stain plumbing fixtures and interfere with water treatment processes. | Ten (10) calendar years from the date of the report. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NAC 445A.455 to NAC 445A.457 | None |

## Sanitation District

### Sewer Cleaning Records

**LRDA #** **20071610**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents annual reporting of line jetting and cleaning, line inspections, and similar activities and may contain but is not limited to maintenance and repair schedules, maintenance requests, inspection requests, customer complaints, maintenance and repair reports, cleaning reports, copies of plans and drawings, related correspondence and similar documents. | Ten (10) calendar years from the date of the report. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

### Variance and Exemption Records

**LRDA #** **20071604**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents variances and exemptions granted to a public water system. | Five (5) calendar years after the expiration of the variance or exemption. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | 40 CFR 141.33 (d), NAC 445A.487 to 445A.491 | None |

### Waste Collection and System Operation

**LRDA #** **20071049**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the operation and maintenance of wastewater treatment systems. This series may include but is not limited to monitoring information such as laboratory testing data, chemical records, flow and loading data, copies of equipment/instrument calibration records, original strip chart recordings, records and reports required to be kept in accordance with the permit, copy of operation and maintenance manuals, copies of operations and maintenance inspections, related correspondence and similar documents. | Five (5) calendar years from the end of the calendar year to which the records pertain. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information | NRS 239C.090, NAC 239.165 (1)(2) | None. |

## Sanitation District

**Waste Flow Measurement Readings** **LRDA # 20071050**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the amount of pollution discharged from wastewater treatment facilities and may include but is not limited to copies of reports submitted to the U.S. Environmental Protection Agency and/or the Nevada Division of Environmental Protection, logs that record waste flows, chemical settings, processing reports, filter information, tank levels, pressure, and similar monitoring information. | Five (5) calendar years from the end of the calendar year to which the records pertain. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Wastewater Sewage Sludge Application Records** **LRDA # 20071608**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents sewage sludge use and disposal activities. | Five (5) calendar years from the end of the calendar year to which the report pertains. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 40 CFR 503.17 | None |

## Sanitation District

**Water Conservation Plan** **LRDA # 20071694**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of water conservation plans required by state law/regulation. These plans are based on the climate and living conditions of the water service area and may contain but are not limited to public conservation education documents, water management documents (used to identify and reduce leakage in water supplies, inaccuracies in water meters, high pressure in water supplies, and where applicable, the reuse of effluent), contingency plans for drought conditions, a schedule for carrying out the plan, and measures to evaluate the effectiveness of the plan. This series includes all revisions and updates to the plan. | Permanent. | NRS 540.131 (4) --The plan must be available for inspection by members of the public during office hours at the offices of the supplier of water, may be revised from time to time to reflect the changing needs and conditions of the service area. Each such revision must be made available for inspection by members of the public and must be updated every five (5) years and comply with the requirements of this section and NRS 540.141. | NRS 540.121 to 540.151, NRS 704.662 to NRS 704.6624, NAC 445A.5922 (5)(a) | None |

**Water Operators Certification File** **LRDA # 20071621**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer the certification process for operators of water systems as required by state and federal law /regulation. The files may contain but are not limited to applications (new and renewal), copies of records documenting experience, test scores, continuing education documentation, letters to proctors, letters to applicant approving examinations, letters of denial to reinstate after expiration, related correspondence and similar documents. | Twelve (12) calendar years from the date they are no longer certified. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 40 CFR 142.15, 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875, NAC 445A.617 to 445A.652, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

## Sanitation District

**Water Project Files** **LRDA # 20071696**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the initial construction, renovation, modification or expansion of public water systems or facilities. This series may contain but is not limited to applications, permits (if applicable), complete plans and specifications, health authority's review and written approval, engineering analyses, records of distribution system, environmental impact studies, environmental assessments, construction/renovation reports, inspection reports, project reports, engineering reports that describe the water project as it was constructed, as-built drawings, notice of completion, cost statements, maps, photographs, legal notices, copies of reports submitted to state and/or federal agencies, related correspondence and records documenting the date water project was tested, accepted and placed into service. | Permanent. | This record series contains confidential and/or restricted information. | NRS 239C.110, NRS 239C.210, NRS 349.961, NAC 445A.6758 to NAC 445A.67644 | None. |

**Water Project Files [Financial Records]** **LRDA # 20071695**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document grant awards for water related projects and may include but is not limited to a brief description of the proposed water project, copy of grant application, bidding schedules, estimated schedules of payment, cost allocation plans, expenditure reports, audit reports, monitoring reports, copies of purchase orders, loan documents, vouchers, related correspondence and similar financial documents. | Three (3) fiscal years from the submission of the final expenditure report, or as required by the granting authority, whichever is longer. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 2 CFR 200.333, NRS 445A.200 to NRS 445A.275, NRS 349.935 to NRS 349.987, NAC 445A.67613 to NAC 445A.67623, NAC 239.165 (1)(2) | None. |

## Sanitation District

**Water Project Files -Not Needed to Maintain System or Facility** **LRDA # 20161920**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| Records in this series are generally administrative and are not needed to maintain the public water system or facility. This series may contain but is not limited to project documents submitted for review and comment, cost estimates, unsuccessful or rejected bid documents and bid activity documents, construction schedule records, material receipt tickets, liens, lien releases, waivers, construction safety documents, traffic control plans, construction site environmental compliance documents (trash abatement, dust control, etc.), progress reports, related correspondence and similar documents. | Ten (10) calendar years after completion of project. | This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239C.110, NRS 239C.210 | None. |

**Water Quality, Reports of Bacteriological Analysis** **LRDA # 20071054**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains reports documenting water samples taken from various locations throughout the water system and supply sources for bacteriological tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis. | Five (5) calendar years from date of report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 40 CFR 141.33 (a) | None |

**Water Quality, Reports of Chemical and Radiological Analysis** **LRDA # 20071055**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains records documenting water samples taken from various locations throughout the water system and supply sources for chemical and radiological tests. Information includes location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis. | Ten (10) calendar years from date of report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 40 CFR 141.33 (a) | None |

## Sanitation District

**Water Quality, Reports of Lead and Copper** **LRDA # 20071053**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains reports documenting water samples taken from various locations throughout the water system and supply sources for lead and copper tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis. | Twelve (12) calendar years from date of report. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 40 CFR 141.91 | None |

**Water Quality, Statistical Averages** **LRDA # 20071052**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents statistical averages of water quality and may include but is not limited to water consumption reports, water testing records, water chemistry reports, water bacteriological reports, monitoring reports, analysis reports, and similar reports used to create statistical reports. | Permanent. | None | None | None |

**Water Turbidity Reports** **LRDA # 20071229**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains reports documenting the analysis of water samples to determine the level of cloudiness caused by suspended particles. Information may include date, report number, analyst, time of sample collection, turbidity unit values for routine and check samples, and related data. | Ten (10) calendar years from the end of the calendar year to which they pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 40 CFR 141.33 (a), 40 CFR 142.14 (a)(4)(l) , 40 CFR 142.14 (a)(4)(ii)[C](2) | None |

## School Districts

### Academic Performance - Permanent Records

**LRDA #** **20071711**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents a pupil's academic performance and usually consists of the permanent record card and/or academic transcript. Information may include but is not limited to pupil's identifying information, summary of attendance, grades, grade point average, grades completed and the year completed. | Permanent. | This record series contains confidential and/or restricted information. | 34 CFR 99.32, NRS 392.029, NAC 392.350 | None. |

### Academic Performance - Subsidiary Records

**LRDA #** **20071122**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series may contain but is not limited to a pupil's identifying information, personal and family history records, cumulative student record, childhood disease and immunization data, cumulative health folders, disciplinary reports, truancy reports, student guidance records, progress and monitoring reports, reading records, school and after-school activity reports, student employment information, standardized testing records, student current data, entrance and withdrawal records, transfer records, notices to parents/guardians, parental consent forms, informational correspondence and similar records. | Six (6) calendar years after pupil graduates or would normally have graduated from high school. | This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 34 CFR 99.3, 34 CFR 99.32, NRS 392.029, NAC 392.350, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Alternative High School Programs

**LRDA #** **20071060**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents alternative programs for the education of pupil's at risk of dropping out of high school. | Three (3) calendar years after program discontinued. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 388.537 | None |

## School Districts

### Applications for Free Meals or for Meals at Reduced Prices

**LRDA #** **20071062**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests for meal assistance and may include but is not limited to applications, pupil information, income verifications, approval or denial letters, various forms, related correspondence, and similar documents. | Three (3) fiscal years from the approval or denial of the application. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Athletic Activity Records

**LRDA #** **20071063**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents a pupil's eligibility and participation in sanctioned sports and may contain but is not limited to registration documents, academic eligibility documents, parental consent forms, proof of residency forms, copies of physical examination documents, liability release forms, copies of injury reports, eligibility waivers, related correspondence and similar documents. | Six (6) calendar years after the school year in which the records were created. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 385B.060, 45 CFR 164.530, NRS 629.051, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 12.080, NRS 12.105, NAC 386.776 to 386.820, NAC 239.165 (1)(2) | None. |

### Athletics: Travel Expenses

**LRDA #** **20071068**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents travel expenses related to sanctioned sports activities and may contain but is not limited to participation reports, reimbursement requests, expense reports, applicable forms, correspondence and related documents. | Until annual audit is completed | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 354.624 | None |

**Behavior Policy/Code of Conduct Records** **LRDA # 20071748**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents behavior/code of conduct policies and may contain but is not limited to handbooks, infraction and consequence information, disciplinary action forms, parental involvement forms, copy of code of honor form, related correspondence and similar documents. | Five (5) school years after superseded. | In accordance with NRS 392.461(5)(c) If the code of honor is returned with the signatures, a copy of the signed code of honor must be retained in the pupil's file. | 20 USC section 6318, NRS 392.456 to NRS 392.461 | None |

**Certificated Employees: Admonitions** **LRDA # 20071076**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the admonishment of licensed personnel. | Until standards are met, or three (3) calendar years, whichever occurs first. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 391.755, NRS 239B.030, NAC 239.165 (1)(2) | None. |

**Certificated Employees: Appraisals** **LRDA # 20071078**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the job performance of licensed employees and may contain but is not limited to appraisal and evaluation forms, work performance standards, supporting documentation, related correspondence and similar documents. This series includes appraisals of permanent and probationary employees. | Three (3) calendar years from the end of the calendar year in which the individual terminated. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.40, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2) | None. |

## School Districts

### Certificated Employees: Authorization for Extra Pay

**LRDA #** **20071080**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents authorizations for extra pay for licensed personnel. | Three (3) fiscal years from the date of authorization. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2) | None. |

### Certificated Employees: Credentials

**LRDA #** **20071081**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the credentials of licensed personnel. | Permanent. | This record series may contain confidential or sensitive information. | NRS 391.230, NRS 239B.030, NRS 205.4617 | None. |

### Certificated Employees: Personnel Notifications, Records of

**LRDA #** **20071084**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the notification of licensed personnel of pending actions. | Two (2) calendar years from the date of notification. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 391.775 | None |

### Certificated Employees: Requisitions

**LRDA #** **20071085**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests to fill employment positions and may contain but is not limited to requisition or request to fill, employment applications, proof of certification/licensure, interview records, hiring packet, notifications, related correspondence and similar documents. | Two (2) calendar years after position filled. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.40, NRS 239B.030, NAC 239.165 (1)(2) | None. |

## School Districts

**Charter School Reports: Enrollment (Statistical)** **LRDA # 20071736**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to report enrollment and attendance and may contain but is not limited to enrollment ethnic reports, monthly enrollment and attendance reports, certification of enrollment reports, compliance reviews, related correspondence and similar documentation. | Three (3) calendar years from the end of the school year to which they pertain. | These types of reports are statistical in nature and should not contain personally identifying, confidential or restricted information. If there is personally identifying, confidential or restricted information in this record series, that information must be protected from public disclosure and be destroyed in a secure manner that will prevent reconstruction of the information. | 2 CFR 200.333, NAC 387.345 | Review for historical value. |

**Charter School Reports: Fiscal** **LRDA # 20071737**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer the apportionment of state funds from the Distributive School Account and may contain but is not limited to school calendar, count of students, annual audit reports, annual budget, distributive school account request, related correspondence and similar documentation. | Three (3) federal fiscal years from the end of the fiscal year to which they pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 388A, NAC Chapter 387, NAC 239.165 | None. |

## School Districts

### Charter School Reports: Program

**LRDA #** **20071738**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer the charter school programs and may contain but is not limited to OSHA inspections, governing body reports, facility changes, contract reports, pupil service reports, licensed employees, evaluation / progress reports, copies of minutes meeting minutes, three year report, related correspondence and similar documentation. | Three (3) calendar years from the end of the school year to which they pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 388A, NAC Chapter 387, NAC 239.165 | None. |

### Children's Internet Protection Act (CIPA) Records

**LRDA #** **20181971**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program–a program that makes certain communications services and products more affordable for eligible schools and libraries. Records may include but are not limited to a schools internet safety policy (must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response), records documenting policy adoption actions, certifications of compliance, records documenting technology protection measures, approval letters, monitoring reports, audit reports and findings, records documenting the purchase and delivery of services (bidding, contracts, inventory, invoices, etc...) various forms, related correspondence, and similar records. | Ten (10) calendar years after the latter of the last day of the applicable funding year, or the service delivery deadline for the funding request. | This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Children's Internet Protection Act (CIPA), Protecting Children in the 21st Century Act, 47 USC section 254 (1)(B), 47 USC section 254 (6), 47 CFR section 54.516, 47 CFR section 54.520, FCC Reports and Orders, NRS 239.013, NAC 239.165 (1)(2) | 47 CFR Section 54.516 - Requires that program participants retain all documents necessary to demonstrate compliance with the statute and Federal Communications Commission (FCC) rules regarding the application for, receipt, and delivery of services receiving schools and libraries discounts. |

**Class Record Books and Grade Books** **LRDA # 20071089**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is the original and official document or record that establishes proof of reported information for a pupil. In accordance with NAC 387.165 this series must contain the name of the pupil, the grade and any applicable special category to which the pupil is assigned, the pupil's record of daily attendance, the grade earned by the pupil for each period of grading and the final grade earned for the class, and the dates of enrollment, reenrollment and withdrawal of the pupil from the school or class, if applicable. | Two (2) calendar years after the last day of the school year to which the record pertains. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 387.175, NRS 385.080, NRS 387.1234, NAC 387.165, NAC 392.350, NAC 239.165 (1)(2) | None. |

**Classified Employees: Performance Evaluations, Reports, and Response** **LRDA # 20071086**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the job performance of classified employees and may contain but is not limited to copy of work performance standards, performance evaluations, employee response, appeals or hearing records, correspondence, and related documents | Three (3) calendar years from the end of the calendar year in which the individual terminated. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 239B.030, NAC 239.165 (1)(2) | None. |

**Comparative Analysis of Attendance Averages** **LRDA # 20071090**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of statistical reports documenting attendance averages and may be used for budgeting and planning, reference, performance monitoring, position justification, creating annual reports and similar uses. | Five (5) calendar years from the date of the report. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

## School Districts

**Consultants, Out-of-District Authorization and Payments** **LRDA # 20071091**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the authorization and payment of out of district consultants and may contain but is not limited to consultant's personal information, authorizations, office copy of contract or agreement, billing claims, payment information, related correspondence and similar documents. | Three (3) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 354.624, NAC 239.165 (1)(2) | None. |

**District Attendance and Enrollment** **LRDA # 20071093**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is usually a statistical report on district wide attendance and enrollment. Information is compiled from reports received from individual schools within the district and may be used to provide funding justification to local, state, and federal government agencies. | Permanent. | None | None | None |

**Emergency Contact File** **LRDA # 20071652**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of a pupil's emergency contact information and may contain but is not limited to emergency contact form, information on medical conditions, related correspondence and similar documents. | Three (3) calendar years from the date superseded. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 12.080, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2) | None. |

## School Districts

### Enrollment and Attendance Records

**LRDA #** **20071058**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the enrollment and attendance of pupil's in school and may contain but is not limited to enrollment records, enrollment and attendance master register, classroom daily attendance sheets, excused and unexcused absence reports, tardiness records, notes from parents or guardians, various forms, withdrawal reports, reenrollment reports, non-resident student reports, absence notifications, log books, and similar documents. | Retain each master register of enrollment and attendance and any supporting documents for five (5) calendar years after the information is submitted to the Nevada Department of Education. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 387.1234, NAC 387.175 to NAC 387.185, NAC 387.280, NRS 392.029, NAC 239.165 (1)(2) | None. |

### Fact-Finding Material and Expenditures

**LRDA #** **20071099**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains fact-finding materials and may contain but is not limited to copies of records from outside sources, copies of laws or regulations, expert opinions, financial documents, expenditure reports, logs, staff reports, related correspondence and similar documents. | Three (3) calendar years from the date of the record. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | Review for historical value. |

### Federal Programs: Audit Reports

**LRDA #** **20071100**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents financial audits of schools and/or school districts receiving federal funds. This series may contain but is not limited to audit reports, budget printouts, copies of purchase orders, copies of receiving documents, warehouse requisitions, financial reports, statistical records, correspondence, and supporting documentation. | Three (3) fiscal years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 2 CFR 200.333 | None |

## School Districts

**Federal Programs: Breakfast Program Records** **LRDA # 20071101**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer school breakfast programs and may contain but is not limited to applications, eligibility records, free and reduced price policy statements, program reports, copies of purchase orders, claims for reimbursement, financial reports, correspondence, and similar documents. | Three (3) fiscal years after the end of the fiscal year to which they pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 7 CFR 220.7, NAC 239.165 (1)(2) | None. |

**Federal Programs: Lunch Programs, Reports** **LRDA # 20071103**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer school lunch programs and may contain but is not limited to applications, eligibility records, free and reduced price policy statements, lunch counts, on-site review reports, monthly claims for reimbursement, financial reports, copies of statistical reports submitted to state, program reports, correspondence, and similar documents. | Three (3) fiscal years after submission of the final claim for reimbursement for the fiscal year. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 7 CFR 210.8, 7 CFR 210.23 (c), NAC 239.165 (1)(2) | None. |

**Federal Programs: Special Milk Programs** **LRDA # 20071110**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer special milk programs and may include but is not limited to applications, eligibility records, agreements, free milk policy statements, daily milk counts, requests for reimbursement, fact sheets, various forms, related correspondence and similar documents. | Three (3) fiscal years after submission of an annual financial status report. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 7 CFR Part 215.7 (d)(8), NAC 239.165 (1)(2) | None. |

**Federal Programs: Summer Food Program** **LRDA # 20071650**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series pertains to federal summer food grants and may contain but is not limited to applications, daily meal preparation reports, meal counts, reimbursements, advanced payments, various forms, memos, related correspondence and similar documents. | Three (3) fiscal years from the fiscal year to which the documents pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 7 CFR 250.16, NAC 239.165 (1)(2) | None. |

**Federal Survey Cards, Eligible** **LRDA # 20071107**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of cards or forms used to determine eligibility for federal impact aid under Public Law 81-874 (Provision of Free Public Education for Eligible Dependent Children). | Three (3) fiscal years from the end of the fiscal year to which the record pertains | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Public Law 81-874, 34 CFR 222.10, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Federal Survey Cards, Ineligible** **LRDA # 20071108**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of cards or forms used to determine eligibility for federal impact aid under Public Law 81-874 (Provision of Free Public Education for Eligible Dependent Children). | Two (2) fiscal years from the date of last action. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | Public Law 81-874 | None. |

## School Districts

### Federal/State Returns (941, NIC, PERB)

**LRDA #** **20071106**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of reports of expenditures submitted to federal and/or state agencies for taxes, workers compensation, retirement, and similar expenses. | Five (5) calendar years from the submission of the return. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

### Field Trip Authorizations/Parental Permissions

**LRDA #** **20071744**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents authorization by a parent/legal guardian for a pupil to participate in an off campus school activity and may include but is not limited to authorization forms, emergency contact information, related correspondence and similar documents. | Three (3) calendar years from the date of the authorization. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 | None. |

### Financial Surveys

**LRDA #** **20071109**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of financial surveys of school district programs. | Five (5) calendar years from the date of the record. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | Review for historical value. |

**GEAR UP Grant - Administrative Files** **LRDA # 20071734**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer the GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) program and may contain but is not limited to copies and originals of grant documents (including application, grant set up, federal-state agreement, plans & modifications, etc.), program financial and narrative reports, compliance reviews, monitoring documentation, participating school files (including contact information, coordinator information, correspondence, activity reports, etc.), related program correspondence and similar documentation. | Three (3) federal fiscal years from the end of the six year grant funding cycle. Program correspondence may be purged from the files when no longer administratively useful. | This record series contains confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 20 USC section 1070a et seq., 20 USC section 1232g, 2 CFR 200.333, 34 CFR Part 99, NRS 392.029, NAC 239.165 | None. |

**GEAR UP Grant Records** **LRDA # 20071741**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administrate and monitor the activities of the GEAR UP program. Data may include but is not limited to student information (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.), survey information (student and parent/guardian surveys), services provided to student, services provided to parents, services provided to teachers, family participation, school coordinator data, teacher / professional data, participating school data, reports and similar data. | Update and correct the data as necessary, retaining these records for a period of three (3) federal fiscal years from the end of the six year grant funding cycle. | Destroy this confidential data in a secure manner that will prevent reconstruction of the information. | 20 USC section 1070a et seq, 34 CFR Part 694, NAC 239.165 | None. |

**GEAR UP- Scholarship Payment Files** **LRDA # 20071735**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the use and payment of GEAR UP Scholarships and may contain but is not limited to notification of federal subgrant awards, request for federal funds for project activities, contact and program related documentation from participating units of the Nevada System for Higher Education, student registers from participating units of the Nevada System for Higher Education (including student name, ID#, funding data, etc.), fiscal documentation, related correspondence and similar documents. | Six (6) federal fiscal years from the end of the six year scholarship awarding cycle. | This record series contains confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 20 USC section 1070a et seq., 34 CFR Part 694, 20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS 11.190 (1)(b), NAC 239.165 | None. |

**GEAR UP Scholarship Student Eligibility Records** **LRDA # 20071742**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document the students eligible for receiving scholarships under the GEAR UP program and any funding that is distributed. Data includes but is not limited to student data (including, name, student ID#, birth date, ethnicity, gender, grade level, status data, GPA, contact information, etc.), participating unit data, fiscal data and similar data. | Update and correct the data as necessary, retaining these records for a period of six (6) federal fiscal years from the end of the six year scholarship awarding cycle. | Destroy this confidential data in a secure manner that will prevent reconstruction of the information. | 20 USC section 1070a et seq., 34 CFR Part 694, NAC 239.165 | None. |

**Gun-Free Schools Act Records** **LRDA # 20071664**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents compliance with the Gun-Free Schools Act and may contain but is not limited to annual compliance reports, assurances, copy of referral policy, incident reports, expulsion modification reports, related forms, correspondence and similar documents. | Five (5) calendar years after annual report is submitted to the Department of Education. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 20 USC section 7151, 18 USC section 921, Public Law 107-110 Title IV Subpart 3 Section 4141, NRS 392.466 (2) | Review for historical value. |

**Health Inventory** **LRDA # 20071112**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of forms and supporting documents used to document a pupil's general health and any special health related needs of the pupil. | Six (6) calendar years from the receipt of the form. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 45 CFR 164.502, 45 CFR 164.530, NAC 239.165 (1)(2) | None. |

## School Districts

**Kindergarten Entry Assessment** **LRDA # 20071134**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is often used as an early intervention tool to measure behavior and to determine the developmental age of pupil's entering kindergarten. | Six (6) school years from the date of assessment. | This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 34 CFR 99.32, NRS 392.029, NAC 392.350, NAC 239.165 (1)(2) | The six year retention period allows the results to be available to teachers, parents and administrators during the pupil's elementary years. |

**Notice of Intent to Homeschool Form** **LRDA # 20181986**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of a completed Notice of Intent to Homeschool Form, a statement of the educational plan for the child, and a copy of the written acknowledgement provided to the parent which clearly indicates that the parent has provided the notice required by law and that the child is being homeschooled. | Retain for a minimum period of fifteen (15) calendar years from the date of the written acknowledgment. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 392.070, NRS 388D.010 to NRS 388D.070, NAC 239.165 | Upon receipt of a Notice of Intent to Homeschool that complies with NRS 392.070, the school district shall provide to the parent who filed the notice a writtenacknowledgement which clearly indicates that the parent has provided the notice required by law and that the child is being homeschooled. The written acknowledgment shall be deemed proof of compliance with Nevada’s compulsory attendance law and the school district shall retain a copy of the writtenacknowledgement for not less than 15 years. |

## School Districts

**Occupational Injuries and Illnesses** **LRDA # 20071117**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the activities of schools and/or school districts in administering federal and state requirements for Occupational Safety and Health. The files may contain but are not limited to various OSHA forms and reports, instructional booklets, announcements and notices, instructional form letters, memos, logs, summaries, correspondence, and related documents. | Five (5) calendar years from the end of the calendar year to which they pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1904.33, 29 CFR 1904.29, NAC 239.165 (1)(2) | None. |

**Out-of-School-Time Program Records** **LRDA # 20121867**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the registration and attendance of participants in local government sponsored out-of-school-time programs. This series may contain but is not limited to permits from regulatory agencies, registration/enrollment forms or cards, class or activity rosters, sign- in/sign-out sheets, and related documents. Information usually includes name, address, phone number, date of birth, pertinent medical information, signature of parent or guardian, name, dates, and times of class or activity, fee paid, inspection reports, correspondence and similar documents. | Retain inspection reports and permits for a minimum period of three (3) calendar years from the expiration, denial, or revocation of the permit. Retain program files for a minimum period of six (6) calendar years from the end of the calendar year to which they pertain. | This record series contains confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 432A, NRS 432A.640, NRS 239.105, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 | None. |

**Performance Evaluations of School Principals and Administrators** **LRDA # 20071119**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the job performance of school principals and administrators and may contain but is not limited to a copy of performance standards, evaluation forms, copy of objective policy, employee response, transfer or reassignment records, appeal requests, hearing records, record of decision, supporting documentation, related correspondence and similar documents. | Three (3) calendar years from the end of the calendar year in which the individual terminated. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.40, NRS 391.700, NRS 391.705, NRS 391.710, NRS 391.715, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

## School Districts

**Promotion Lists (K-6)** **LRDA # 20071120**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the promotion of pupil's to the next grade level. | Six (6) calendar years from the date of the list. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |

**Psychological Evaluations of Pupils** **LRDA # 20071121**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the results of psychological evaluations of pupil's and may contain but is not limited to, pupil's personal information, parental permission forms, evaluations, report of results, referrals, correspondence, and similar documents. | Six (6) calendar years after pupil graduates or would normally have graduated from high school. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 34 CFR 99.3, NRS 392.029, NAC 392.350, NAC 388.289, NAC 239.165 (1)(2) | None. |

**Pupil Release Records** **LRDA # 20071651**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series usually consists of forms that stipulate who can/cannot pick up a child from school. | Three (3) calendar years from the date superseded. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 12.080, NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2) | None. |

## School Districts

### School Bus Driver's Records

**LRDA #** **20071139**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the qualifications of school bus drivers and may contain but is not limited to copy of drivers license, copy of DMV record, written test results, proof of training course completion, training course results, score on yearly written test, notice of restrictions, related correspondence and similar documents. | One (1) calendar year after termination. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 392.420 (2), NAC 239.165 (1)(2) | None. |

### School District Sponsored Charter Schools (Approved)

**LRDA #** **20071739**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to monitor the continued operation of charter schools sponsored by school districts and may contain but is not limited to application, written agreement, amended final approved application, monitoring / compliance / fiscal reports and supportive documentation, Witten notice of changes, related program correspondence and similar documentation. | Six (6) calendar years from the expiration, revocation or other closure of the charter school. Program correspondence may be purged from the files when no longer administratively useful. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 388A, NAC Chapter 387, NAC 239.165 | None. |

### School District Sponsored Charter Schools (Denied)

**LRDA #** **20071740**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents denied applications for charter schools requesting sponsorship by school districts and may contain but is not limited to application, written agreement, related program correspondence and similar documentation. | One (1) calendar year from the date of denial. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 20 USC section 1232g, 34 CFR Part 99, NRS 392.029, NRS Chapter 388A, NAC Chapter 387, NAC 239.165 | None. |

## School Districts

### Special Education Records

**LRDA #** **20081766**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents special education services provided to disabled persons.Series may include but is not limited to application for benefits, psychological; medical; and educational evaluations, individualized educational program plans, release forms, behavioral evaluation reports, eligibility reports, reevaluation reports, contract summaries, intergovernmental agreements, parent/guardian agreements, exchange of information forms, related service requests, request for transportation reimbursements, invoices, written notice of intent to destroy records, written request to destroy records from parent/guardian, authorization for release of confidential information form, proof of mailings/advertising, memos, related correspondence, and similar documents. A person with a disability is eligible to receive special education benefits up to age 22. | Six (6) calendar years after individual no longer receives services. Parents may also request the destruction of this record series (See 34 CFR 300.624). | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 20 USC section 1232g (a)(b), 20 USC section 1232g(b)(4)(A), 34 CFR 300.610, 34 CFR 300.614, 34 CFR 300.624, 34 CFR 99.3, 34 CFR 99.32, NRS 392.029, NRS 395.001 to 395.090, NAC 395.010 to 395.160, NRS 11.190 (1)(a), NRS 11.190 (3)(d), NAC 239.165 | 34 CFR 300.624: The public agency must inform parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child. (b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. |

### Surplus Food Reports

**LRDA #** **20071143**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of surplus food reports. Report usually contains information on type of food, cooked or uncooked, date of spoilage, quantity, and date of disposition. | Three (3) fiscal years from the date of the report. | None | NRS 11.190 (3)(d) | None |

**Teachers and other Licensed Personnel: Evaluations** **LRDA # 20071147**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the job performance of teachers and other licensed personnel and may contain but is not limited to a copy of performance standards, evaluation forms, copy of objective policy, employee response, transfer or reassignment records, appeal requests, hearing records, record of decision, supporting documentation, related correspondence and similar documents. | Three (3) calendar years from the end of the calendar year in which the individual terminated. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.40, NRS 391.680, NRS 391.685, NRS 391.690, NRS 391.695, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Teachers: Instructional Plans** **LRDA # 20071145**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents teacher's instruction plans and may contain but is not limited to daily instructional plans, quarterly or semester plans, correspondence and related documentation. | Three (3) years after the school year in which the records were created. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | None | None |

**Teachers: Register of Pupils** **LRDA # 20071151**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is a teachers true, full and correct register of all pupils attending a public school. | Three (3) school years from the school year to which the register pertains. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 391.240, NRS 11.190 (3)(d) | None |

**Teachers: Request for Hearing on Suspension** **LRDA # 20071149**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests for hearings on disciplinary actions which may lead to suspension, demotion, dismissal and refusal to reemploy. | Three (3) calendar years after the final disposition of the case. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 29 CFR 1602.40, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**U.S. Dept of Agriculture Commodity Reports** **LRDA # 20071155**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of copies of reports submitted to the U.S. Dept of Agriculture in accordance with federal law. Reports may include but are not limited to financial status reports, monthly commodity supplemental food program reports, quarterly administrative financial status reports, program participant reports, racial/ethnic group participation reports, commodity inventory reports, receipt and distribution reports and similar reports | Three (3) fiscal years from the end of the fiscal year to which they pertain. | These types of reports are statistical in nature and should not contain personally identifying information. | 7 CFR 247.29 | Review for historical value. |

**Zone Exception, Requests for** **LRDA # 20071157**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests of zone exceptions and may include but is not limited to exception request form, pupil information, request from parent, copy of district response, related correspondence and similar documents. | Until student graduation. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 34 CFR 99.3, NRS 205.4617, NAC 239.165 (1)(2) | None. |

## Social Services

### Adoption Case Files

**LRDA #** **20071195**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer the activities concerning child custody cases involving adoption proceedings. This series may contain but is not limited to documentation on child protective services, law enforcement, child welfare services, court proceedings, adoption services and related correspondence. | Transfer to the State Division of Child and Family Services after the receipt of the adoption decree and verification of file content (checklist). | This record series contains confidential and restricted information. | NRS Chapter 127 and NAC Chapter 127. | None. |

### Adult Protective Services Case File

**LRDA #** **20071645**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of reports of adult abuse, neglect, or exploitation. This series may include but is not limited to complaint, intake data, reporter data, social/health assessments, source of report , victim data, suspect data, case findings, disposition, related correspondence and similar documents. | Three (3) calendar years from date of closure of the case. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 200.5091 to NRS 50995, NRS 422.2749, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

### Child Care Facilities Files

**LRDA #** **20071166**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the licensing and inspection of child care facilities and may contain but is not limited to applications, applicant personal information, copy of fingerprints, investigation reports, inspection reports, permits, copy of state and/or local regulations, liability insurance information, notifications, provisional licenses, licenses, renewal information, notice of violation, citations, appeals, hearing records, denial, suspension, revocation, or limitation of license information, background information, complaints, proof of payment of fees, related correspondence, and similar documents. | Retain records related to licensing for six (6) calendar years from the renewal, denial or revocation of the license, or the date of final action in the case. Retain inspection records for five (5) calendar years from the date facility is closed. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 432A.190, NRS 239B.030, NAC 432A.190, NAC 432A.260, NAC 432A.200, NRS 11.190 (1)(b), NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

## Social Services

**Child Fatality or Near Fatality Public Disclosure Notices** **LRDA # 20181968**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This records series consists of public disclosure notices of child fatalities and near fatalities as required by state law. Pursuant to NRS 432B.175, "data or information regarding the fatality or near fatality of a child who is the subject of a report of abuse or neglect, must be made available to any member of the general public upon request." (See NRS 432B.175 (1) for additional details) | Three (3) calendar years from the date of the disclosure. | The Disclosure Notices are available to the general public upon request per NRS 432B.175 (1) and should not contain confidential or sensitive information and may be destroyed in a non-secure manner such as deleting or recycling. | NRS 432B.175, NRS 432B.044, NRS 11.190 (1)(a)(d), NRS 11.190 (4)(e) | NRS 432B.175 (2) An agency which provides child welfare services shall not disclose the following data or information pursuant to subsection1: (a) Except as otherwise provided in NRS 432B.290, data or information concerning the identity of the person responsible for reporting the abuse or neglect of the child to a public agency; (b) The name of the child who suffered a near fatality or the name of any member of the family or other person who lives in the household of the child who suffered the fatality or near fatality; (c) A privileged communication between an attorney and client; and (d) Information that may undermine a criminal investigation or pending criminal prosecution. |

## Social Services

**Child Welfare Services - Child Fatality** **LRDA # 20071636**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents cases where a child died. These files contain documentation in providing services, including protective custody, for neglected and abused children. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of but are not limited to initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided, psychological & psychiatric and developmental reports, copies of school records, copies of health care provider records, copies of mental health records and offensive specific reports. The files may also contain a copy of the death certificate and associated documents. | Fifty (50) calendar years from the close of the case or last action in the file. | This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2) | None. |

**Child Welfare Services - Medical Assessment** **LRDA # 20071716**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents medical assessments of neglected, abused or delinquent children. This series may include but is not limited to identifying data on child, referral information, social work activity reports, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, child's medical history, physical examination reports, medical assessment, consent forms, photographs, related correspondence, criteria for closure and documentation of services provided. | Retain records which have evidence of sexual abuse for a period of ten (10) calendar years from the eighteenth birthday of the child named in the case. Retain records which do not have evidence of sexual abuse for a period of five (5) calendar years from the close of the case. | This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.215, NRS 629.051, NRS 432B.280, NRS 432B.290, NAC 239.165 (1)(2) | None. |

## Social Services

**Child Welfare Services - Sexual abuse cases and/or cases that have been referred to a District Attorney for criminal prosecution** **LRDA # 20071433**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document and administer case files which have been referred to a District Attorney for criminal prosecution or documents sexual abuse. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, referrals, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files. | Fifty (50) calendar years from the close of the case. | This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 432B.380, NRS 11.215, NAC 239.165 (1)(2) | None. |

**Child Welfare Services- Clinical Assessment** **LRDA # 20071430**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. The clinical assessment records may include, but are not limited to, psychological, psychiatric and developmental reports; copies of school records, copies of mental health treatment records and offense specific reports. | Retain records which have evidence of sexual abuse for a period of ten (10) calendar years from the eighteenth birthday of the child named in the case. Records which do not have evidence of sexual abuse must be retained for a period of five (5) calendar years from the close of the case. | This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.215, NRS 629.051, NRS 432B.280, NRS 432B.290, NAC 239.165 (1)(2) | None. |

## Social Services

**Child Welfare Services- No Court Case Filed** **LRDA # 20071431**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents child welfare cases other than sexual abuse and child fatality cases. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, investigation documents, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files. | Three (3) calendar years from the close of the case. | This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 432B.320, NRS 432B.370, NRS 432B.360, NRS 432B.340, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Child Welfare Services-Court Case Filed** **LRDA # 20071432**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents child welfare cases other than sexual abuse and child fatality cases. This series may include but is not limited to identifying data on child, source of referral, reason for referral, social work activity, family assessment, initial complaint, referrals, reporting forms (including alleged perpetrator and possible witnesses), clinical assessments, temporary Medicaid certificates, investigation documents, copies of court records, defendant response, notification of parent documents, administrative appeal documentation, summaries of contacts, case plan, criteria for closure, documentation of services provided and history files. | Six (6) calendar years from the close of the case. | This record series contains confidential [NRS 432B.280] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 432B.390, NRS 11.190 (1), NAC 239.165 (1)(2) | None. |

## Social Services

### Client Case Files - Economic Assistance

**LRDA #** **20071647**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of case files for clients applying for and/or receiving economic assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series usually includes applications for assistance or services, eligibility forms, client personal information, disclosure of information forms, interviews, social histories, verifications of financial status, change of status forms, certifications, authorizations, referrals, dispositions, logs or registers, fiscal reports, related forms, correspondence and similar documents. | Three (3) fiscal years from date case is closed. | This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 2 CFR 200.333, NRS 11.190 (3)(d), NRS 49.251 to 49.254, NAC 641B.210, NAC 239.165 (1)(2) | None. |

### Client Case Files - Social Services

**LRDA #** **20071164**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of case files for clients applying for and/or receiving assistance from a city or county social services agency. Services often include assessment of the client's needs, evaluation of the client's ability to meet his/her needs, crisis intervention, home evaluations, follow-up services, and referrals to other programs and community resources. This series may include but is not limited to applications for assistance or services, eligibility forms, requests for information, client personal information, interview reports, case histories, family histories, court orders, disclosure of information forms, copies of medical reports, certifications, authorizations, referrals, dispositions, case worker logs or registers, summary reports, related forms, notes, memorandums, correspondence, and similar documents. | Retain until the individual attains the age of 23, or 10 (ten) calendar years from the date of receipt or production of the record, whichever is later. | This record series contains confidential and/or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 49.251 to 49.254, NRS 629.031, NRS 629.051, NAC 641B.210, NAC.641B.200 (16), NAC 239.165 (1)(2) | None. |

## Social Services

**Clients' Appointment Slips** **LRDA # 20071168**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents a clients appointment date, time, and type of service. | Ninety (90) days from date of appointment | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 239.165 (1)(2) | None. |

**Complaints, Unlicensed Child Care Facilities** **LRDA # 20071171**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents complaints against unlicensed child care facilities and may contain but is not limited to name, address, and phone number of person making complaint, description of complaint, name of person responding to complaint, report of unannounced visit, resolution of complaint, correspondence and related records. | Three (3) calendar years after response or resolution. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 432A.210, NRS 432A .220, NRS 11.190 (3), NAC 239.165 (1)(2) | None. |

**Denied Adoption Files** **LRDA # 20071434**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the adoption files that were investigated and denied in accordance with NRS Chapter 127. This series may include but is not limited to adoption application, references, law enforcement forms and history, FBI fingerprint investigation results, Nevada Criminal History Repository inquire results, home study evaluations and reports, initial licensing study, training records and certificates, health forms, home inspection forms, approval and waivers, complaint log, case narrative, related correspondence and similar documents. | Three (3) calendar years from the end of the calendar year in which the case was closed (date of denial and/or court decision to deny adoption). | This record series contains confidential [NRS 127.130 to 127.140] and sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 127, NRS 432.035, NAC 239.165 (1)(2) | None. |

## Social Services

**Eligibility Files** **LRDA # 20071714**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series administers, documents and controls the determination of eligibility and payment of benefits of Foster Care and Child Care programs. The files may contain but are not limited to eligibility documentation and forms, budget worksheets, approval notices, applications, referrals, copies of medical/psychological assessments, Medicaid forms, inventories and assessments, related correspondence and similar documents. | Three (3) fiscal years from the fiscal year to which it pertains. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 2 CFR 200.333, NRS 11.190(3)(d), NRS 422.290, NAC 239.165 (1)(2) | None. |

**Family Preservation Case File - Not Sexually Abused** **LRDA # 20081750**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is no evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of but are not limited to initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. This series may also contain records of mental health treatment, status of offenders and delinquency documents. | Three (3) calendar years from the close of the case. | This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2) | None. |

## Social Services

**Family Preservation Case File - Sexually Abused** **LRDA # 20081751**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series provides current and continuous documentation in providing services for neglected, abused or delinquent children where there is evidence of sexual abuse. The files show identifying data on child, source of referral, reason for referral, social work activity and family assessment. The files may consist of but are not limited to initial complaint, referral, reporting forms (including alleged perpetrator and possible witnesses), investigation documents, copies of court records, notification of parent documents, summaries of contacts, case plan, criteria for closure and documentation of services provided. This series may also contain records of mental health treatment, status of offenders and delinquency documents. | Fifty (50) calendar years from the close of the case. | This record series contains confidential and restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 432B.280 to NRS 432B.290, NAC 239.165 (1)(2) | None. |

**Family Preservation Program Recipient Files** **LRDA # 20101832**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These files are established when a profoundly mentally disabled person is being cared for by a relative and that relative is receiving financial assistance for the care of that person. This record series may include but is not limited to determination forms, treatment plans, treatment status reports, income documentation, change of address forms, change of income forms, annual redetermination of benefits, related correspondence, and similar documents. | Three (3) calendar years from the date the file is closed. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 433A.360, NRS Chapter 422A, NAC 239.165 | None. |

## Social Services

**Foster Care Licensing Files** **LRDA # 20071435**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to administer and document individuals / families licensed to provide foster care and provides historical documentation of the performance of licensed foster parents. This series may include but is not limited to license application, extensive background histories, home study reports, proof of training, copies of licenses, case notes, waivers and approvals, Child Protective Services reports, licensing complaints, home inspection forms, pet inoculation documentation, law enforcement checks, FBI fingerprint checks, child abuse and neglect system checks, code checks, health records, references, forms, correspondence and related documents. | Sixteen (16) calendar years from the date of the expiration, suspension or revocation of the license. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS Chapter 424, NAC Chapter 424, NAC 239.165 (1)(2) | None. |

**Homemaker Program: Client Case Files** **LRDA # 20071642**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the administration and care given through Homemaker Programs. The files may contain but are not limited to case narrative, homemaker service agreements, homemaker service assignment reports, service data sheets, social services notice of decision, social services application, authorizations, case reporting forms, social/health assessments, liability releases, adult protective services reports, income verifications, payment authorization requests, notes and memos, related correspondence and similar documents. | Three (3) calendar years from date of closure of the case. | This record series contains confidential information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Homemaker Program: Provider List** **LRDA # 20071643**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of a computer generated list of providers of homemaker services and personal care aides. It usually includes provider name, begin and close dates, address, provider type and number. | One (1) fiscal year from the date of the list. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 422.290, NAC 239.165 (1)(2) | None. |

## Social Services

**Homemaker Program: Time Sheets** **LRDA # 20071644**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of information copies of time sheets of homemakers and personal care aids. The sheets are monitored for time and mileage. | Three (3) fiscal years from the fiscal year to which they pertain. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 42 USC section 405 (c)(2)(C)(viii), NRS 205.4617, 2 CFR 200.333, NRS 422.290, NRS 11.190(3)(d), NAC 239.165 (1)(2) | None. |

**Hospital Bills Accepted for Payment** **LRDA # 20071178**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the cost for services provided to indigent or low income individuals and may contain but is not limited to information on individual receiving services, type of care provided, bills for hospital charges, physicians charges, ambulance charges and charges from other medical providers, bill payment information, related correspondence, and similar documents. | Three (3) fiscal years from the date of last service. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 239.165 (1)(2) | None. |

**Incentive Payments** **LRDA # 20181969**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents incentive payments received from the State of Nevada-Division of Child and Family Services. Records may include but are not limited to application for incentive payment outlining needs; goals and objectives, notification of approval or non-approval, achievement estimates, progress reports, achievement percentage reports, award financial records, related correspondence, and similar records. | Three (3) fiscal years from the submission of the achievement percentage report to the State of Nevada-Division of Child and Family Services. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 432B.2165 to NRS 432B.218, NRS 11.190 (3)(d), NAC 239.165 | None |

## Social Services

**Subsidized Transportation Program Records** **LRDA # 20071646**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents transportation assistance provided to program participants and may contain but is not limited to applications, registrant information, social/health assessments, determinations, income information, coupons or tokens, redemption reports, invoices, forms, program administrative documentation, related correspondence and similar documents. | Three (3) fiscal years from the end of the fiscal year to which the records pertain. | This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 427A.070, NRS 422.290, NRS 11.190 (3)(d), NAC 239.165 (1)(2) | Review for historical value. |

## Utilities Owned by a Local Government

**Agreement/Application for Service Files** **LRDA # 20071197**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents utility service agreements and may include but is not limited to application for service, customer service agreement, deposit information, credit information, related correspondence, and similar documents. | Six (6) fiscal years after the fiscal year in which the last transaction, charge, credit, or payment occurs under the contract/ agreement. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 18 CFR 125.3 (29), NRS 11.190 (1)(b), NAC 704.326, NRS 205.4617, NAC 239.165 (1)(2) | If there is no direct documentation of the final transaction in the file, it may be assumed that it was made within one (1) fiscal year of a filed notice ofcompletion/termination/expiration. |

**Annual Reports** **LRDA # 20071196**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| These types of reports document the primary activities and accomplishments of local government owned utilities for the previous year and are often compiled from monthly, quarterly or other activity reports. This series may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents. Report information often includes customer payment performance; usage of gas or electric energy for each billing period; billing amount for each billing period; the number and general description of written complaints filed with the utility; the number of terminations and reconnections of service; and the number of deposits which have been collected and returned. | Five (5) calendar years if report is sent to a federal and/or state agency; if not retain permanently. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 18 CFR 125.3 (41), NAC 704.320 | None |

**Customer Deposits, Records of** **LRDA # 20071199**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents customer payment of a security deposit to receive utility services. Information usually includes date, amount of deposit, customer's name, address, and account number, date account closed , refund date, amount of deposit confiscated, reason for confiscation, and similar data. | Three (3) fiscal years after refund or last action. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NAC 704.328 (6), NRS 205.4617, NAC 239.165 (1)(2) | None. |

## Utilities Owned by a Local Government

### Customer Histories

**LRDA #** **20071200**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the account history of utility customers. This series may include but is not limited to information (name, address, account number, etc.) necessary to provide and bill for services, payment histories, service complaints, termination of service reports, resumption of service reports, related correspondence and similar documents. | Retain the records of a customer's open account for a minimum period of three (3) fiscal years from the end of the fiscal year to which the records pertain. Retain the records of closed customer accounts for a minimum period of three (3) fiscal years from the close of the account. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 704.320, NRS 11.190 (3)(d), NRS 205.4617, NAC 239.165 (1)(2) | None. |

### Delinquent Accounts

**LRDA #** **20071201**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the actual or threatened disconnection or discontinuance of utility service to a customer for non-payment or violation of terms of service. This series may include but is not limited to termination notices, deferred payment agreements, financial hardship reports, energy assistance records, service fee reports, related correspondence and similar documents. | One (1) fiscal year after disposition. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NAC 704.341 to NAC 704.342, NAC 704.346, NRS 205.4617, NAC 239.165 (1)(2) | None. |

### Energy Trading Records

**LRDA #** **20161921**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series is used to document the buying, selling and moving of bulk energy (electricity and natural gas) from where it is produced to where it is needed and may include but is not limited to trade deal sheets, deal confirmations, and trader voice recordings. | Six (6) calendar years after trade execution. | Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | 17 CFR 1.31, 17 CFR 23.203, NRS 11.190 (1)(b), NRS 704.7825 | None. |

## Utilities Owned by a Local Government

### Fraudulent Accounts

**LRDA #** **20181985**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of information on customers who opened fraudulent accounts by using another consumer's personally identifying information without their knowledge. Records may include but are not limited to fraud victim's information, initial contact records, complaint forms, police reports, sworn affidavits, proof of current utility service with dates of service, final resolution correspondence, and similar documents. | Retain the initial contact records/complaint and final resolution correspondence for a minimum period of Three (3) calendar years from the close of the fraudulent account. Retain other supporting documentation for a minimum period of thirty (30) days from the close of the fraudulent account. | This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information. | NRS 11.190 (3)(d), NRS 41.1345, NRS 205.450, NRS 205.4617, NRS 205.463, NRS 205.455, NAC 704.408, NAC 704.348, NAC 239.165 | None. |

### Meter History Records

**LRDA #** **20071622**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents the maintenance and repair history of individual meters. | Life of meter. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NAC 704.343 | None |

### Meter Readings

**LRDA #** **20071202**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of information collected from individual meters and is used to calculate utility bills. Information usually includes name of meter reader, meter reading, date read, customer name and address, account number, special instructions, billing code, dispute resolution records, final reading, reasons for turnoff, if meter was pulled or reinstalled and meter charges. | Three (3) fiscal years after the billing cycle to which the reading pertains. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d), NRS 354.624 | None |

## Utilities Owned by a Local Government

### Meter Testing Reports

**LRDA #** **20071623**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series documents any test results to insure that individual meters are calibrated and functioning properly. | Three (3) calendar years after last test performed. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (3)(d), NAC 704.343 | None |

### Rate Schedules

**LRDA #** **20071624**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of published rate sheets and schedules for utility service, including schedules suspended or superseded. | Six (6) fiscal years after published rate superseded or no longer used to charge for utility service. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 18 CFR 125.3 (30), NRS 11.190 (1)(b) | None |

### Utility Advertising

**LRDA #** **20071626**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains copies of advertisements by or for the utility company on behalf of itself or any associate company in newspapers, magazines, and other publications. | Two (2) fiscal years from the end of the fiscal year to which the record pertains. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 18 CFR 125.3 (42) | Review for historical value. |

## Utilities Owned by a Local Government

### Utility Facilities

**LRDA #** **20071629**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of original or reproduction of engineering records, drawings, and other supporting data for proposed or as-constructed utility facilities. This series may contain but is not limited to maps, diagrams, profiles, photographs, field survey notes, plot plan, detail drawings, records of engineering studies, construction studies, construction reports, cost studies, copies of contracts or agreements, related correspondence and similar records. | Life of the facility plus an additional six (6) calendar years. | This record series may contain confidential or restricted information and must be destroyed in a secure manner that will prevent reconstruction of the information. | 18 CFR 125.3 (16 to 24), NRS 11.190 (1)(b), NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2) | None. |

### Utility Forecast Reports

**LRDA #** **20071627**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series contains but is not limited to budgets and other forecasts (prepared for internal administrative or operating purposes) of estimated future income, receipts and expenditures in connection with financing, construction and operations, including acquisitions and disposals of properties or investments. | Three (3) fiscal years from the end of the fiscal year to which the report pertains. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 18 CFR 125.3 (39) | Review for historical value. |

### Utility Ledger

**LRDA #** **20071628**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the details of financial transactions such as those related to receipts and expenditures on a daily, monthly, quarterly or similar basis. This record series may contain but is not limited to expenditure ledgers, encumbrance listings, warrant registers, cumulative voucher sheets, and related documents and reports. This record series may also be used to provide backup documentation to the General Ledger. | Ten (10) fiscal years from the end of the fiscal year to which the record pertains. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | 18 CFR 125.3 (6) | None |

## Utilities Owned by a Local Government

**Utility Revenue Summaries**

**LRDA #** **20071625**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of summaries of monthly operating revenues according to classes of service. Includes summaries of forfeited discounts and penalties. | Five (5) fiscal years from the end of the fiscal year to which they pertain. | This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling. | 18 CFR 125.3 (33) | Review for historical value. |

## Zoning

**Administrative Adjustment Files** **LRDA # 20071419**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the approval of minor adjustments (waivers) of up to 10% of the code standard. This series may include but is not limited to application, justification letter, deed, site plans, elevation, landscape plans, final approval letter, notice of final action, blue lines that have obtained approval / denial from a decision making body, related correspondence and similar documents. | Permanent. | None | None | None |

**Architectural Supervisions** **LRDA # 20071207**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the architectural review of structures. This series may include but is not limited to application for architectural review, copies of deeds, site plans, elevations, landscape plans, staff reports, notice of final action, final approval letter, blue lines that have obtained approval / denial from a decision making body, related correspondence and similar documents. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.090, NRS 239C.210 | None. |

**Board of Adjustment** **LRDA # 20071209**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the official actions of Boards of Adjustment. This series may contain but is not limited to hearing documents, appeal documents, requests for variance, requests for interpretation, requests for exception, copies of maps and/or plans, examination documents, copies of staff reports, official decisions, minutes of meetings, applications, various forms, reports, supporting documentation, related correspondence and similar documents. | Permanent. | None | NRS 278.290, NRS 241.035 | None |

**Boundary Line Adjustment Files** **LRDA # 20071420**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents boundary line adjustments and may include but is not limited to application requesting to adjust property boundary line, deed, site plan, blue lines that have obtained approval/denial from a decision making body, related correspondence and similar documents. | Permanent. | None | None | None |

## Zoning

### Conditional / Special Use Permits

**LRDA #** **20071421**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents conditional or special use permits and may include but is not limited to application requesting use of land for specific purpose, justification letter, deed, site plans, elevations, landscape plans, final approval letter, notice of final action, related correspondence and similar documents. | Permanent. | None | None | None |

### Environmental Impact Studies

**LRDA #** **20071257**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of records and reports documenting the environmental impact of projects proposed by local governments or reviewed by local government officials. | Permanent. | None | None | None |

### Maps of Parcels, Final Maps and Aerial Maps

**LRDA #** **20071211**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of maps showing zoning boundaries within the municipality. They usually show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated. | Permanent. | This record series may contain confidential or restricted information. | NRS 239C.210 | None. |

### Names of Streets and Changes of Street Names

**LRDA #** **20071213**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents street dedications, street closings, the assignment and alteration of street names, and similar records that provide official control of the naming and numbering of streets and roads. | Permanent. | None | None | None |

### Subdivisions

**LRDA #** **20071215**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents the subdivision of land and may include but is not limited to final maps, tentative maps, review files, inspection reports, copies of surveys, various studies and analysis, approvals, bond and fee documents, receipts, copies of documents from planning commission and governing body, transmittals, project correspondence, and related documents. | Permanent. | Portions of this series may contain confidential or restricted information. | NRS 278.320 to NRS 278.460 | None. |

## Zoning

### Temporary Use Permits

**LRDA #** **20071525**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents approvals or denials of temporary use permits to use land for a specific purpose not to exceed a specified number of days. This series may contain but is not limited to justification letters, copy of deeds, site plans, approval or denial letters, related correspondence, and similar documents. | If the permit is approved, retain this series for a minimum period of six (6) calendar years from the date the permit expires. If the permit is denied, retain this series for a minimum period of three (3) calendar years from the date of last action. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (1)(b), NRS 11.190 (3)(d) | None |

### Vacations

**LRDA #** **20071218**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests for vacation or abandonment of previously dedicated streets, alleys, public rights-of-way, or easements and may contain but is not limited to petitions, notifications, copies of tentative maps, hearing records, orders, conditions, proof of recording, titles, related correspondence, and similar documents. | Permanent. | None | NRS 278.480 | None |

### Zoning Case Files

**LRDA #** **20071630**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series documents requests for initial zoning, rezoning, classification changes, special exemptions, use permits, variances, and similar actions. These files may include but are not limited to applications, petitions, plans, photographs, letters of intent, change requests, maps (aerial, parcel, tentative , final) surveys, staff reports, waivers, amendments, adjustments, restrictions, copies of ordinances and regulations, policy statements, compliance statements, appeals, final action records, certified mail receipts, related forms and reports, memorandum, correspondence, and similar documents. | Permanent. | Portions of this series may contain confidential or restricted information. | NRS 278.250 | None. |

## Zoning

**Zoning Violation Records** **LRDA # 20071224**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of records relating to violations of local zoning ordinances and may contain but is not limited to photographs, on-site inspection notes, copies of ordinances, violation notices, orders to appear, correction notices, proof of correction, correspondence and related documents. | For violations retain two (2) calendar years after correction of violation. For alleged, but unfounded violations retain thirty (30) days after determination that zoning ordinances have not been violated. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | NRS 11.190 (4)(e) | None |

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| Environmental Impact Studies | 20071257 | Zoning |
| Equipment Maintenance and Calibration Records | 20071618 | Sanitation District |
| Equipment Maintenance Reports | 2007975 | Public Works |
| Equipment Use Records | 20071583 | Public Libraries |
| Equipment Violations | 2007811 | Law Enforcement |
| Equipment: Depreciation Records | 2007711 | Hospitals |
| Equipment: Inspection Records | 2007712 | Hospitals |
| Equipment: Inventories | 2007713 | Hospitals |
| Equipment: Locations of Equipment | 2007714 | Hospitals |
| Equipment: Rental Records | 2007916 | Parks and Recreation |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Equipment: Usage Reports | 2007911 | Parks and Recreation |
| Equipment: Use Requests | 2007910 | Parks and Recreation |
| Error Reports | 20071341 | Information Technology |
| Escort Log | 2007120 | Airports |
| Escrow Confirmation Reports | 2007084 | Assessors |
| Euthanasia License Records | 20071283 | Animal Control |
| Evidence Log | 20071476 | Fire and Rescue Department |
| Evidence of Insurability Files | 20071098 | Personnel |
| Evidence Vault Inspection Reports | 20071385 | Law Enforcement |
| Examinations: Applicants Records | 2007102 | Civil Service |
| Excess, Lost and Stolen Property Files | 20071234 | Purchasing |
| Explorer Program Participant Records | 20161934 | Law Enforcement |
| Explosives: Storage and Use Permits | 20071468 | Fire and Rescue Department |
| Exposure Control Files | 20071703 | Hospitals |
| Exposure Reports | 20071233 | Fire and Rescue Department |
| Façade Improvement Projects | 20141910 | Economic Development |
| Facilities Plans | 2007934 | Planning Commissions / Districts |
| Facility Equipment Inspection Files, OSHA Required | 20101824 | Public Works |
| Fact-Finding Material and Expenditures | 20071099 | School Districts |
| False Alarm Reports | 20071467 | Fire and Rescue Department |
| Family Leave (FMLA) Records | 2007310 | Personnel |
| Family Preservation Case File - Not Sexually Abused | 20081750 | Social Services |
| Family Preservation Case File - Sexually Abused | 20081751 | Social Services |
| Family Preservation Program Recipient Files | 20101832 | Social Services |
| Federal Aid to Airport Records | 2007121 | Airports |
| Federal Programs: Audit Reports | 20071100 | School Districts |
| Federal Programs: Breakfast Program Records | 20071101 | School Districts |
| Federal Programs: Lunch Programs, Reports | 20071103 | School Districts |
| Federal Programs: Special Milk Programs | 20071110 | School Districts |
| Federal Programs: Summer Food Program | 20071650 | School Districts |
| Federal Survey Cards, Eligible | 20071107 | School Districts |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Federal Survey Cards, Ineligible | 20071108 | School Districts |
| Federal/State Returns (941, NIC, PERB) | 20071106 | School Districts |
| Fee Book | 2007403 | County Clerk |
| Fee books | 2007095 | Auditor |
| Fee Records | 2007813 | Law Enforcement |
| Fees, Requests for Payment | 20071039 | Financial Records |
| Field Books | 20101823 | Public Works |
| Field Interrogation Reports | 20071457 | Law Enforcement |
| Field Reports, On-Site Inspections: Commercial and Public | 2007976 | Public Works |
| Field Reports, On-Site Inspections: Residential | 2007977 | Public Works |
| Field Trip Authorizations/Parental Permissions | 20071744 | School Districts |
| Filings of all items required by law to be filed with the City Clerk | 2007271 | City Clerk |
| Filings of all Records Required to be Filed With the County Clerk | 2007404 | County Clerk |
| Final Plan for Capital Improvement | 2007009 | Administrative Records |
| Financial Disclosure List | 2007407 | County Clerk |
| Financial Disclosure List | 2007275 | City Clerk |
| Financial Impact Analysis Records | 20071529 | Administrative Records |
| Financial Investigations | 20141891 | Business Licenses and Permits |
| Financial Reports | 2007775 | Improvement Districts and Boards |
| Financial Statements of Solicitors of Money | 2007276 | City Clerk |
| Financial Surveys | 20071109 | School Districts |
| Fines, Overdue Books and other media, Records of | 2007952 | Public Libraries |
| Fines, Requests for Payment | 2007953 | Public Libraries |
| Fingerprint Cards sent to the Central Repository for Nevada Records of Criminal History | 2007815 | Law Enforcement |
| Fire Alarm Reports, Daily | 2007472 | Fire and Rescue Department |
| Fire and Life Safety Files | 2007190 | Building and Safety |
| Fire Codes | 2007583 | Fire and Rescue Department |
| Fire Department Training Files | 2007629 | Fire and Rescue Department |
| Fire Hydrant Records | 2007586 | Fire and Rescue Department |
| Fire Investigation Records | 2007597 | Fire and Rescue Department |
| Fire Investigation Records - Juvenile Offenders (Arson) | 2007599 | Fire and Rescue Department |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Fire Prevention Education Programs | 20071475 | Fire and Rescue Department |
| Fire Reports | 2007600 | Fire and Rescue Department |
| Fire Station and Facility Inspection Records | 20121877 | Fire and Rescue Department |
| Fire System Licensing Files | 20071493 | Fire and Rescue Department |
| Firearm \ Weapon Discharge Reports | 2007883 | Law Enforcement |
| Firearms: Qualification Records | 2007817 | Law Enforcement |
| Firearms: Registration and Inventory | 2007816 | Law Enforcement |
| Firefighter Medical Files | 20071466 | Fire and Rescue Department |
| Fitness For Duty Files | 20071469 | Personnel |
| Fixed Assets and Inventories | 2007440 | Financial Records |
| Fixture Records | 20071601 | Sanitation District |
| Fleet GPS Monitoring Reports | 20101775 | Administrative Records |
| Food Protection Manager Certification | 20121840 | Health Departments |
| Foster Care Licensing Files | 20071435 | Social Services |
| Franchise Agreements | 2007277 | City Clerk |
| Franchise Fees | 20161923 | Financial Records |
| Fraudulent Accounts | 20181985 | Utilities Owned by a Local Government |
| Fraudulent Check Diversion Program Files | 20081754 | Attorney |
| Fraudulent Checks | 20071317 | Financial Records |
| Friends of the Library Records | 20071582 | Public Libraries |
| Fuel Summary Reports | 20071594 | Public Works |
| Fugitives from Justice Case Files (Other Jurisdictions) | 20081753 | Attorney |
| Fund Transfer Records | 20071520 | Financial Records |
| Fundraising Records | 2007147 | Financial Records |
| Gaming and Room Tax Records: Duplicate (original filed by county) | 2007477 | Convention and Visitor Authorities |
| Gaming and Room Tax Records: Original (taxing authority) | 2007476 | Convention and Visitor Authorities |
| Garnishments | 20071247 | Personnel |
| GEAR UP Grant - Administrative Files | 20071734 | School Districts |
| GEAR UP Grant Records | 20071741 | School Districts |
| GEAR UP- Scholarship Payment Files | 20071735 | School Districts |
| GEAR UP Scholarship Student Eligibility Records | 20071742 | School Districts |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| General Ledger | 20071033 | Sanitation District |
| General Ledger | 2007763 | Improvement Districts and Boards |
| General Ledger | 2007442 | Financial Records |
| General Receiving /Fee Records | 2007497 | County Recorder |
| Generators of Hazardous Waste Records | 20071704 | Administrative Records |
| Geographic Information System (GIS) - Core Data | 20121863 | Information Technology |
| Gift and Donation Records | 20071568 | Administrative Records |
| Gift and Donation Records [Financial Records] | 20071527 | Financial Records |
| Gift Disclosures | 20071658 | Administrative Records |
| Grand Jury Reports | 20071402 | Attorney |
| Grant Records | 2007060 | Financial Records |
| Grants or Donations to Nonprofit Organizations | 20161927 | Financial Records |
| Grants: Federal Grants- Real Property and Equipment | 2007716 | Financial Records |
| Grants: Unsuccessful Loan/Grant Applications | 20071248 | Financial Records |
| Grievances: Case Files | 2007311 | Personnel |
| Grievances: Hearings | 2007312 | Personnel |
| Grievances: Record on Judicial Review | 20071661 | Personnel |
| Group Health and Life Insurance - Death Claims | 20161930 | Personnel |
| Group Health and Life Insurance - Employee Records | 20161928 | Personnel |
| Group Health and Life Insurance - Long Term Disability Records | 20161929 | Personnel |
| Group Health and Life Insurance Plans | 2007314 | Personnel |
| Guidelines Pertaining to the Civil Rights of Employees of and Participants in Cooperative Extension Programs | 2007345 | Cooperative Extension Programs |
| Gun-Free Schools Act Records | 20071664 | School Districts |
| Hazardous Material Incident Records | 20071480 | Fire and Rescue Department |
| Hazardous Material Reference Guide | 2007581 | Fire and Rescue Department |
| Hazardous Materials Storage Permit Files | 20071482 | Fire and Rescue Department |
| Health Information Disclosure Files | 20071667 | Hospitals |
| Health Inventory | 20071112 | School Districts |
| Health Protection Complaint Files | 20121852 | Health Departments |
| Health Protection Permit Files | 20121853 | Health Departments |
| Health Protection Temporary Permit Files | 20121854 | Health Departments |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Help Desk Telephone Logs and Reports | 20071362 | Information Technology |
| Henry Files | 20161939 | Law Enforcement |
| Highway/Road Maintenance Schedules | 2007980 | Public Works |
| HIPAA Compliance Audits | 20101806 | Hospitals |
| History Files | 2007033 | Administrative Records |
| Homemaker Program: Client Case Files | 20071642 | Social Services |
| Homemaker Program: Provider List | 20071643 | Social Services |
| Homemaker Program: Time Sheets | 20071644 | Social Services |
| Hospital Bills Accepted for Payment | 20071178 | Social Services |
| Housekeeping Services Records | 20181965 | Hospitals |
| Housing Authorities Files | 20071732 | Financial Records |
| Immunization: Consents | 2007667 | Health Departments |
| Immunization: Statistics | 2007668 | Health Departments |
| Impound/Abandoned Vehicle Case Files | 20071464 | Law Enforcement |
| Improper Governmental Action Case Files | 20181998 | Attorney |
| In Memorial Records | 20081752 | Administrative Records |
| Incentive Payments | 20181969 | Social Services |
| Incident Records - Disasters and Emergencies | 2007300 | Emergency Management |
| Incident/Crime Files (Arrest Made) | 20071731 | Law Enforcement |
| Infection Control Records | 20071578 | Hospitals |
| Initiative or Referendum Petitions | 20101797 | Elections |
| Inquests | 2007358 | Coroner / Medical Examiner |
| Inspection Records | 20071412 | Building and Safety |
| Inspection Reports and Files | 2007669 | Health Departments |
| Inspection Reports, Fire Damage | 2007192 | Building and Safety |
| Inspections of Grounds and Buildings | 2007721 | Hospitals |
| Inspections of Mobile Home Parks | 2007194 | Building and Safety |
| Inspector’s Daily Logs | 20071555 | Building and Safety |
| Interlibrary Loan Requests | 2007954 | Public Libraries |
| Interlocal Contracts | 20181979 | Administrative Records |
| Internal Affairs Files | 2007788 | Law Enforcement |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Internet Services Logs | 20071365 | Information Technology |
| Intersection Files and Records | 20121872 | Public Works |
| Interstate Compact (ICOJ) Files | 20101812 | Juvenile Probation |
| Interstate Identification Index (Triple III) Log | 20071456 | Law Enforcement |
| Inventories of Circuits | 20071363 | Information Technology |
| Inventories of Property | 2007947 | Public Administrator |
| Inventory of Hazardous Waste | 2007670 | Health Departments |
| Investigation Files | 20101830 | Law Enforcement |
| Investigations | 2007224 | Business Licenses and Permits |
| Investment Records | 2007444 | Financial Records |
| IRS Section 125 Records | 20101833 | Financial Records |
| ISDS (Individual Sewage Disposal Systems) - Commercial Files | 20071438 | Health Departments |
| ISDS (Individual Sewage Disposal Systems) - Residential Files | 20071439 | Health Departments |
| IT Access Control Policies and Procedures | 20071724 | Information Technology |
| IT Access Control Reviews and Audit Trails | 20071728 | Information Technology |
| IT Asset Inventory Files | 20071720 | Information Technology |
| IT Contingency Plan Tests | 20071371 | Information Technology |
| IT Contingency Plans | 20071370 | Information Technology |
| IT Employee Access Control and Security Awareness Files | 20071725 | Information Technology |
| IT Security Evaluations | 0001368 | Information Technology |
| IT Security Plans | 20071723 | Information Technology |
| IT Security Reviews, Reports and Logs | 20071726 | Information Technology |
| IT System User Master List | 20071369 | Information Technology |
| Jail Inspection Report or Log | 20071503 | Law Enforcement |
| Jails: Commissary and Kitchen Records | 2007825 | Law Enforcement |
| Jails: Incident Reports | 2007827 | Law Enforcement |
| Jails: Inmate Abandoned Property Report or Log | 20071501 | Law Enforcement |
| Jails: Inmate Activity Requests | 20071500 | Law Enforcement |
| Jails: Inmate Case Files | 2007828 | Law Enforcement |
| Jails: Inmate Funds, Records of | 2007829 | Law Enforcement |
| Jails: Inmate Grievances | 20161925 | Law Enforcement |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Jails: Inmate Mail Log or Report | 20071502 | Law Enforcement |
| Jails: Inmate Medical Records – Youth | 20181992 | Law Enforcement |
| Jails: Inmate Medical Records-Adult | 2007843 | Law Enforcement |
| Jails: Inmate Work Program Records | 2007833 | Law Enforcement |
| Jails: Kitchen Inventory List | 20071656 | Law Enforcement |
| Jails: Register | 2007830 | Law Enforcement |
| Jails: Release Orders | 2007831 | Law Enforcement |
| Jails: Roster of Inmates | 2007832 | Law Enforcement |
| Jails: Suicide Threat \ Precaution Records | 20071505 | Law Enforcement |
| Jails: Video Recordings | 20141886 | Law Enforcement |
| Jails: Visitors Log | 2007834 | Law Enforcement |
| Job Advertisements | 2007315 | Personnel |
| Journal Entries | 2007446 | Financial Records |
| Jury Duty, Exemption Requests | 2007620 | Administrative Records |
| Juvenile Incident/Crime Reports | 2007835 | Law Enforcement |
| Juvenile Probation Case Files | 2007783 | Juvenile Probation |
| Juvenile Probation Case Files-Sexual Offender | 2007784 | Juvenile Probation |
| K-9 \ Horse Management Records | 20071255 | Law Enforcement |
| Key and Keycard Records | 2007078 | Administrative Records |
| Kindergarten Entry Assessment | 20071134 | School Districts |
| Lab Test Order Requisitions | 20101802 | Hospitals |
| Labor Prevailing Wage Violations | 20121875 | Purchasing |
| Laboratory - Chain of Custody Forms | 20071617 | Sanitation District |
| Laboratory - Preventive Maintenance Reports | 20071616 | Sanitation District |
| Laboratory Certifications | 20071615 | Sanitation District |
| Laboratory Equipment Repair and Maintenance Records | 20071484 | Coroner / Medical Examiner |
| Laboratory Services: Accessions of Specimens Records | 20181953 | Health Departments |
| Laboratory Services: Analytic Systems Records | 20181954 | Health Departments |
| Laboratory Services: Authorization or Request for Test Records | 20181955 | Health Departments |
| Laboratory Services: Logs, Worksheets, Instrument Printout Reports | 20181948 | Health Departments |
| Laboratory Services: Procedures, Protocols, Instrument Maintenance, Validations | 20181951 | Health Departments |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Laboratory Services: Proficiency Test Reports | 20181950 | Health Departments |
| Laboratory Services: Quality Control and Quality Assurance Records | 20181949 | Health Departments |
| Laboratory Services: Slides, Cytology | 20181960 | Health Departments |
| Laboratory Services: Slides, Histopathology | 20181961 | Health Departments |
| Laboratory Services: Slides, Pathology Blocks | 20181962 | Health Departments |
| Laboratory Services: Test Reports | 20181947 | Health Departments |
| Laboratory Services: Test Reports - Pathology | 20181952 | Health Departments |
| Laboratory Services: Test Reports, Immunohematology | 20181963 | Health Departments |
| Landfill Records | 20071595 | Air Quality and Environmental Management |
| Law Enforcement Training Records | 2007871 | Law Enforcement |
| Leases | 2007409 | County Clerk |
| Leases | 2007278 | City Clerk |
| Legal Opinions | 20071115 | Administrative Records |
| Legislative Relations Records | 2007034 | Administrative Records |
| Library Reports | 20071586 | Public Libraries |
| Licenses, Business Background: Application | 2007839 | Law Enforcement |
| Licenses, Business Background: Suspensions and Revocations | 2007840 | Law Enforcement |
| Licenses, FCC: Station | 2007838 | Law Enforcement |
| LID Foreclosure Files | 20141892 | Improvement Districts and Boards |
| Liens and Releases | 20071666 | Financial Records |
| Liquor and Gaming Licenses | 2007229 | Business Licenses and Permits |
| List of Vendors from Whom Equipment and Products (supplies) are Purchased | 2007294 | Emergency Management |
| Lists of and Requests for Changes of Information | 2007232 | Business Licenses and Permits |
| Lists of Official Candidates | 2007534 | Elections |
| Lobbyist Forms | 20071659 | Administrative Records |
| Local Government Employee-Management Relations Board - Complaints | 20181972 | Personnel |
| Local Government Financial Emergency Files | 20071746 | Financial Records |
| Lost and Found Records | 2007149 | Animal Control |
| Mailings: Mailing and Distribution Lists | 2007063 | Administrative Records |
| Mailings: Records of Mailing | 2007070 | Administrative Records |
| Mailings: Undeliverable Mailings | 2007072 | Administrative Records |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Maps | 2007086 | Assessors |
| Maps | 2007770 | Improvement Districts and Boards |
| Maps and Plans of Water Systems | 2007648 | Fire and Rescue Department |
| Maps of Parcels, Final Maps and Aerial Maps | 20071211 | Zoning |
| Maps, Fire Department | 2007601 | Fire and Rescue Department |
| Maps, Plans, and Drawings | 2007983 | Public Works |
| Marketing Records | 20121842 | Convention and Visitor Authorities |
| Marriage License Records (applications, receipts, etc.) | 2007411 | County Clerk |
| Master Files | 20071333 | Information Technology |
| Master List of Businesses Licensed | 2007226 | Business Licenses and Permits |
| Master Personnel File | 2007321 | Personnel |
| Master Plan | 2007935 | Planning Commissions / Districts |
| Master Plan and Amendments | 2007984 | Public Works |
| Maternal Child Health Program Files | 20101828 | Health Departments |
| Medical Information Indexes | 2007718 | Hospitals |
| Medical Records, Animal Control | 20071452 | Animal Control |
| Membership of Boards and Commissions | 2007281 | Administrative Records |
| Meter History Records | 20071622 | Utilities Owned by a Local Government |
| Meter Readings | 20071202 | Utilities Owned by a Local Government |
| Meter Testing Reports | 20071623 | Utilities Owned by a Local Government |
| Methadone Clinic Records | 2007726 | Hospitals |
| Microfilm Quality Control Records | 20071359 | Administrative Records |
| Missing Persons Bulletins | 20071486 | Coroner / Medical Examiner |
| Missing Persons Incident/Crime Report | 20071511 | Law Enforcement |
| Mission Statement | 20071301 | Administrative Records |
| Mistakes and Refunds | 2007339 | Constable |
| Mobile Audio-Visual Recordings | 20071510 | Law Enforcement |
| Mobile Data Computer Transmissions (MDC) | 20071634 | Law Enforcement |
| Money Received and Expended, Reports of | 20071026 | Regional Transportation Commission |
| Monthly Budget Status Reports | 20071517 | Financial Records |
| Monthly Report of Recorded Documents | 2007513 | County Recorder |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Monthly Statement to Governing Body | 2007096 | Auditor |
| Moved Buildings | 2007197 | Building and Safety |
| Museum Records | 20101776 | Administrative Records |
| Mutual Aid Agreements | 2007609 | Fire and Rescue Department |
| Names of Streets and Changes of Street Names | 20071213 | Zoning |
| Naming of Local Government Buildings/Facilities Files | 20141908 | Administrative Records |
| Narrative Reports | 20071561 | Law Library |
| National Fire Incident Reporting System (NFIRS) | 20071483 | Fire and Rescue Department |
| National Pollution Discharge Elimination System Permits (NPDES) | 20071620 | Sanitation District |
| Navigational Facilities Maintenance and Operation Records | 20071376 | Airports |
| Network or Circuit Installation and Service Files | 20071364 | Information Technology |
| Nevada Acknowledgement of Ethical Standards for Public Officials | 20141885 | Administrative Records |
| Nevada CAPP/PTAH Files | 200771612 | Air Quality and Environmental Management |
| Noise Compatibility Planning Records | 2007125 | Airports |
| Notice of Intent to Homeschool Form | 20181986 | School Districts |
| Notices of Federal Tax Liens | 2007516 | County Recorder |
| Notices of Violations and Citations Issued | 2007671 | Health Departments |
| Notices to Airmen (NOTAM) | 2007127 | Airports |
| Notices to Renew License | 2007233 | Business Licenses and Permits |
| NRS 338.1444 Report | 20081761 | Financial Records |
| Oaths | 20081768 | Administrative Records |
| Occupational Injuries and Illnesses | 20071117 | School Districts |
| Occupational Safety: First Aid Records | 20071325 | Administrative Records |
| Occupational Safety: Hazard Communication Program | 20071706 | Administrative Records |
| Occupational Safety: Hazardous Material Safety File | 2007064 | Administrative Records |
| Occupational Safety: Occupational Noise Exposure Measurement Record | 20121837 | Administrative Records |
| Occupational Safety: OSHA Citation Postings | 20101780 | Administrative Records |
| Occupational Safety: OSHA Files | 20071552 | Administrative Records |
| Occupational Safety: OSHA Inspection and Violation Files | 20101779 | Administrative Records |
| Occupational Safety: OSHA Notices Postings | 20101781 | Administrative Records |
| Occupational Safety: Personal Protective Equipment (PPE) Records | 20071700 | Administrative Records |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Occupational Safety: Records and Reports of Safety Committees | 2007297 | Administrative Records |
| Occupational Safety: Respirator Fit Test | 20121838 | Administrative Records |
| Occupational Safety: Respiratory Protection Program Records | 20121839 | Administrative Records |
| Occupational Safety: Workers' Compensation Claim Files - Insurer Copy | 20071423 | Administrative Records |
| Occupational Safety: Workers' Compensation Claims File - Agency Copy | 20071424 | Administrative Records |
| Office Files and Records - Life and Death Sentences | 20101829 | Public Defender |
| Office Files and Records of Adult Clients Represented | 2007948 | Public Defender |
| Office Files and Records of Juvenile Clients Represented | 2007949 | Public Defender |
| Official Returns | 2007541 | Elections |
| Open Meeting Law: Agendas - Annotated | 20071638 | Administrative Records |
| Open Meeting Law: Hearings - Notice of Public Hearing | 2007010 | Administrative Records |
| Open Meeting Law: Hearings - Records of Hearing | 2007011 | Administrative Records |
| Open Meeting Law: Legal Notices | 20071717 | Administrative Records |
| Open Meeting Law: Meeting Notification Lists | 2007065 | Administrative Records |
| Open Meeting Law: Minutes of all Boards, Commissions, Committees and Councils | 2007107 | Administrative Records |
| Open Meeting Law: Posting Requests Received from Public Bodies | 20141894 | Administrative Records |
| Open Meeting Law: Recordings of Meetings | 2007109 | Administrative Records |
| Open Meeting Law: Speaker/Comment Cards | 20071640 | Administrative Records |
| Open Meeting Law: Supplemental Material | 20141907 | Administrative Records |
| Operation and Maintenance Manuals | 20071609 | Sanitation District |
| Opinions | 2007163 | Attorney |
| Orders for Maintenance Work | 2007672 | Health Departments |
| Ordinances and Resolutions | 20071676 | Administrative Records |
| Organizational Charts | 2007285 | Administrative Records |
| Organizational Climate Studies | 20141903 | Personnel |
| Out of Business Files | 2007227 | Business Licenses and Permits |
| Outdoor Advertising Permits | 2007416 | County Clerk |
| Out-of-School-Time Program Records | 20121867 | School Districts |
| Oversight Inspections | 20071611 | Sanitation District |
| Paratransit Customer Complaints of Regulatory Noncompliance | 20181957 | Regional Transportation Commission |
| Paratransit Customer Records | 20181956 | Regional Transportation Commission |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Paratransit Customer Service or Policy Complaints | 20181958 | Regional Transportation Commission |
| Park and Facility Inspection Records | 20071579 | Parks and Recreation |
| Park/Facility Inventories, Property and Equipment | 2007917 | Parks and Recreation |
| Parking Citations | 20071461 | Law Enforcement |
| Parking Meter Collection Records | 20071463 | Law Enforcement |
| Parking Permits, Employee | 2007988 | Administrative Records |
| Parking Positions for Aircraft | 2007129 | Airports |
| Parking: Fees for Permits | 2007986 | Public Works |
| Parking: Handicapped Permit Applications | 2007987 | Public Works |
| Passenger Facility Charges (PFC) | 2007130 | Airports |
| Passport Transmittals | 20101773 | Administrative Records |
| Patient Accounts | 2007722 | Hospitals |
| Patient Laboratory Test Records - Anatomic Pathology | 20101801 | Hospitals |
| Patient Medical Records - Adult | 2007725 | Hospitals |
| Patient Medical Records - Adult | 20121851 | Health Departments |
| Patient Medical Records - Youth | 20181989 | Health Departments |
| Patient Medical Records - Youth | 20181990 | Hospitals |
| Patient Safety Records | 20181966 | Hospitals |
| Patient Transport System Records | 20101800 | Hospitals |
| Pawn Shop Records | 2007848 | Law Enforcement |
| Pay Resolutions for Management and Classified Employees | 2007318 | Personnel |
| Payment Card Industry (PCI) – Cardholder Data | 20181988 | Financial Records |
| Payment Card Industry (PCI)-Audit Logs | 20181975 | Financial Records |
| Payment Card Industry (PCI)-Sensitive Authentication Data | 20181973 | Financial Records |
| Payroll Administrative Reports | 2007452 | Financial Records |
| Payroll Deduction Documents | 20071686 | Financial Records |
| Payroll Files | 2007449 | Financial Records |
| Payroll Maintenance Reports | 20071687 | Financial Records |
| Payroll Registers or Reports | 2007451 | Financial Records |
| Payroll Reports / Printouts (office copies) | 2007066 | Financial Records |
| Peace Officer Disciplinary Action Records | 2007807 | Law Enforcement |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Performance Audits by External Agencies (Non-Financial) | 20121835 | Administrative Records |
| Performance Bonds | 2007198 | Building and Safety |
| Performance Evaluations of School Principals and Administrators | 20071119 | School Districts |
| Permission to Use Municipal Logo | 20141906 | Administrative Records |
| Permit Files | 20071481 | Fire and Rescue Department |
| Permit Files-Stationary Source | 20101787 | Air Quality and Environmental Management |
| Permits - Application File | 20071570 | Building and Safety |
| Permits - Cancelled Permits | 20071571 | Building and Safety |
| Permits - Design and Construction File, Commercial or Public Structures | 20071572 | Building and Safety |
| Permits - Design and Construction File, Residential Structures | 20071573 | Building and Safety |
| Permits - Narcotics | 2007728 | Hospitals |
| Permits Issued for Park or Facility Use | 2007919 | Parks and Recreation |
| Permits to Work in the Public Right of Way | 20121873 | Public Works |
| Permits, Industrial Waste Discharge | 2007989 | Public Works |
| Personal Information Security Breach Notification Records | 20161926 | Administrative Records |
| Personnel Files - Temporary and Seasonal Employees | 20071297 | Personnel |
| Pet Impound Records | 2007142 | Animal Control |
| Petition Sign-Up Site Listing | 20121849 | County Clerk |
| Petition Sign-Up Site Records | 20121848 | Elections |
| Petitions Submitted to Governing Body (Not Election Related) | 20101834 | Administrative Records |
| Petitions, Failed Initiatives | 2007417 | County Clerk |
| Pharmacy:  Adverse Drug Reaction Report to FDA | 2007729 | Hospitals |
| Pharmacy:  Theft / Loss of Controlled Substances, Reports to Drug Enforcement Administration | 2007734 | Hospitals |
| Pharmacy: Controlled Substance Inventory and Issue File | 2007730 | Hospitals |
| Pharmacy: Inspection Reports | 2007732 | Hospitals |
| Pharmacy: Narcotics Destruction Forms | 2007731 | Hospitals |
| Pharmacy: Repackaging of Medications Log | 2007733 | Hospitals |
| Photo Identification Records | 20071287 | Personnel |
| Photo Release Forms | 20121846 | Administrative Records |
| Photographs, Law Enforcement | 20071506 | Law Enforcement |
| Physician On-Call Schedules | 20101805 | Hospitals |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Physician Privileges | 20101803 | Hospitals |
| Planning Files (proposed streets, highways or transportation systems) | 20071027 | Regional Transportation Commission |
| Plans for Capital Improvement (Rejected, Withdrawn, or Administratively Stopped) | 20181983 | Public Works |
| Plans for Commercial and Public Structures | 2007205 | Building and Safety |
| Plans for Recovery from Disasters | 2007295 | Emergency Management |
| Plans for Residential Structures | 2007206 | Building and Safety |
| Plans for the Security of Ballots | 20071545 | Elections |
| Plans: Checkers, Records of Persons Reviewing Plans and Blueprints | 2007203 | Building and Safety |
| Plant Maintenance Records | 20071042 | Sanitation District |
| Plot Plans | 2007207 | Building and Safety |
| Police Officer Medical Files | 20071465 | Law Enforcement |
| Policies and Procedures | 2007735 | Hospitals |
| Polygraph Examinations | 2007851 | Law Enforcement |
| Pools and Spa Files | 20071440 | Health Departments |
| Position Description Records | 20071284 | Personnel |
| Position Reports | 2007323 | Personnel |
| POST Course Certification Documentation | 20141884 | Law Enforcement |
| Postal/Freight Records | 20071532 | Financial Records |
| Precinct Maps | 2007537 | Elections |
| Pre-Fire Planning Reports | 2007635 | Fire and Rescue Department |
| Pre-Prosecution Diversion Program Files | 20071399 | Attorney |
| Presentation Materials | 20101831 | Administrative Records |
| Press Kits | 20071562 | Convention and Visitor Authorities |
| Press/Media Releases | 20070853 | Administrative Records |
| Procedure Plans for Observers of Elections | 20071543 | Elections |
| Proceedings of the Board of Trustees (records) | 2007772 | Improvement Districts and Boards |
| Processes, Civil Cases | 2007852 | Law Enforcement |
| Proclamations | 2007013 | Administrative Records |
| Procurement and Credit Card Records | 20071310 | Financial Records |
| Product Recall Records | 20101825 | Purchasing |
| Production Job Submittal Log | 20071729 | Information Technology |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Program Registration Records | 20071584 | Public Libraries |
| Program Reports | 2007674 | Health Departments |
| Programs: Accidents Occurring During a Program Which Result in Personal Injury or Death | 2007920 | Parks and Recreation |
| Programs: Descriptions of Programs | 2007921 | Parks and Recreation |
| Programs: Participant Registration and Attendance Records | 2007922 | Parks and Recreation |
| Programs: Payment Records, Participants | 2007923 | Parks and Recreation |
| Programs: Senior Citizens' Program Records | 2007925 | Parks and Recreation |
| Project Files - Construction | 20071023 | Regional Transportation Commission |
| Project Files - External Agency / Developer | 2007995 | Public Works |
| Project Files - Grants | 20071028 | Regional Transportation Commission |
| Project files for Construction | 2007776 | Improvement Districts and Boards |
| Project Ledgers | 2007453 | Financial Records |
| Project Review Files | 20071029 | Regional Transportation Commission |
| Projects, Reports of Expenditures | 2007992 | Public Works |
| Promotion Lists (K-6) | 20071120 | School Districts |
| Property Acquisition Records | 2007970 | Public Works |
| Property Acquisition Records | 20071597 | Regional Transportation Commission |
| Property and Equipment Inventory | 2007014 | Financial Records |
| Property and Equipment, Records and Inventories (office copies) | 2007067 | Administrative Records |
| Property Management: Building Protection Systems Records-Agency Copy | 20081755 | Administrative Records |
| Property Management: Burglary and/or Vandalism, Reports of | 20071710 | Administrative Records |
| Property Management: Pest Control (Extermination) Records | 20071747 | Administrative Records |
| Property Management: Security Camera Recordings | 20071749 | Administrative Records |
| Property Management: Security Records | 20071279 | Administrative Records |
| Property Tax Abatement Records | 20181976 | Assessors |
| Proposed Expenditures | 2007419 | County Clerk |
| Proposed Expenditures | 2007287 | City Clerk |
| Proposed Legislation Records | 2007039 | Administrative Records |
| Protective Order Log | 20141889 | Law Enforcement |
| Psychiatric Reports, Records and Case Histories | 2007736 | Hospitals |
| Psychological Evaluations of Pupils | 20071121 | School Districts |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Public Records Requests | 20101782 | Administrative Records |
| Public Water System Plan Review Files | 20071436 | Health Departments |
| Public Works Project Files | 2007991 | Public Works |
| Pupil Release Records | 20071651 | School Districts |
| Purchase, Sale or Transfer of Real Property Files | 20101777 | Administrative Records |
| Quality Assurance Recordings | 20121847 | Administrative Records |
| Quality Assurance Review Audits and Reports | 20071256 | Administrative Records |
| Rabies Vaccination Certificate Records | 20071380 | Animal Control |
| Radio and Car Logs | 20071633 | Law Enforcement |
| Radio Frequencies | 2007638 | Fire and Rescue Department |
| Radioisotopes - Receipt, Transfer, Use, Storage, Delivery, Disposal and Reports of Overexposure | 2007737 | Hospitals |
| Radiological Film Badge Reports | 20101807 | Hospitals |
| Rate Schedules | 20071624 | Utilities Owned by a Local Government |
| Ratio Studies | 20071315 | Assessors |
| Reapportionments | 2007777 | Improvement Districts and Boards |
| Reasonable Accommodation Records | 20071470 | Personnel |
| Recall of Public Officers | 20101827 | Elections |
| Receipts for Collection of Taxes on Lodging, Liquor and Gaming | 2007234 | Business Licenses and Permits |
| Receipts for Criminal Reports | 2007165 | Attorney |
| Receipts for Payment of Personal Property Tax | 2007088 | Assessors |
| Receipts, All Monies Received | 2007454 | Financial Records |
| Receiving Reports | 20071302 | Purchasing |
| Reclaimed Water Permits | 20071614 | Sanitation District |
| Record of Evictions | 2007336 | Constable |
| Record of Notices of Eviction | 2007337 | Constable |
| Record Sealing Petition Case Files | 20181997 | Attorney |
| Recorded Documents | 2007517 | County Recorder |
| Records Destruction Certificate | 2007069 | Administrative Records |
| Records Dissemination Log | 2007859 | Law Enforcement |
| Records of Accident Insurance Provided to Participants in Special Programs | 2007351 | Cooperative Extension Programs |
| Records of Actions Taken Against Commission or District | 2007938 | Planning Commissions / Districts |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Records of Convicted Person Registration | 2007861 | Law Enforcement |
| Records of Election Board Officers | 2007544 | Elections |
| Records of Emergency Training Exercises | 2007296 | Emergency Management |
| Records of Equipment Inventories | 2007298 | Emergency Management |
| Records of Formal Negotiations | 2007012 | Administrative Records |
| Records of Gross Receipts Reported by Gaming Establishments | 2007235 | Business Licenses and Permits |
| Records of Mammograms and Related Documents | 2007740 | Hospitals |
| Records of Official Actions | 2007939 | Planning Commissions / Districts |
| Records of Persons Assigned to Work at Polling Places | 2007545 | Elections |
| Records of Public Hearings | 2007940 | Planning Commissions / Districts |
| Records Ordered Sealed by a Court | 2007860 | Law Enforcement |
| Records Relating to the Use, Storage and Disposition of Sodium Pentobarbital | 2007144 | Animal Control |
| Records Retention Schedule | 2007073 | Administrative Records |
| Recruitment Files | 2007325 | Personnel |
| Recruitment Files: Pre-Employment Medical Screenings | 20071471 | Personnel |
| Reference Request Records | 2007958 | Public Libraries |
| Refrigerant Usage Log | 20071425 | Public Works |
| Refund Records | 20071316 | Financial Records |
| Regional Plan | 2007942 | Planning Commissions / Districts |
| Register of Borrowers | 2007898 | Law Library |
| Register of Cases | 2007359 | Coroner / Medical Examiner |
| Report of Multiple Sale or Other Disposition of Pistols and Revolvers-ATF form 3310.4 | 20161944 | Law Enforcement |
| Report of Oral Ratings | 2007108 | Civil Service |
| Reports from Public Utilities | 2007943 | Planning Commissions / Districts |
| Reports of Communicable Disease | 2007744 | Hospitals |
| Reports of Drills | 20071491 | Fire and Rescue Department |
| Reports of Hotels, Motels and Campgrounds | 2007238 | Business Licenses and Permits |
| Reports of Injured Animals | 2007145 | Animal Control |
| Reports Required by Law/Regulation | 20141900 | Administrative Records |
| Reports to Nevada Department of Taxation | 20101793 | Assessors |
| Request for Vital Record | 20161942 | Health Departments |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Requests for Opinions | 2007167 | Attorney |
| Requisitions / Purchase Orders (office copies) | 2007074 | Administrative Records |
| Requisitions and Purchase Orders | 2007371 | Purchasing |
| Reservations | 2007482 | Convention and Visitor Authorities |
| Reservoir Inspections | 20071603 | Sanitation District |
| Residential Pool and Spa Files | 20121870 | Building and Safety |
| Resignations of Elective and Appointive Officials | 2007290 | Administrative Records |
| Resolutions | 2007944 | Planning Commissions / Districts |
| Resources and Expenditures, Quarterly Report | 2007421 | County Clerk |
| Responses, No Fire or Casualties | 2007641 | Fire and Rescue Department |
| Restricted Document Log (Homeland Security Act) | 20071246 | Administrative Records |
| Restructure Database Audit Report | 2007337 | Information Technology |
| Retirement and Deduction Reports - Public Employees Retirement System (PERS) | 2007455 | Personnel |
| Retrofitting Files | 20071487 | Fire and Rescue Department |
| Returned Checks, Files | 2007521 | Financial Records |
| Returns, Includes Records of Items Returned Through Interlibrary Loans | 2007961 | Public Libraries |
| Revenue Expenditure Reports | 2007994 | Public Works |
| Revenue Ledgers | 2007456 | Financial Records |
| Revenue Sharing Records | 20071514 | Financial Records |
| Revocation Files | 2007341 | Constable |
| Revolving Loan Account | 20141911 | Economic Development |
| Revolving Loans | 20141909 | Economic Development |
| Risk Management: Accident Reports | 20071712 | Administrative Records |
| Risk Management: Emergency Action Plan | 20101783 | Administrative Records |
| Risk Management: Insurance Policies | 2007062 | Administrative Records |
| Risk Management: Insurance: Claims | 2007061 | Administrative Records |
| Risk Management: Job Safety Analysis | 20161936 | Administrative Records |
| Risk Management: Liability Release Forms | 20071672 | Administrative Records |
| Risk Management: National Flood Insurance Program (CRS) Records | 20141901 | Administrative Records |
| Risk Management: Property Insurance Inspection Reports | 20161931 | Administrative Records |
| Risk Management: Red and Amber Light Permits | 20101772 | Administrative Records |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Risk Management: Smog Inspections | 20121882 | Administrative Records |
| Risk Management: Vehicle Maintenance Records | 2007079 | Administrative Records |
| Risk Management: Vehicle Visual Inspections | 20141897 | Administrative Records |
| Room Tax Return Files | 2007483 | Financial Records |
| Rosters of Registered Voters and Poll Books | 2007547 | Elections |
| Route Files | 20071596 | Regional Transportation Commission |
| Rules for Transactions of Business | 2007945 | Planning Commissions / Districts |
| Ryan White Program Client Grievance Files | 20121857 | Health Departments |
| Salary Surveys | 20071381 | Personnel |
| Salary/Wage Schedules | 20071382 | Personnel |
| Sale of Personal Property | 20161938 | Law Enforcement |
| Sale of Surplus Goods to the Public, Records of | 2007377 | Purchasing |
| Sample Ballots | 20071544 | Elections |
| Sanitary Survey Records | 20071051 | Sanitation District |
| Sanitation Investigation Files | 20121855 | Health Departments |
| Schedules for Use of Facilities | 2007926 | Parks and Recreation |
| Scholarship Applications | 20161937 | Parks and Recreation |
| School Bus Driver's Records | 20071139 | School Districts |
| School District Sponsored Charter Schools (Approved) | 20071739 | School Districts |
| School District Sponsored Charter Schools (Denied) | 20071740 | School Districts |
| School Master Files | 2007643 | Fire and Rescue Department |
| Seal and Logo Records | 2007040 | Administrative Records |
| Secondary Contaminant Reports | 20071619 | Sanitation District |
| Security Guards / Systems, Logs and Diaries | 2007747 | Hospitals |
| Security Program Records | 2007131 | Airports |
| Self-Inspection Program Records | 2007133 | Airports |
| Seniority Lists | 2007627 | Personnel |
| Sentinel Events | 20181967 | Hospitals |
| Sewage and Water System Plan Reviews - Hotels and Motels | 20071441 | Health Departments |
| Sewage and Water System Plan Reviews - Mobile Home Parks | 20071442 | Health Departments |
| Sewage and Water System Plan Reviews - RV Parks | 20071443 | Health Departments |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Sewer Cleaning Records | 20071610 | Sanitation District |
| Sewer Maintenance Records | 2007997 | Public Works |
| Sewer Taps | 2007216 | Building and Safety |
| Sex Offenders and Offenders Convicted of a Crime Against a Child Registration | 20071685 | Law Enforcement |
| Sexual Harassment / Discrimination Files | 20071323 | Personnel |
| Sharps Injury Log | 20071702 | Hospitals |
| Signs and Road Marking Records | 20071522 | Public Works |
| Sister City Programs | 20071264 | City Clerk |
| Social Services Case Histories | 2007748 | Hospitals |
| Software Licenses | 20071245 | Information Technology |
| Software Review Files | 20071351 | Information Technology |
| Solicitation Permits, Receipts | 2007292 | City Clerk |
| Solid Waste Disposal Files (Facility Files) | 20071437 | Health Departments |
| Special Assessment Districts, Files | 2007998 | Public Works |
| Special Assessments | 20071519 | Assessors |
| Special Boards, Commissions, Councils, Committees, Offices and Task Force Records | 20071242 | Administrative Records |
| Special Education Records | 20081766 | School Districts |
| Special Event and Celebration Records | 2007041 | Administrative Records |
| Special Study Report Files | 20121878 | Administrative Records |
| Special Unit/Task Force Activity Records | 20161924 | Law Enforcement |
| Special Watch Records | 20071459 | Law Enforcement |
| Specialized or Local Ethics Committee | 20141902 | Administrative Records |
| Specifications | 2007999 | Public Works |
| Specifications of Wells | 2007780 | Improvement Districts and Boards |
| Speed-Timing Equipment | 2007855 | Law Enforcement |
| Staff Meeting Records | 2007846 | Administrative Records |
| Staff Reports | 2007932 | Planning Commissions / Districts |
| Standard Operating Procedures | 2007644 | Fire and Rescue Department |
| Standing Orders | 2007962 | Public Libraries |
| State Implementation Plan (SIP) and related studies | 20101785 | Air Quality and Environmental Management |
| State Implementation Plans (SIP) - Transportation Plans | 20101791 | Air Quality and Environmental Management |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Statements or Waivers Releasing a Park or Recreation Department from Liability for Personal Injury | 2007927 | Parks and Recreation |
| Statistical Record of Air Quality | 2007677 | Health Departments |
| Statistical Reports | 2007785 | Juvenile Probation |
| Strategic Plan Files | 2007047 | Administrative Records |
| Street Light Records and Plans | 20071000 | Public Works |
| Street Maintenance | 20071001 | Public Works |
| Street Name Changes | 20071002 | Public Works |
| Structure Which is Moved | 20071004 | Public Works |
| Studies | 20071005 | Public Works |
| Subdivision Files | 20071006 | Public Works |
| Subdivisions | 20071215 | Zoning |
| Subsidiary Ledgers or Registers | 20071312 | Financial Records |
| Subsidized Transportation Program Records | 20071646 | Social Services |
| Summons and Subpoenas | 20071281 | Administrative Records |
| Superfund Grant Records | 20071663 | Financial Records |
| Supervisor Performance Assessments | 20101815 | Personnel |
| Supervisory Review Records | 20181945 | Personnel |
| Supplies | 2007368 | Purchasing |
| Surgical Cases, Register | 2007749 | Hospitals |
| Surplus Food Reports | 20071143 | School Districts |
| Surveys and Established Boundaries, including Maps | 2007422 | County Clerk |
| Surveys, Polls, and Questionnaires | 2007076 | Administrative Records |
| Suspect Photographs (including Mug Shots) | 2007850 | Law Enforcement |
| Swimming Pool Operating Records | 20071673 | Parks and Recreation |
| Swimming Pool Testing Logs | 20071569 | Health Departments |
| Tally Lists | 2007548 | Elections |
| Tax Bills | 2007457 | Financial Records |
| Tax Deeds | 2007097 | Auditor |
| Tax Exempt Bond Files | 20181980 | Financial Records |
| Tax Notices | 2007458 | Financial Records |
| Tax Protest Letters | 20071319 | Financial Records |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Tax Receipts and Stubs | 2007460 | Financial Records |
| Tax Redemption Certificates | 2007461 | Financial Records |
| Tax Rolls | 2007459 | Financial Records |
| Tax Sales Redeemed | 2007463 | Financial Records |
| Tax Sales Reports | 2007462 | Financial Records |
| TB Control Program Case Files | 20121859 | Health Departments |
| Teachers and other Licensed Personnel: Evaluations | 20071147 | School Districts |
| Teachers: Instructional Plans | 20071145 | School Districts |
| Teachers: Register of Pupils | 20071151 | School Districts |
| Teachers: Request for Hearing on Suspension | 20071149 | School Districts |
| Telecommunication System Management Records | 20071360 | Administrative Records |
| Telephone Logs | 20071008 | Administrative Records |
| Temporary Criminal Intelligence Research and Statistical Records | 20121845 | Law Enforcement |
| Temporary Licenses or Permits | 2007231 | Business Licenses and Permits |
| Temporary Power Service Records | 2007174 | Building and Safety |
| Temporary Power, Requests | 2007219 | Building and Safety |
| Temporary Use Permits | 20071525 | Zoning |
| Tentative Subdivision Files | 20071009 | Public Works |
| Trademarks, Trade Names and Service Marks Files | 20121861 | Administrative Records |
| Traffic Citations | 2007877 | Law Enforcement |
| Traffic Count Reports | 20071010 | Public Works |
| Traffic Signal Records | 20071524 | Public Works |
| Traffic: Accident Incident/Crime Reports | 2007875 | Law Enforcement |
| Transcripts of Hearings of Civil Service Board Involving Appeals | 2007110 | Civil Service |
| Transportation Studies / Plans | 20071598 | Regional Transportation Commission |
| Travel Records | 20071258 | Financial Records |
| Treasurer's Receipts (duplicates) | 2007098 | Auditor |
| Tree and Plant Files | 20071429 | Public Works |
| Trespass Warning Citations | 20181981 | Law Enforcement |
| Trial Balance Reports | 20071318 | Financial Records |
| Trip Permits | 20181974 | Assessors |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Trust Fund for Retirement Benefits (NRS 287.017) | 20121868 | Administrative Records |
| U.S. Dept of Agriculture Commodity Reports | 20071155 | School Districts |
| Unclaimed Property Report | 2007464 | Financial Records |
| Underground Storage Tank (UST) Records | 20071426 | Public Works |
| Underground Storage Tank -Leaking (LUST) Records | 20071427 | Public Works |
| Unemployment Insurance Records | 20071445 | Personnel |
| Unemployment Insurance Records - Employer Contribution Records | 20071446 | Personnel |
| Union Contracts | 2007328 | Personnel |
| Unmanned Aerial Vehicle (UAV) Recordings | 20181946 | Administrative Records |
| Unmanned Aerial Vehicle Recordings – Law Enforcement | 20181987 | Law Enforcement |
| Unserved Papers | 2007342 | Constable |
| Unsolicited Applications and/or Resumes | 20071292 | Personnel |
| Use of Force Reports - No Weapon Involved | 20161933 | Law Enforcement |
| Utility Advertising | 20071626 | Utilities Owned by a Local Government |
| Utility Facilities | 20071629 | Utilities Owned by a Local Government |
| Utility Forecast Reports | 20071627 | Utilities Owned by a Local Government |
| Utility Ledger | 20071628 | Utilities Owned by a Local Government |
| Utility Revenue Summaries | 20071625 | Utilities Owned by a Local Government |
| Vacant Land Monitoring Reports | 20101790 | Air Quality and Environmental Management |
| Vacation Rosters | 2007633 | Fire and Rescue Department |
| Vacations | 20071218 | Zoning |
| Variance and Exemption Records | 20071604 | Sanitation District |
| Vehicles, Maintenance and Repair Records | 2007880 | Law Enforcement |
| Vendor Code Requests | 2007309 | Purchasing |
| Vendor Files | 2007378 | Purchasing |
| Vendor Master List | 2007379 | Purchasing |
| Vendor Performance Case Files | 20071300 | Purchasing |
| Verification of Eligibility for Employment (United States Citizenship and Immigration form I-9) | 2007329 | Personnel |
| Victim Assistance Case Files | 20071403 | Attorney |
| Violation Notices to Owners | 2007146 | Animal Control |
| Volunteer Worker Records | 2007331 | Personnel |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Voter Registration Records | 2007528 | Elections |
| Voting Systems - Computer Programs | 20071701 | Elections |
| Vulnerability Assessments | 20121843 | Law Enforcement |
| Waivers | 2007239 | Business Licenses and Permits |
| Warranties | 2007080 | Purchasing |
| Warrants (copy of court records) | 2007882 | Law Enforcement |
| Waste Collection and System Operation | 20071049 | Sanitation District |
| Waste Flow Measurement Readings | 20071050 | Sanitation District |
| Waste Water Monitoring | 20071018 | Public Works |
| Wastewater Sewage Sludge Application Records | 20071608 | Sanitation District |
| Water Conservation Plan | 20071694 | Sanitation District |
| Water Flow of Wells | 2007781 | Improvement Districts and Boards |
| Water Operators Certification File | 20071621 | Sanitation District |
| Water Project Files | 20071696 | Sanitation District |
| Water Project Files [Financial Records] | 20071695 | Sanitation District |
| Water Project Files -Not Needed to Maintain System or Facility | 20161920 | Sanitation District |
| Water Quality, Reports of Bacteriological Analysis | 20071054 | Sanitation District |
| Water Quality, Reports of Chemical and Radiological Analysis | 20071055 | Sanitation District |
| Water Quality, Reports of Lead and Copper | 20071053 | Sanitation District |
| Water Quality, Statistical Averages | 20071052 | Sanitation District |
| Water Rights, Files and Maps | 20071019 | Public Works |
| Water Turbidity Reports | 20071229 | Sanitation District |
| Welfare Agency | 2007752 | Hospitals |
| WIC Client Files | 20101826 | Health Departments |
| Witness Compelling Case Files | 20181999 | Attorney |
| Work Orders | 20071020 | Public Works |
| Work Permit/Cards | 2007885 | Law Enforcement |
| Work Permit/Cards for Prostitutes, All Records | 2007891 | Law Enforcement |
| Work Permits/Cards: Receipts for Work Cards | 2007889 | Law Enforcement |
| Writs | 2007169 | Attorney |
| Zone Exception, Requests for | 20071157 | School Districts |

| Record Series Title | LRDA# | Section Name |
|---|---|---|
| Zoning Case Files | 20071630 | Zoning |
| Zoning Violation Records | 20071224 | Zoning |

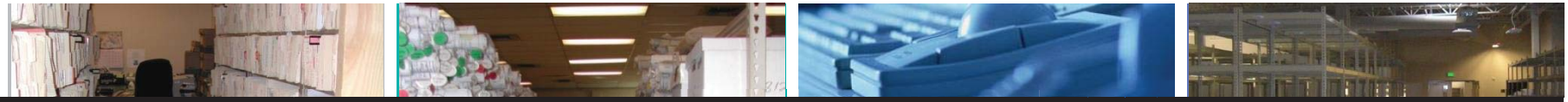





# Records Management Workshop

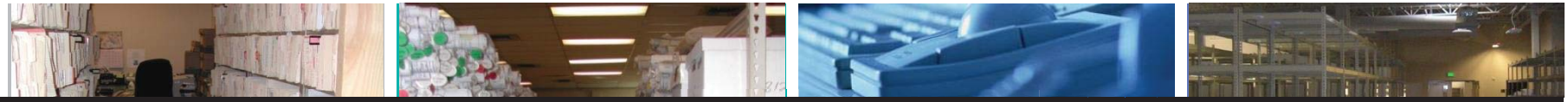
## Office of the City Clerk

September 2018



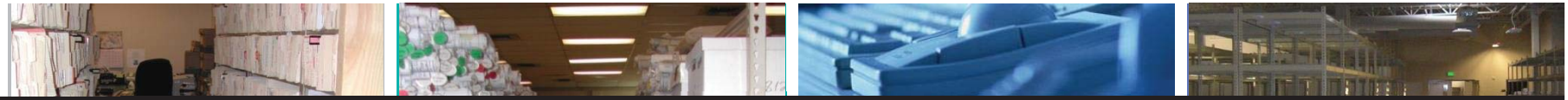
# City Clerk Responsibilities – LVMC 2.60.020

- Responsible for developing & implementing a records management program for the City.
  - Guidelines for Retaining Public Records
  - ARC
  - Historical/Archival/Vital Records



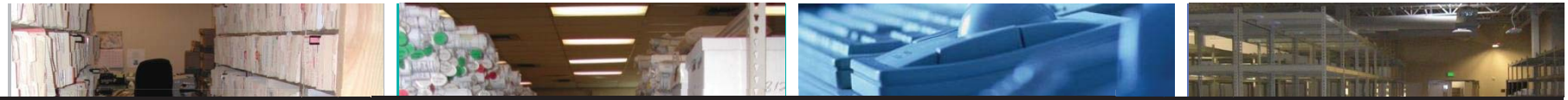
# Department Director Duties – LVMC 2.60.050

- Conducts and Maintains
  - Inventory of All Types of Public Records within that Department
- Establishes Policies and Procedures Necessary and Appropriate to Comply with This Code



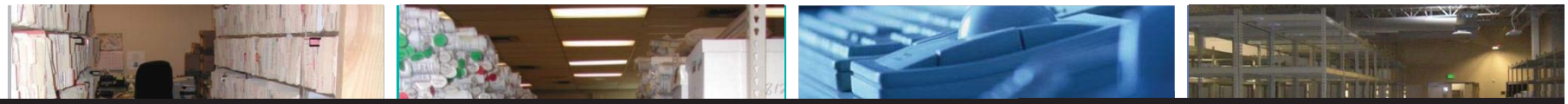
# Records Delegates: Your Roles & Responsibilities

- Administers the policies and procedures as set forth by the OCC's ERMD.
- Supervises the disposition of records, including destruction of records meeting the minimum retention periods and the transferring of inactive records to the ARC.
- Assists in establishing and maintaining filing systems, standards and procedures for record keeping.
- Serves as the liaison between the department and the ERO or her designee.
- Creates and maintains a departmental records inventory.



# NPRA – Nevada's Public Records Act – NRS 239.010

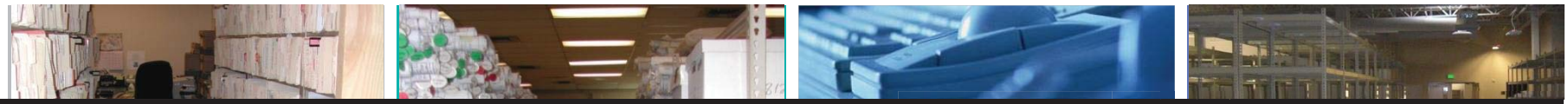
- Applies to "all public books and public records of a government entity, the contents of which are not otherwise declared to be confidential".
- Records "must be open at all times during office hours to inspection by any requester, and may be fully copied".
- "A person may request a copy of a public record in any medium in which the public record is readily available."



# NPRA Continued

***The presumption is, all local government records are open to public inspection and copying, unless specifically declared by law to be confidential.***

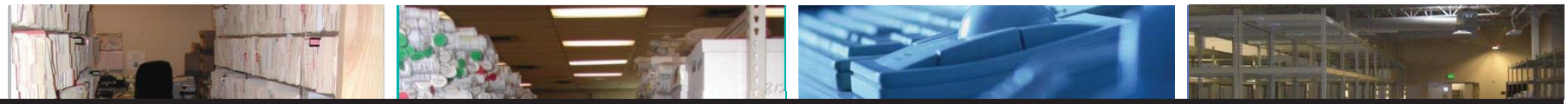
- Nevada State Library, Archive and Public Records, "2016 Nevada Public Records Act: A Manual for State Agencies – Bulletin No. 3 rev. – page 5"



## Record – NAC 239.101

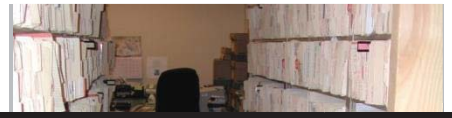
### What is a Record of a Local Government Entity?

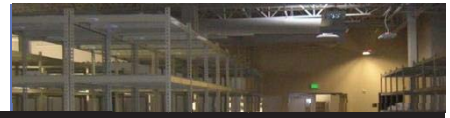
Any information created or received pursuant to a law or ordinance or in connection with the transaction of the official business of any office, or department at the city.



## Public Record – LVMC 2.60.010

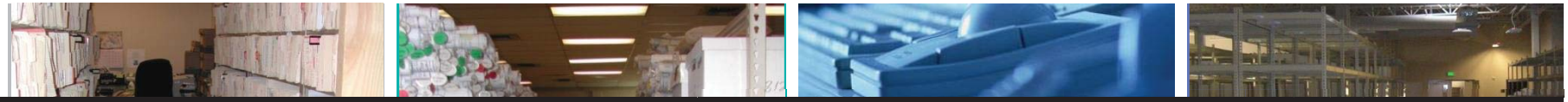
Any paper, correspondence, form, book, photograph, film, sound recording, map, drawing or other document, regardless of its physical form or characteristics, that has been made by any office or official or received by it in connection with the transaction of public business.



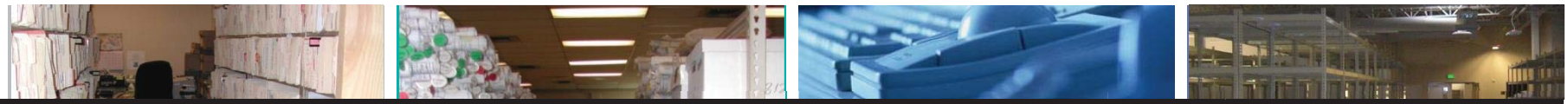
## Public Record – CLV CM920 Policy – Page 2

***Any record in any form, not declared by law to be confidential, which has been produced or received by the City of Las Vegas and is maintained by any city office for the purposes of performing a function of City government.*** **The term does not include books, pamphlets, worksheets, and informal notes. No record that has been declared by law to be confidential constitutes a public record.**



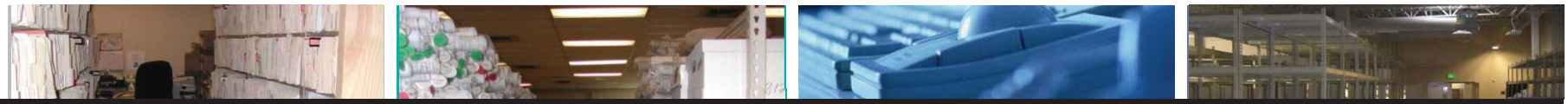
## Identifiable Record – Page 20

- A request should be for an identifiable record that exists at the time of the request
- Not required to organize data to create a record that does not exist at the time of the request
- Not required to provide access to records that were not identified within the request
- A request for general information is not a public records request



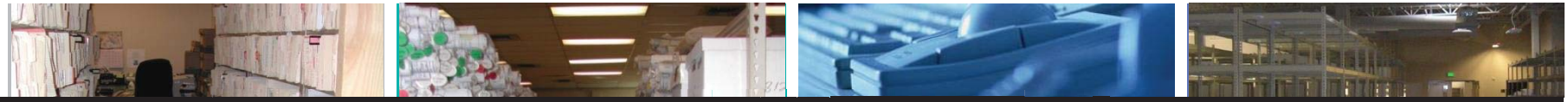
## Nonrecord Materials – NAC 239.051

Published materials printed by a governmental printer, worksheets, unused blank forms except ballots, brochures, newsletters, magazines, catalogs, price lists, drafts, convenience copies, ad hoc reports, reference materials not relating to a specific project and any other documentation that does not serve as the record of an official action of a local governmental entity.



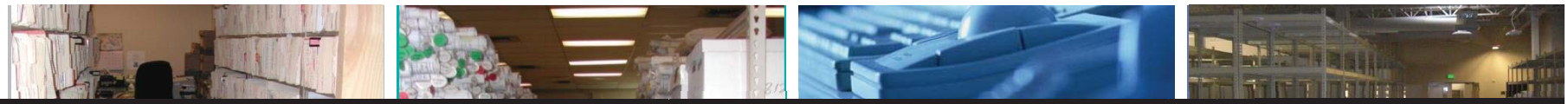
# Nonrecord Examples – NAC 239.051

- Published Materials
- Worksheets
- Ad Hoc Reports
- Drafts
- Reference Copies
- Informational/Convenience Copies
- Personal Papers/Materials
- Unused Blank Forms (Except Ballots)
- Brochures
- Newsletters
- Magazines/Catalogs
- Pricelists
- Reading Files
- Campaign Materials



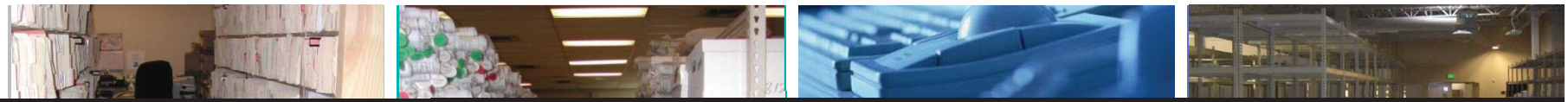
## Other Definitions – NAC 239 & LVMC 2.60.010

- Convenience Copy – duplicate record
- Long-term Record – record which must be retained for more than 10 years
- Confidential Record – records declared by law to be confidential and not public records – PII, PHI and Sensitive or Restricted Documents.
- Disposition – destruction or transfer of the record



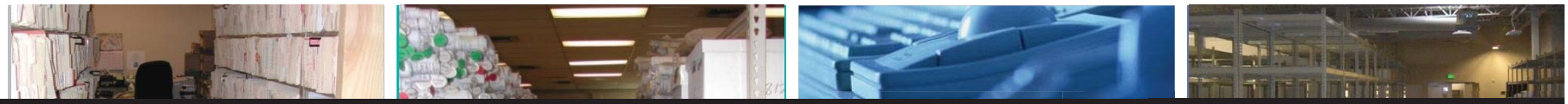
# Other Definitions – Continued

- Transitory – temporary records, may be public records, but because of their limited value, may not be retained – they do not set policy, establish guidelines or procedures, discuss a business matter or decision, certify a transaction, or act as evidence of receipt
- Vital Records – records essential for the reconstruction of the function/operation of the department in order to conduct business



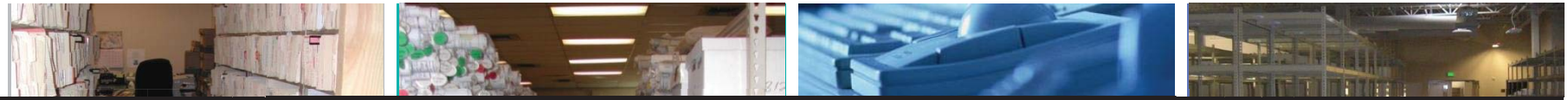
# Why A Public Record May be Withheld

- Declared by Law Confidential
- Attorney-Client Privilege
- Protected Information – PII, PHI, HIPAA, PCI, CJI
- Balancing Test



# Attorney-Client Privilege

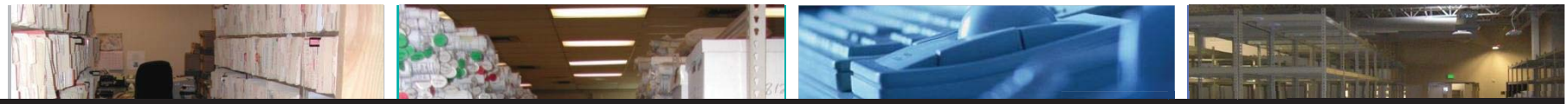
- Attorney-Client Privilege – a public record can be deemed as attorney-client privileged when any communication between the client and the City Attorney's Office takes place
- Attorney-Client Communication can be verbal, electronic or written.
  - Examples include:
    - Briefings
    - Emails
    - Memos
    - Text Messages



# PII – Personally Identifiable Information – NRS 603A

## PII Has a Very Specific Definition Under Nevada State Law

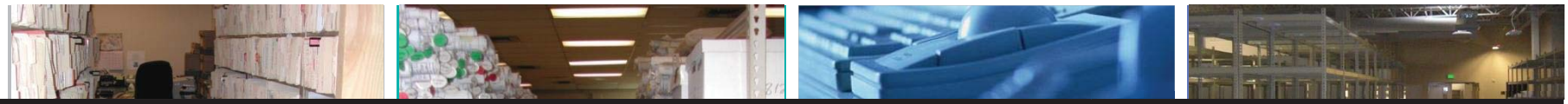
- A natural person's first name or first initial and last name in combination with any one or more of the following data elements, ***when the name and data elements are not encrypted:***
  - Social Security Number
  - Driver's license number, driver authorization card number or identification card number
  - Account number, credit card number or debit card number, in combination with any required security code, access code or password that would permit access to the person's financial account



# PII – Continued

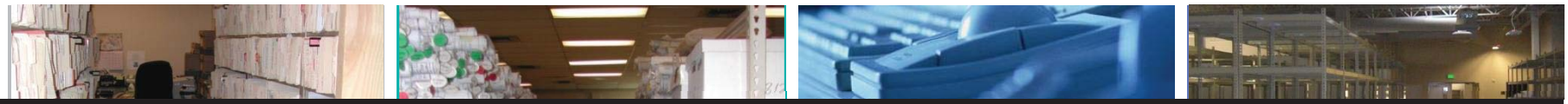
## PII Has a Very Specific Definition Under Nevada State Law

- A natural person's first name or first initial and last name in combination with any one or more of the following data elements, ***when the name and data elements are not encrypted:***
  - A medical identification number or a health insurance identification number
  - A user name, unique identifier or electronic email address in combination with a password, access code or security question and answer that would permit access to an online account



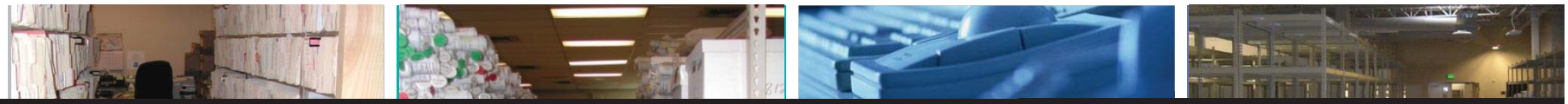
# Balancing Test

- Weighing the city's interest in non-disclosure against the general policy in favor of open government and the requestor's fundamental right to access public records
- The burden is upon the city to explain why the records requested should not be furnished with specific evidence justifying the withholding of the records
- Government interest in withholding must clearly outweigh the public interest in disclosure

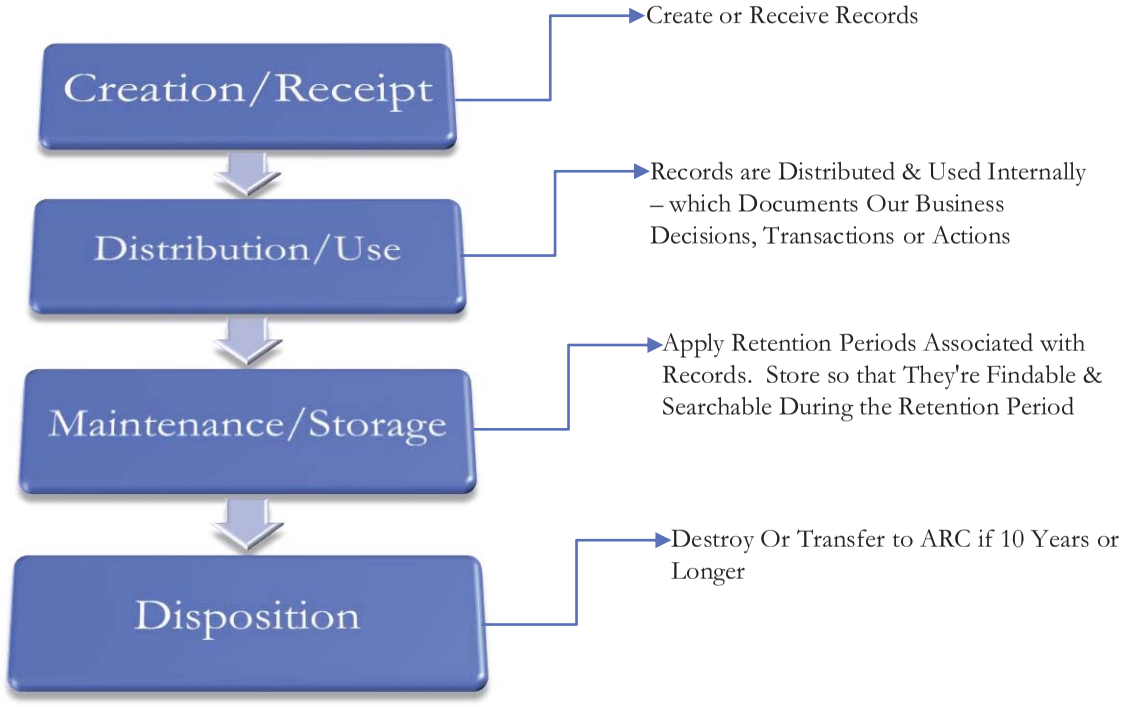


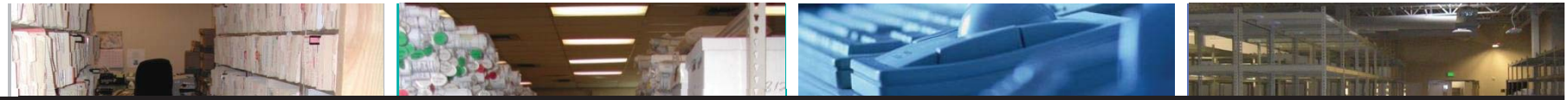
# Where can Public Records be Found?

- On city-owned equipment regardless of the records nature – NRS 239.010
- On personally owned equipment and accounts if the record was made in the provision of public service
- In Comstock Residents Association v. Lyon County Board of Commissioners (March 2018), the Nevada Supreme Court ruled that public records can exist on private electronic devices and private accounts



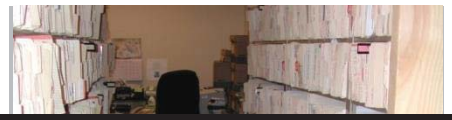
# Records Lifecycle

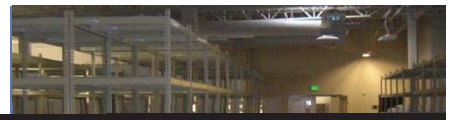




# How Do We Govern the Records Lifecycle at the City?

- Through Retention Schedules
  - The City Adopted the Nevada State Library, Archives & Public Records Local Government Retention Schedules in 2008, 2010 & 2012
  - We currently have over 1,300 Records Series we monitor/track that 20 of our departments use
- Legal Holds – preservation of evidence which may be used in litigation

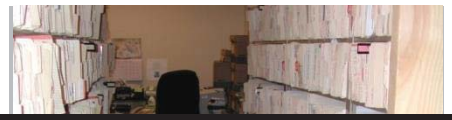


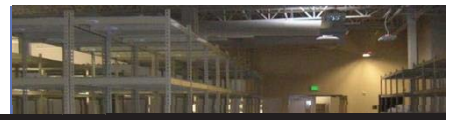



# Retention Schedule – Examples

**Correspondence: Transitory** **LRDA # 20070056**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This series consists of correspondence (emails, social media, letters, memos, etc.) that do not document core functions or activities of an agency or department and do not require an official action. Examples may include but are not limited to general announcements including meeting reminders, notices of upcoming events, informational copies (cc or bcc) of correspondence which do no document administrative action, follow-up or suspense (tickler), transmittal letters that do not add information to the transmitted material or attachments, requests for routine information or publications provided to the public by the agency which are answered by standard form letters, spam, junk mail, unsolicited vendor mail, and personal/non-work related mail. | Retain only as long as the record holds value to the agency. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | It is recommended this type of correspondence be retained for no longer than thirty (30) days. |



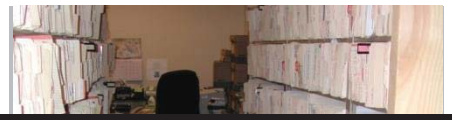



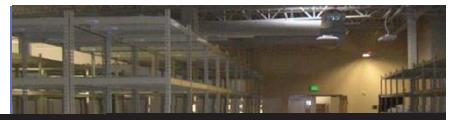
# Retention Schedule – Examples

## Elections

**Campaign Contribution and Expense Reports** **LRDA # 20141899**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series consists of campaign contribution and expense reports filed with the Secretary of State in accordance with state law. Reports document the type of filing and date, summary of contributions, summary of expenses, contributions in excess of $100, expenses in excess of $100, in kind contributions and expenses, money on hand, indebtedness, and similar information. | Retain until no longer needed for reference or informational purposes. | The Secretary of State is the office of record for campaign contribution and expense reports. | NRS 294A.100 to 294A.190, NAC 294A.040 to 294A.098, NRS 11.190 (1)(b)0, NRS 11.190 (3)(d) | City and County Clerks offices may also have copies of these reports |



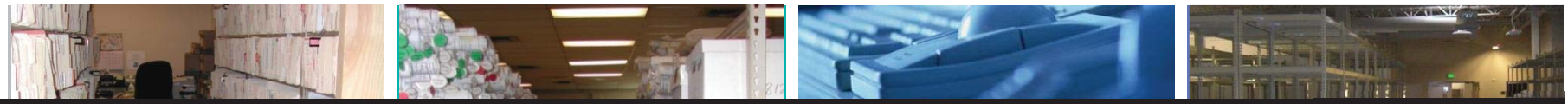



# Retention Schedule – Examples

**Daily Logs of Inspections, Code Enforcement**

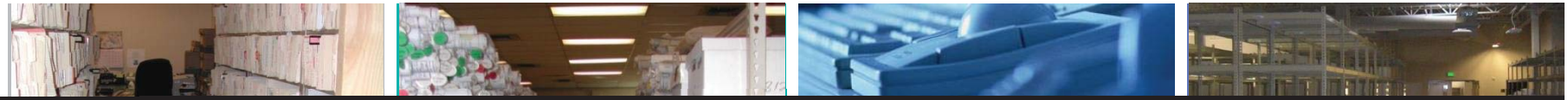
**LRDA #** **20071557**

| Description | Minimum Retention Period | Disposition | Legal Citations | References |
|---|---|---|---|---|
| This record series contains logs kept by Code Enforcement Officers detailing various inspections of potential property maintenance code violations. | One (1) calendar year after the calendar year in which log is generated. | If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction. | None | None |



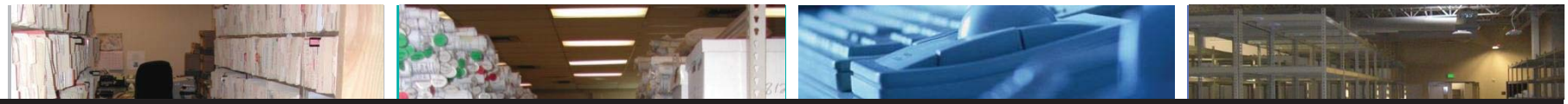
# Email?

- Is a communications tool.
- The content in email determines whether it's a record or not.
- If you're stating a business decision or conducting a transaction of official business for the city in email – it's a record.



# What if We Don't Adopt the Retention Schedules?

- Records kept longer than necessary.
- The City will be behind and may not incorporate the latest records series derived from new legislation.
- Poses administrative burden on staff – to monitor/track every piece of legislation and its impact on the City's records.



## Using Your Personal Device/Account for City Business?

- Don't do it!
- But if you do, then:
  - CC all email communications to your city-issued email address
  - Use specific messaging application only used for city business
  - Maintain the records by saving, preserving, and not deleting them






## Questions

# Thank You !

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**58**

**DEPARTMENT: City Attorney** **DISCUSSION**
**DIRECTOR: Brad Jerbic**

**SUBJECT:**
RECOMMENDING COMMITTEE: BILLS ELIGIBLE FOR ADOPTION AT A LATER MEETING

Bill No. 2019-6 - Amends the Land Use Tables contained in LVMC 19.12.010 to provide that the use "Crop Production" is allowed in the C-1 and C-2 Zoning Districts as a conditional use. Sponsored by: Councilman Steven G. Seroka

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
This bill will amend the Land Use Tables contained in LVMC 19.12.010 to provide that the use "Crop Production" is allowed in the C-1 and C-2 Zoning Districts as a conditional use. The amendment is intended to allow and encourage the concept of urban farming on an appropriate scale.

**RECOMMENDATION:**
This bill should be submitted to a Recommending Committee for review, hearing and recommendation to the City Council for final action.

**BACKUP DOCUMENTATION:**
1. Bill No. 2019-6

**BILL NO. 2019-6**

**ORDINANCE NO. _____**

AN ORDINANCE TO AMEND THE LAND USE TABLES CONTAINED IN LVMC 19.12.010 TO PROVIDE THAT THE USE "CROP PRODUCTION" IS ALLOWED IN THE C-1 AND C-2 ZONING DISTRICTS AS A CONDITIONAL USE, AND TO PROVIDE FOR OTHER RELATED MATTERS

Sponsored by: Councilman Steven G. Seroka

Summary: Summary: Amends the Land Use Tables contained in LVMC 19.12.010 to provide that the use "Crop Production" is allowed in the C-1 and C-2 Zoning Districts as a conditional use.

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Ordinance No. 6289 and the Unified Development Code adopted as Title 19 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, are hereby amended as set forth in Section 2 of this Ordinance. The amendment is deemed to be an amendment to both Ordinance No. 6289 and the Unified Development Code adopted as Title 19.

SECTION 2: Table 2 of the Land Use Tables adopted in Title 19, Chapter 12, Section 10, is hereby amended by amending the entry for the use "Crop Production" to indicate that the use is allowed as a conditional use in the C-1 and C-2 Zoning Districts. In order to reflect the amendment, the letter "C" shall be inserted in the box that represents the intersection of the row for the use "Crop Production" and the column for each of the C-1 and C-2 Zoning Districts.

SECTION 3: For purposes of Section 2.100(3) of the City Charter, Section 19.12.010 is deemed to be a subchapter rather than a section.

SECTION 4: The Department of Planning is authorized and directed to incorporate into the Unified Development Code the amendment set forth in Section 2 of this Ordinance.

SECTION 5: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby

declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 6: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2019.

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM:

Val Steed 2-20-19
_____
Val Steed, Date
Deputy City Attorney

The above and foregoing ordinance was first proposed and read by title to the City Council on the _____ day of _____, 2019, and referred to a committee for recommendation, the committee being composed of the following members _____; thereafter the said committee reported favorably on said ordinance on the _____ day of _____, 2019, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as first introduced and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**59**

**DEPARTMENT: City Attorney** **DISCUSSION**
**DIRECTOR: Brad Jerbic**

**SUBJECT:**
RECOMMENDING COMMITTEE: BILLS ELIGIBLE FOR ADOPTION AT A LATER MEETING

Bill No. 2019-7 - Amends LVMC 19.06.060 to reduce the minimum lot size for development within the R-E Zoning District from twenty thousand square feet to eighteen thousand square feet. Sponsored by: Councilwoman Michele Fiore

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
This bill will amend LVMC 19.06.060 to reduce the minimum lot size for development within the R-E Zoning District from twenty thousand square feet to eighteen thousand square feet. The amendment will allow more flexibility in development while maintaining consistency with corresponding plans and documents that pertain to development within the R-E District.

**RECOMMENDATION:**
This bill should be submitted to a Recommending Committee for review, hearing and recommendation to the City Council for final action.

**BACKUP DOCUMENTATION:**
1. Bill No. 2019-7

**BILL NO. 2019-7**

**ORDINANCE NO. _____**

AN ORDINANCE TO AMEND 19.06.060 TO REDUCE THE MINIMUM LOT SIZE FOR DEVELOPMENT WITHIN THE R-E ZONING DISTRICT FROM TWENTY THOUSAND SQUARE FEET TO EIGHTEEN THOUSAND SQUARE FEET, AND TO PROVIDE FOR OTHER RELATED MATTERS.

Sponsored by: Councilwoman Michele Fiore

Summary: Amends LVMC 19.06.060 to reduce the minimum lot size for development within the R-E Zoning District from twenty thousand square feet to eighteen thousand square feet.

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Ordinance No. 6289 and the Unified Development Code adopted as Title 19 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, are hereby amended as set forth in Section 2 of this Ordinance. The amendments is deemed to be an amendment to both Ordinance No. 6289 and the Unified Development Code adopted as Title 19.

SECTION 2: Title 19, Chapter 6, Section 60, is hereby amended by amending language within Table 1 thereof to reduce the minimum lot size for development within the R-E Zoning District from twenty thousand square feet to eighteen thousand square feet. In order to reflect the amendment, the above-referenced Table 1 is deleted and replaced by the Table 1 that is attached to and incorporated by this Ordinance.

SECTION 3: The Department of Planning is authorized and directed to incorporate into the Unified Development Code the amendments set forth in Section 2 of this Ordinance.

SECTION 4: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase

thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 5: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2019.

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM:

Val Steed 2-20-19
Val Steed, Date
Deputy City Attorney

The above and foregoing ordinance was first proposed and read by title to the City Council on the _____ day of _____, 2019, and referred to a committee for recommendation, the committee being composed of the following members _____; thereafter the said committee reported favorably on said ordinance on the _____ day of _____, 2019, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as first introduced and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

| Table 1 - BUILDING PLACEMENT (see Figure 1) | | |
|---|---|---|
| A. | Minimum Lot Size<br>Minimum Lot Width | 18,000 square feet<br>100 feet [1] |
| B. | Max. Lot Coverage<br>Dwelling Units per Lot | NA<br>1 |
| C. | Minimum Front Yard Setback | 50 feet to public street [2]<br>30 feet to private street or access easement [3] |
| D. | Minimum Side Yard Setback | 10 feet |
| E. | Minimum Corner Side Yard Setback | 15 feet |
| F. | Minimum Rear Yard Setback | 35 feet |

**Footnotes:**

1. Notwithstanding the minimum lot width in this Table, lots located along the circular portion of a cul-de-sac or a knuckle portion of a street may be reduced to a minimum of 30 feet in width at the front property line, provided the average lot width meets the required lot width.
2. The minimum front setback for an attached, open porte cochere is 30 feet.
3. For lots located on a cul-de-sac or a street knuckle, the minimum front yard setback shall be 20 feet from the edge of the private street or access easement.

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**60**

**DEPARTMENT: City Attorney** **DISCUSSION**
**DIRECTOR: Brad Jerbic**

**SUBJECT:**
RECOMMENDING COMMITTEE: BILLS ELIGIBLE FOR ADOPTION AT A LATER MEETING

Bill No. 2019-8 - Amends the Interim Downtown Las Vegas Development Standards set forth in Appendix F of the Unified Development Code (Title 19) to adopt specific wall and fence standards for Area 2 of the Downtown Las Vegas Overlay District. Sponsored by: Councilman Bob Coffin (by request of staff)

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
This bill will amend the Interim Downtown Las Vegas Development Standards set forth in Appendix F of the Unified Development Code (Title 19) to adopt specific wall and fence standards for Area 2 of the Downtown Las Vegas Overlay District. The amendment is intended to establish standards and limitations that will help preserve and protect the aesthetic look desired for this critical area.

**RECOMMENDATION:**
This bill should be submitted to a Recommending Committee for review, hearing and recommendation to the City Council for final action.

**BACKUP DOCUMENTATION:**
1. Bill No. 2019-8

**BILL NO. 2019-8**

**ORDINANCE NO. _____**

AN ORDINANCE TO AMEND THE INTERIM DOWNTOWN LAS VEGAS DEVELOPMENT STANDARDS SET FORTH IN APPENDIX F OF THE UNIFIED DEVELOPMENT CODE (TITLE 19) TO ADOPT SPECIFIC WALL AND FENCE STANDARDS FOR AREA 2 OF THE DOWNTOWN LAS VEGAS OVERLAY DISTRICT, AND TO PROVIDE FOR OTHER RELATED MATTERS.

Sponsored by: Councilman Bob Coffin (by request of staff)

Summary: Amends the Interim Downtown Las Vegas Development Standards set forth in Appendix F of the Unified Development Code (Title 19) to adopt specific wall and fence standards for Area 2 of the Downtown Las Vegas Overlay District.

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Ordinance No. 6289 and the Unified Development Code adopted as Title 19 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, are hereby amended as set forth in Section 2 of this Ordinance. The amendment is (and the reference to Appendix F refers) to Appendix F of the Unified Development Code, which contains and is titled Interim Downtown Las Vegas Development Standards. New material is underlined. The amendment is deemed to be an amendment to Ordinance No. 6289 and to the Unified Development Code adopted as Title 19.

SECTION 2: Section C.2.a of Appendix F (referring to DTLV-O Area 2) is hereby amended to read as follows:

**2. Area 2**

**a. DTLV-O Area 2 Standards**

All development occurring within Area 2 of the DTLV-O (Downtown Las Vegas Overlay) (See Fig. 32) shall conform to Title 19 of the Las Vegas Municipal Code.

**i. Area 2-Specific Wall and Fence Standards**

The maximum height of any wall or fence erected between the front property line and the primary structure shall not exceed five (5) feet, and the maximum height of any solid wall or fence shall not exceed two (2)

feet. Notwithstanding the preceding sentence or Subparagraph (b) below, the Director may approve wall or fence heights in excess of the height limitations of the preceding sentence if the additional heights are necessary to satisfy screening requirements set forth in this Title. For purposes of these Area 2-Specific Wall and Fence Standards, a solid wall or fence is any wall or fence that is opaque for over sixty percent of its surface, as viewed perpendicularly from the right-of-way line.

**b. DTLV-O Area 2 Deviation**

Any deviation from Title 19 Development Standards that supports the City's goals as expressed in the Vision 2045 Downtown Las Vegas Masterplan and the districts' goals and descriptions as per Chapter II of this document may only be granted by the City Council when supported through clear and convincing evidence, and shall require the approval of a Waiver per Section A.8.b of this document.

SECTION 3: The Department of Planning is authorized and directed to incorporate into the Unified Development Code the amendment set forth in Section 2 of this Ordinance.

SECTION 4: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 5: Whenever in this ordinance any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or whenever in this ordinance the doing of any act is required or the failure to do any act is made or declared to be unlawful or an offense or a misdemeanor, the doing of such prohibited act or the failure to do any such required act shall constitute a misdemeanor and upon conviction thereof, shall be punished by a fine of not more than $1,000.00 or by imprisonment for a term of not more than six months, or by any combination of such fine and imprisonment. Any day of any violation of this ordinance shall constitute a separate offense.

SECTION 6: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2019.

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM:

Val Steed 2-20-19
Val Steed, Date
Deputy City Attorney

The above and foregoing ordinance was first proposed and read by title to the City Council on the _____ day of _____, 2019, and referred to a committee for recommendation, the committee being composed of the following members _____; thereafter the said committee reported favorably on said ordinance on the _____ day of _____, 2019, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as first introduced and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**61**

**DEPARTMENT: City Clerk** **DISCUSSION**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
RECOMMENDING COMMITTEE: BILLS ELIGIBLE FOR ADOPTION AT A LATER MEETING

Bill No. 2019-9 - Amends LVMC 19.06.120 to remove the building height limitation generally applicable to main buildings in the R-4 Zoning District. Sponsored by: Mayor Carolyn G. Goodman

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
This bill will amend LVMC 19.06.120 to remove the building height limitation generally applicable to main buildings in the R-4 Zoning District. The amendment will help facilitate development that is consistent with the purpose and intent of the district while still maintaining appropriate protections for neighboring properties.

**RECOMMENDATION:**
This bill should be submitted to a Recommending Committee for review, hearing and recommendation to the City Council for final action.

**BACKUP DOCUMENTATION:**
1. Bill No. 2019-9

**BILL NO. 2019-9**

**ORDINANCE NO. _____**

AN ORDINANCE TO AMEND LVMC 19.06.120 TO REMOVE THE BUILDING HEIGHT LIMITATION GENERALLY APPLICABLE TO MAIN BUILDINGS IN THE R-4 ZONING DISTRICT, AND TO PROVIDE FOR OTHER RELATED MATTERS.

Sponsored by: Mayor Carolyn G. Goodman

Summary: Amends LVMC 19.06.120 to remove the building height limitation generally applicable to main buildings in the R-4 Zoning District.

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Ordinance No. 6289 and the Unified Development Code adopted as Title 19 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, are hereby amended as set forth in Sections 2 and 3 of this Ordinance. The amendments are deemed to be amendments to both Ordinance No. 6289 and the Unified Development Code adopted as Title 19.

SECTION 2: Title 19, Chapter 6, Section 120, is hereby amended by amending language within Table 3 thereof to remove the building height limitation generally applicable to main buildings in the R-4 Zoning District, and to add footnotes to the table pertaining to residential adjacency and mixed-use developments in certain locations. In order to reflect those amendments, the above-referenced Table 3, along with Figure 3, are deleted and replaced by the Table 3 and Figure 3 that are attached to and incorporated by this Ordinance.

SECTION 3: Title 19, Chapter 6, Section 120, is hereby further amended by amending Footnote 1 of Table 1 thereof to read as follows:

1. The maximum density is unlimited. However, the [height limit on development imposes a de facto limitation on density in all areas except as provided for by LVMC 19.06.040 (I).] application of standards set forth in LVMC 19.06.040(I) and any height limit on development may impose a de facto limitation on density in all areas.

SECTION 4: The Department of Planning is authorized and directed to incorporate into the Unified Development Code the amendments set forth in Sections 2 and 3 of this Ordinance.

SECTION 5: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 6: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2019.

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM:

Val Steed 2-20-19
_____
Val Steed, Date
Deputy City Attorney

The above and foregoing ordinance was first proposed and read by title to the City Council on the _____ day of _____, 2019, and referred to a committee for recommendation, the committee being composed of the following members _____; thereafter the said committee reported favorably on said ordinance on the _____ day of _____, 2019, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as first introduced and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

APPROVED:

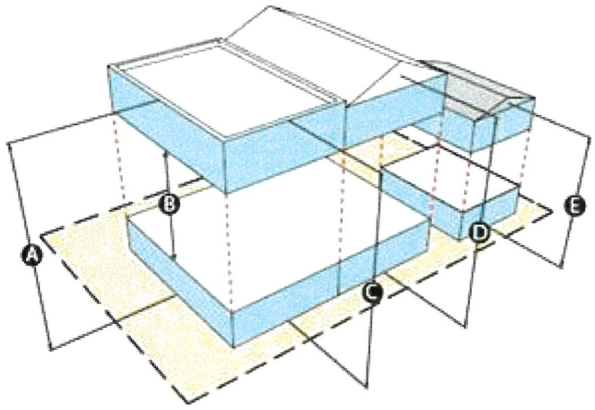
By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

| Table 3 - BUILDING HEIGHT (see Figure 3) | | |
|---|---|---|
| A. | Stories | NA |
| B. | Floors | NA |
| C. | Flat Roof - Max. Height | NA [1, 2] |
| D. | Pitched Roof - Max. Height | NA [1, 2] |
| E. | Accessory Bldg. - Stories | Not to exceed 2 stories, 35 feet in height or the height of the principal dwelling unit, whichever is less |

**Figure 3 - Building Height**




**Footnotes:**

1. Building heights may be affected by the residential adjacency standards set forth in LVMC 19.06.040(I).
2. For parcels that are outside the Neighborhood Revitalization Area, the maximum building height for mixed-use development is ten stories, or one hundred fifty feet, whichever is less. For purposes of the foregoing, the "Neighborhood Revitalization Area" means the area so designated in the Las Vegas 2020 Master Plan adopted by Ordinance No. 5250, as the boundaries of that area may be amended from time to time.

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**62**

**DEPARTMENT: City Attorney** **DISCUSSION**
**DIRECTOR: Brad Jerbic**

**SUBJECT:**
RECOMMENDING COMMITTEE: BILLS ELIGIBLE FOR ADOPTION AT A LATER MEETING

Bill No. 2019-10 - Amends various provisions of LVMC Titles 6 and 19 to establish the licensing and land-use means and limitations by which brew pubs and ancillary brew pubs may sell malt beverages for off-premise consumption. Sponsored by: Councilman Bob Coffin

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
This bill will amend various provisions of LVMC Titles 6 and 19 to establish the licensing and land-use means and limitations by which brew pubs and ancillary brew pubs may sell malt beverages for off-premise consumption. This type of business model is becoming more prevalent and is permissible under State law with certain limitations, but is not an option under current City Code provisions. This bill will make the necessary adjustments.

**RECOMMENDATION:**
This bill should be submitted to a Recommending Committee for review, hearing and recommendation to the City Council for final action.

**BACKUP DOCUMENTATION:**
1. Bill No. 2019-10

**BILL NO. 2019-10**

**ORDINANCE NO. _____**

AN ORDINANCE TO AMEND VARIOUS PROVISIONS OF LVMC TITLES 6 AND 19 TO ESTABLISH THE LICENSING AND LAND-USE MEANS AND LIMITATIONS BY WHICH BREW PUBS AND ANCILLARY BREW PUBS MAY SELL MALT BEVERAGES FOR OFF-PREMISE CONSUMPTION, AND TO PROVIDE FOR OTHER RELATED MATTERS.

Sponsored by: Councilman Bob Coffin

Summary: Amends various provisions of LVMC Titles 6 and 19 to establish the licensing and land-use means and limitations by which brew pubs and ancillary brew pubs may sell malt beverages for off-premise consumption.

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Title 6, Chapter 50, Section 50, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

**6.50.050:** (A) Except as otherwise provided in this Section, [A] a beer/wine/cooler off-sale license authorizes the sale, to consumers only and not for resale, only of beer, wine and coolers, in original sealed or corked containers, for consumption off the premises where business is conducted.

(B) Pursuant to its general authority to regulate the sale of alcoholic beverages, the City Council declares that the public health, safety and general welfare of the City are best promoted and protected by specifically limiting the type of establishments which are permitted to sell beer, wine and coolers in original sealed or corked containers for consumption away from the establishment where such beverages are purchased. A beer/wine/cooler off-sale license shall only be considered for or in conjunction with the following types of establishments:

(1) Grocery store;

(2) Convenience store;

(3) Drugstore;

(4) General retail store;

(5) Resort hotel leased gift shop; [or]

(6) A restaurant that is licensed for the sale of alcoholic beverages pursuant to LVMC 6.50.040[.] or

(7) A beer wine room licensed pursuant to LVMC 6.50.080, but only in accordance with, and subject to the limitations of, Subsection (D) of this Section.

(C) Except for a resort hotel leased gift shop establishment, no person is entitled to apply for consideration or issuance of a beer/wine/cooler off-sale license for any establishment located on or adjacent to a pedestrian mall.

(D) In order for a beer wine room to be eligible to receive a beer/wine/cooler off-sale license pursuant to Paragraph (7) of Subsection (C) of this Section, the beer wine room licensee must also have a Nevada State license to manufacture malt beverages and must first present to the Department proof of such licensure pursuant to NRS Chapter 369. A beer/wine/cooler off-sale license under this Subsection (D) authorizes the sale for off-premise consumption of malt beverages only, and only those that have been manufactured by the licensee. In addition to any other requirement or limitation that may apply, the sale of malt beverages for off-premise consumption by an establishment licensed under this Subsection (D) is subject to the following requirements and limitations:

(1) Beverages must be in their original sealed containers at the time of sale and may be sold only from behind a bar or a storeroom; and

(2) Except as otherwise provided in this Paragraph (2), beverages must be sold in six-pack configurations or in containers sold or provided by the establishment. Notwithstanding the preceding limitation, the establishment may sell and provide a malt beverage to a customer in a sanitary container provided by the customer, but only if:

(a) The container has a maximum capacity of one gallon;

(b) The licensee or the licensee's employee fills the container at the time of sale;

(c) The container is thereafter sealed with a plastic adhesive or tamper-evident seal; and

(d) The beverage is not consumed on the licensee's premises.

SECTION 2: Title 6, Chapter 50, Section 85, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

**6.50.085:** (A) An ancillary brew pub alcoholic beverage license authorizes the manufacture and sale of malt beverages at an establishment provided that the owner or operator of such establishment maintains in a primary capacity, at the same location, one of the following licenses:

(1) A tavern alcoholic beverage license pursuant to LVMC 6.50.240;

(2) A tavern-limited alcoholic beverage license pursuant to LVMC 6.50.250;

(3) A beer/wine room alcoholic beverage license pursuant to LVMC 6.50.080; or

(4) An urban lounge alcoholic beverage license pursuant to LVMC 6.50.255.

(B) An ancillary brew pub alcoholic beverage license shall only be issued subject to the following conditions:

(1) [That the] The manufacture and sale of the malt beverages produced at the location shall comply with all relevant State and Federal laws regarding the manufacture and sale of malt beverages;

(2) The manufacture and sale of malt beverages may only occur as an ancillary activity to the activities permitted by the primary license; [and]

(3) Malt beverages manufactured by the licensee and sold at retail pursuant to NRS 597.230 must be in their original sealed containers at the time of sale and may be sold only from behind a bar or a storeroom; and

[(3)] (4) Prior to issuance of an ancillary brew pub license by the City, the applicant shall present proof of State licensure of the establishment as a brew pub.

(C) Notwithstanding any provision of this Chapter that might otherwise prohibit or limit the activity, the holder of an ancillary brew pub alcoholic beverage license may dispense beer or cider in a container sold or provided by the licensee, or a sanitary container provided by the customer, with a maximum

capacity which does not exceed one gallon subject to the following conditions:

(1) The licensee or the licensee's employee fills the container at the time the beer or cider is sold;

(2) The container is thereafter sealed with a plastic adhesive or tamper-evident seal; and

(3) The beer or cider is not consumed on the licensee's premises.

(D) Any brew pub/tavern license in existence prior to the adoption of the ordinance codified in this Section may continue to operate as currently licensed unless the operation of the establishment is discontinued for a period of greater than twelve consecutive months. Upon the expiration of a period of discontinuance for greater than twelve months, the establishment must obtain and maintain alcoholic beverage licenses pursuant to the applicable regulations then in effect.

SECTION 3: Ordinance No. 6289 and the Unified Development Code adopted as Title 19 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, are hereby amended as set forth in Sections 4 to 7, inclusive, of this Ordinance. The amendments are deemed to be amendments to both Ordinance No. 6289 and the Unified Development Code adopted as Title 19.

SECTION 4: Title 19, Chapter 12, Section 70, is hereby amended by amending the "Description" of the use "Beer/Wine/Cooler Off-Sale Establishment" to read as follows:

**Description:** An establishment whose license to sell alcoholic beverages is limited to the sale of beer, wine and coolers to consumers only and not for resale, in original sealed or corked containers, for consumption off the premises where business is conducted, and is operated in connection with a grocery store, drugstore, convenience store, restaurant, [or] general retail store[.] or ancillary brew pub (as the last is referenced in LVMC 6.50.085).

SECTION 5: Title 19, Chapter 12, Section 70, is hereby amended by amending the "Description" of the use "Beer/Wine/Cooler On- and Off-Sale Establishment" to read as follows:

**Description:** An establishment:

1. Whose license to sell alcoholic beverages is generally limited to:

a. The sale of beer, wine and coolers for consumption only in connection with a meal on the premises where the business is conducted; and

b. The sale of beer, wine and coolers to consumers only and not for resale, in original sealed or corked containers, for consumption off the premises where the business is conducted; and

2. [Is] That is operated in connection with [a restaurant, grocery store, general retail store or convenience store in which 30 or more people may be served with meals at any one time at tables or stools.] one of the following:

a. Restaurant;

b. Grocery store;

c. General retail store

d. Convenience store in which 30 or more people may be served with meals at any time at tables or stools;

e. Beer wine room with an ancillary brew pub, if in accordance with LVMC 6.50.085; or

f. Beer wine room that holds a Nevada license as a brew pub, if in accordance with LVMC 6.50.050(B)(7).

SECTION 6: Title 19, Chapter 18, Section 20, is hereby amended by amending the definition of the term "Beer/Wine/Cooler Off-Sale Establishment" to read as follows:

**Beer/Wine/Cooler Off-Sale Establishment**. An [establishments] establishment whose license to sell alcoholic beverages is limited to the sale of beer, wine and coolers to consumers only and not for resale, in original sealed or corked containers, for consumption off the premises where the [same are sold,] business is conducted, and is operated in connection with a grocery store, [drug store,] drugstore, convenience store, restaurant, [or specialty merchandise store.] general retail store or ancillary brew pub (as the last is referenced in LVMC 6.50.085).

SECTION 7: Title 19, Chapter 18, Section 20, is hereby amended by amending the definition of the term "Beer/Wine/Cooler On- and Off-Sale Establishment" to read as follows:

**Beer/Wine/Cooler On- and Off-Sale Establishment.** An establishment:

1. Whose license to sell alcoholic beverages is generally limited to:

a. The sale of beer, wine and coolers for consumption only in connection with a meal on the premises where the [same is sold;] business is conducted; and

b. The sale of beer, wine and coolers to consumers only and not for resale, in original sealed or corked containers, for consumption off the premises where the [same are sold;] business is conducted; and

2. [Is] That is operated in connection with [a restaurant, grocery store, general retail store or convenience store in which 30 or more people may be served with meals at any one time at tables or stools.] one of the following:

a. Restaurant;

b. Grocery store;

c. General retail store

d. Convenience store in which 30 or more people may be served with meals at any time at tables or stools;

e. Beer wine room with an ancillary brew pub, if in accordance with LVMC 6.50.085; or

f. Beer wine room that holds a Nevada license as a brew pub, if in accordance with LVMC 6.50.050(B)(7).

SECTION 8: For purposes of Section 2.100(3) of the City Charter, Sections 19.12.070 and 19.18.020 are deemed to be subchapters rather than sections.

SECTION 9: The Department of Planning is authorized and directed to incorporate into the Unified Development Code the amendments set forth in Sections 4 to 7, inclusive, of this Ordinance.

SECTION 10: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs,

sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 11: Whenever in this ordinance any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or whenever in this ordinance the doing of any act is required or the failure to do any act is made or declared to be unlawful or an offense or a misdemeanor, the doing of such prohibited act or the failure to do any such required act shall constitute a misdemeanor and upon conviction thereof, shall be punished by a fine of not more than $1,000.00 or by imprisonment for a term of not more than six months, or by any combination of such fine and imprisonment. Any day of any violation of this ordinance shall constitute a separate offense.

SECTION 12: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2019.

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM:

Val Steed 2-21-19
_____
Val Steed, Date
Deputy City Attorney

The above and foregoing ordinance was first proposed and read by title to the City Council on the _____ day of _____, 2019, and referred to a committee for recommendation, the committee being composed of the following members _____; thereafter the said committee reported favorably on said ordinance on the _____ day of _____, 2019, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as first introduced and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**63**

**DEPARTMENT: City Attorney** **DISCUSSION**
**DIRECTOR: Brad Jerbic**

**SUBJECT:**
RECOMMENDING COMMITTEE: BILLS ELIGIBLE FOR ADOPTION AT A LATER MEETING

Bill No. 2019-11 - Amends various provisions of LVMC Title 6 and Title 19 to establish a new alcoholic beverage licensing category designated "tavern-restricted," to be available only along a limited segment of West Sahara Avenue, and to establish licensing, land-use and gaming regulations and restrictions pertaining thereto. Sponsored by: Councilwoman Lois Tarkanian

**FISCAL IMPACT:**

**PURPOSE/BACKGROUND:**
This bill will amend various provisions of LVMC Title 6 and Title 19 to establish a new alcoholic beverage licensing category designated "tavern-restricted," to be available only along a limited segment of West Sahara Avenue, and to establish licensing, land-use and gaming regulations and restrictions pertaining thereto. The bill is intended to make available additional opportunities for compatible tavern uses along the referenced segment of West Sahara Avenue, similar to those available within downtown areas.

**RECOMMENDATION:**
This bill should be submitted to a Recommending Committee for review, hearing and recommendation to the City Council for final action.

**BACKUP DOCUMENTATION:**
1. Bill No. 2019-11

**BILL NO. 2019-11**

**ORDINANCE NO. _____**

AN ORDINANCE TO AMEND VARIOUS PROVISIONS OF LVMC TITLE 6 AND TITLE 19 TO ESTABLISH A NEW ALCOHOLIC BEVERAGE LICENSING CATEGORY DESIGNATED "TAVERN-RESTRICTED," TO BE AVAILABLE ONLY ALONG A LIMITED SEGMENT OF WEST SAHARA AVENUE; TO ESTABLISH LICENSING, LAND-USE AND GAMING REGULATIONS AND RESTRICTIONS PERTAINING THERETO; AND TO PROVIDE FOR OTHER RELATED MATTERS.

Sponsored by: Councilwoman Lois Tarkanian

Summary: Amends various provisions of LVMC Title 6 and Title 19 to establish a new alcoholic beverage licensing category designated "tavern-restricted," to be available only along a limited segment of West Sahara Avenue, and to establish licensing, land-use and gaming regulations and restrictions pertaining thereto.

THE CITY COUNCIL OF THE CITY OF LAS VEGAS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: Title 6, Chapter 50, Section 80, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

**6.50.080:** A beer and wine room alcoholic beverage license authorizes the sale of beer, [and] wine and coolers, and only for consumption on the premises where the same are sold.

SECTION 2: Title 6, Chapter 50, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended by adding thereto a new section, designated as Section 253, reading as follows:

**6.50.253:** (A) A tavern-restricted license:

(1) Authorizes the sale of alcoholic beverages only for consumption on the premises where the same are sold.

(2) May only be issued for premises located on Sahara Avenue within the area bounded by Valley View Boulevard on the east and Rainbow Boulevard on the west (the "designated area").

(3) Is not transferable, except to a location within the designated area and to a licensee that has been approved by the City Council.

(B) An establishment operating under a tavern-restricted license:

(1) Shall not be open for business between the hours of 2:00 am and 6:00 am, except as otherwise specifically authorized by the City Council.

(2) Shall ensure that all business activities are conducted entirely within the interior of the establishment, except as otherwise specifically authorized by the City Council.

(3) Shall not allow minors on the premises while alcohol is being served, unless:

(a) The premises has a restaurant whose existence and configuration has been approved by the Director; and

(b) Minors are permitted on the premises only in connection with the consumption of a meal within the restaurant area, and only between the hours of 6:00 am and 10:00 pm.

(C) The issuance of a tavern-restricted license, or the transfer of a license, may be conditioned upon one or more of the following:

(1) Submittal of a business security plan, which must first be approved by the Director.

(2) Such other conditions as imposed by the Director or the City Council.

SECTION 3: Title 6, Chapter 50, Section 360, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows

**6.50.360:** Each licensee shall pay to the Department in advance, the semiannual license fees set forth in the following schedule:

| **License Category** | **Semiannual License Fee (Dollars)** |
|---|---|
| Alcoholic beverage caterer | $500.00 |
| Ancillary | 500.00 per category authorized or 1% of gross sales, whichever is greater |
| Ancillary craft distillery | 500.00 or 1% of gross sales, whichever is greater |
| Ancillary brew pub | 500.00 or 1% of sales to licensed wholesale dealers, whichever is greater |
| Ancillary lounge bar | 1,200.00 |
| Banquet or event establishment | 500.00 |
| Beer and wine room | 700.00 |

| | |
|---|---|
| Plus: fee for each additional bar | 400.00 |
| Beer/wine/cooler on-sale | 300.00 |
| Beer/wine/cooler off-sale | 300.00 |
| General on-sale | 1,200.00 |
| Plus: fee for each additional bar | 900.00 |
| General on-sale (beer and wine) | 500.00 |
| Liquor manufacturer | 1,000.00 |
| Nonprofit club general on-sale | 200.00 |
| Package | 750.00 |
| Permanent trade show facility | 2,400.00 |
| Restaurant service bar | 600.00 |
| Restaurant with alcohol | 800.00 |
| Plus: fee for each additional bar | 750.00 |
| Tavern (one bar) | 1,200.00 |
| Plus: fee for each additional bar | 900.00 |
| Plus: fee for resort hotel owned gift shop | 900.00 |
| Tavern-limited (one bar) | 800.00 |
| Plus: fee for each additional bar | 500.00 |
| Tavern-restricted (one bar) | 800.00 |
| Plus: fee for each additional bar | 500.00 |
| Urban lounge (one bar) | 1,000.00 |
| Plus: fee for each additional bar | 750.00 |
| Wholesale general | 1,000.00 |

Each time-limited special event general licensee shall pay the following license fee for each day (or for each event, in the case of a multi-day event): One hundred dollars, plus seventy-five dollars for each additional bar.

Each time-limited special event beer/wine/cooler licensee shall pay the following license fee for each day (or for each event, in the case of a multi-day event): Fifty dollars, plus twenty-five dollars for each additional bar.

SECTION 4: Title 6, Chapter 50, Section 380, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

**6.50.380:** (A) The origination charge listed in this Section is a one time charge which is due and payable at the time of filing an application for an alcoholic beverage license. Origination charges are as follows:

| License Category | Origination Charge (Dollars) |
|---|---|
| Alcoholic beverage caterer | $ 4,000.00 |
| Ancillary lounge bar | 40,000.00 |
| Banquet or event establishment | 20,000.00 |
| Beer and wine room | 7,500.00 |
| Beer/wine/cooler on-sale | 2,500.00 |
| Beer/wine/cooler off-sale | 2,500.00 |
| General on-sale | 75,000.00 |
| General on-sale (beer and wine) | 20,000.00 |
| Liquor manufacturer | 10,000.00 |
| Nonprofit club general on-sale | 2,000.00 |
| Package | 40,000.00 |
| Permanent trade show facility | 60,000.00 |
| Restaurant service bar | 30,000.00 |
| Restaurant with alcohol | 40,000.00 |
| Tavern | 75,000.00 |
| Tavern-limited | 20,000.00 |
| Tavern-restricted | 20,000.00 |
| Urban lounge | 50,000.00 |
| Wholesale general | 10,000.00 |

(B) The transfer of an alcoholic beverage license from one licensee to another is exempt from the origination charge set forth in this Section.

(C) In connection with the issuance of an original new City alcoholic beverage license to an existing County alcoholic beverage licensee whose business premises have been annexed into the City,

the Department shall waive the origination charge at the request of the applicant. However, a license concerning which such a waiver has been granted may not be sold, transferred to a third party, or transferred to a new location, notwithstanding any provision of this Title to the contrary.

SECTION 5: Title 6, Chapter 50, Section 520, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

**6.50.520:** (A) Subject to the provisions of Subsection (C) of this Section, no live entertainment, as defined in Subsection (B), may be offered in any establishment in the following licensing categories unless that form of entertainment has been approved in advance by the approval authority:

(1) Banquet or event establishment;

(2) Beer/wine/cooler on-sale;

(3) Beer and wine room;

(4) Nonprofit club general;

(5) Restaurant service bar;

(6) Restaurant with alcohol;

(7) Tavern; [or]

(8) Tavern-restricted; or

[(8)] (9) Establishment with a tavern-limited license that is outside of the boundaries of the downtown entertainment overlay district.

(B) For purposes of this Section:

(1) "Approval authority" means the City Council, if the approval is sought in connection with initial licensing approval by the City Council, and the Director otherwise.

(2) "Entertainment" means one or more of the following:

(a) Live music (with or without dancing);

(b) Live disc jockey (with dancing);

(c) Karaoke entertainment; or

(d) Stage shows, such as a magician, comedian other similar type of

performance artist.

(C) This Section:

(1) Applies only to establishments licensed after the effective date of Ordinance No. 6071;

(2) Does not apply to any establishments licensed as a nightclub pursuant to LVMC 6.39.

SECTION 6: Title 6, Chapter 40, Section 155, of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, is hereby amended to read as follows:

**6.40.155:** (A) The City Council may deny any application for a gaming license if it deems the place or location for which the license is sought to be unsuitable for the conduct of gaming.

(B) No restricted gaming shall be conducted, maintained or operated in the following places or locations:

(1) Laundromats;

(2) Bakeries, donut shops and any other retail location, except as otherwise provided in LVMC 6.40.140 and 6.40.150;

(3) Movie theaters and professional offices;

(4) Fast food establishments;

(5) Hotels with a lounge bar license;

(6) Locations within the Downtown Entertainment Overlay District, as described in LVMC 19.10.120;

(7) Establishments at which a person holds a tavern-limited license[;] or tavern-restricted license;

(8) Beer and wine rooms; and

(9) Outdoor entertainment complexes.

(C) Locations listed in Subsection (B) that are licensed for gaming as of the date this section (or any amendment thereto) was adopted may be allowed to continue their licenses so long as the

nature and character of the business at the location does not materially change.

SECTION 7: Ordinance No. 6289 and the Unified Development Code adopted as Title 19 of the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, are hereby amended as set forth in Sections 8 to 10, inclusive, of this Ordinance. The amendments are deemed to be amendments to both Ordinance No. 6289 and the Unified Development Code adopted as Title 19.

SECTION 8: Title 19, Chapter 12, Section 70, is hereby amended by amending the entry for the use "Liquor Establishment (Tavern)" so that the Minimum Special Use Permit Requirements for that use read as follows:

**Minimum Special Use Permit Requirements:**

*1. Pursuant to its general authority to regulate the sale of alcoholic beverages, the City Council declares that the public health, safety and general welfare of the City are best promoted and protected by generally requiring both a minimum separation between liquor establishments (tavern), and a minimum separation between a liquor establishment (tavern) and certain other uses that should be protected from the impacts associated with a liquor establishment (tavern). Therefore, except as otherwise provided below, no liquor establishment (tavern) may be located within 1500 feet of any other liquor establishment (tavern), church/house of worship, school, individual care center licensed for more than 12 children, or City park.

*2. The distance separation referred to in Requirement 1 shall be measured with reference to the shortest distance between two property lines, one being the property line of the proposed liquor establishment (tavern) which is closest to the existing use to which the measurement pertains, and the other being the property line of that existing use which is closest to the proposed liquor establishment (tavern). The distance shall be measured in a straight line without regard to intervening obstacles.

*3. For the purpose of Requirement 2, and for that purpose only:

a. The "property line" of a protected use refers to the property line of a fee interest parcel that has been created by an approved and recorded parcel map or subdivision map, and does not include the property line of a leasehold parcel; and

b. The "property line" of a liquor establishment (tavern) refers to:

i. The property line of a parcel that has been created by an approved and recorded parcel map or commercial subdivision map; or

ii. The property line of a parcel that is located within an approved and recorded commercial subdivision and that has been created by a record of survey or legal description, if:

A. Using the property line of that parcel for the purpose of measuring the distance separation referred to in Requirement 1 would qualify the parcel under the distance separation requirement;

B. The proposed liquor establishment (tavern) will have direct access (both ingress and egress) from a street having a minimum right-of-way width of 100 feet. The required access may be shared with a larger development but must be located within the property lines of the parcel on which the proposed liquor establishment (tavern) will be located;

C. All parking spaces required by this Subchapter 19.12.070 for the liquor establishment (tavern) use will be located on the same parcel as the use; and

D. The owners of all parcels within the commercial subdivision, including the owner of agreement, satisfactory to the City Attorney, that provides for perpetual, reciprocal cross-access, ingress and egress throughout the commercial subdivision.

4. The distance separation requirement set forth in Requirement 1 does not apply to an establishment which has a non-restricted gaming license in connection with a hotel having 200 or more guest rooms on or before July 1, 1992, or in connection with a resort hotel having in excess of 200 guest rooms after July 1, 1992.

5. The distance separation requirement set forth in Requirement 1 may be waived in accordance with the provisions of LVMC 19.12.050(C), but only in connection with a proposed liquor establishment (tavern) that:

a. Will be located on a parcel within the C-V District, the Market District or Symphony Park District as shown in Figure 3 of the Development Standards adopted in LVMC 19.10.110(B), the Gaming Enterprise Overlay District, or the Downtown Casino Overlay District;

b. Will be located on a parcel or within a building that, pursuant to State law or City ordinance, has

been designated as an historic property, historic building, or landmark;

c. Will be located within a regional mall; or

d. Will be located within a mixed-use development:

i. That has been approved by means of Special Use Permit pursuant to LVMC Chapters 19.12 and 19.16;

ii. That has a minimum net site area of 15 acres; and

iii. Whose gross floor area of nonresidential space is a minimum of 250,000 square feet; or

e. Will be separated from the existing use by a street or highway with a minimum right-of-way width of 100 feet; [or]

f. Will have a general on-sale alcoholic beverage license operated in conjunction with an establishment listed in LVMC 6.50.060[.]; or

g. Will have a tavern-restricted alcoholic beverage license pursuant to LVMC 6.50.253.

*6. The use shall conform to, and is subject to, the provisions of LVMC Chapters 6.40 and 6.50.

SECTION 9: Title 19, Chapter 12, Section 70, is hereby amended by amending the entry for the use "Nightclub" so that the Conditional Use Regulations for that use read as follows:

**Conditional Use Regulations:**

1. Because the primary operations of a nightclub often include preparing and serving alcoholic beverages for immediate on-premises consumption and the provision of live entertainment, the City Council declares that the public health, safety and general welfare of the City are best promoted and protected by generally requiring a minimum separation between a nightclub and other uses that should be protected from the impacts associated with a nightclub. Therefore, except as otherwise provided below, no nightclub may be located within 1500 feet of a church, synagogue, school, [child care facility] individual care center licensed for more than 12 children or City park.

2. A person that desires to operate a nightclub shall obtain both a nightclub land use entitlement as well as any necessary land use entitlement for the service of alcohol for on-premises consumption. A person lawfully operating a nightclub as defined by this section and LVMC 6.39, prior to December 1, 2014, is not

required to obtain a special use permit for the continued operation of such nightclub use. Real property entitled for a nightclub pursuant to this Code shall have no specific spacing requirements between other nightclubs. However, as the nightclub entitlement is a separate and distinct from any land use entitlement permitting the service of alcohol for on-premises consumption, this provision shall not act to waive or otherwise diminish the specific spacing requirements between uses entitled for the service of alcohol for on-premise consumption.

3. The distance separation referred to in [Requirement] Regulation 1 above and [Requirement] Regulation 7 below shall be measured with reference to the shortest distance between two property lines, one being the property line of the proposed nightclub which is closest to the existing use to which the measurement pertains, and the other being the property line of that existing use which is closest to the proposed nightclub. The distance shall be measured in a straight line without regard to intervening obstacles.

4. For the purpose of [Requirement] Regulation 3, and for that purpose only:

a. The "property line" of a protected use refers to the property line of a fee interest parcel that has been created by an approved and recorded parcel map or subdivision map, and does not include the property line of a leasehold parcel; and

b. The "property line" of a nightclub refers to:

i. The property line of a parcel that has been created by an approved and recorded parcel map or commercial subdivision map; or

ii. The property line of a parcel that is located within an approved and recorded commercial subdivision and that has been created by a record of survey or legal description, if:

A. Using the property line of that parcel for the purpose of measuring the distance separation referred to in [Requirement] Regulation 1 would qualify the parcel under the distance separation requirement;

B. The proposed nightclub will have direct access (both ingress and egress) from a street having a minimum right-of-way width of 100 feet. The required access may be shared with a larger development but must be located within the property lines of the parcel on which the proposed nightclub will

be located;

C. All parking spaces required by this Section 19.12.070 for the nightclub will be located on the same parcel as the use; and

D. The owners of all parcels within the commercial subdivision, including the owner of the nightclub parcel, sign an agreement, satisfactory to the City Attorney, that provides for perpetual, reciprocal cross-access, ingress and egress throughout the commercial subdivision.

5. The distance separation requirement set forth in [Requirement] Regulation 1 does not apply to an establishment which has a non-restricted gaming license in connection with a hotel having 200 or more guest rooms on or before July 1, 1992, or in connection with a resort hotel having in excess of 200 guest rooms after July 1, 1992.

6. The use shall conform to, and is subject to, the provisions of LVMC Chapter 6.50.

7. Except as otherwise provided in [Requirement] Regulation 8 below, no nightclub may be located within 500 feet of any single family dwelling.

8. The distance separation requirement set forth in [Requirement] Regulation 7 does not apply to:

a. An establishment which has a non-restricted gaming license in connection with a hotel having 200 or more guest rooms on or before July 1, 1992, or in connection with a resort hotel having in excess of 200 guest rooms after July 1, 1992.

b. A nightclub located within the boundaries of the Downtown Entertainment Overlay District or within the boundaries of the Pedestrian Mall as defined by LVMC Chapter 11.68.

c. A nightclub that meets all the following criteria:

i. Is located within a building that has a minimum of 5000 square feet of gross floor area dedicated to the nightclub use.

ii. Is located on a parcel with a minimum net site area of 0.25 acres; and

iii. Is located on a parcel that is adjacent to Las Vegas Boulevard between Charleston Boulevard and Fremont Street[;].

9. Alcohol service is only permitted in conjunction with the following Title 6 alcoholic beverage licenses:

Beer and Wine Room, Tavern, Tavern-Limited, General On-Sale and Urban Lounge.

SECTION 10: Title 19, Chapter 12, Section 70, is hereby amended by amending the entry for the use "Nightclub" so that the Minimum Special Use Permit Requirements for that use read as follows:

**Minimum Special Use Permit Requirements:**

*1. Because the primary operations of a nightclub often include preparing and serving alcoholic beverages for immediate on-premises consumption and the provision of live entertainment, the City Council declares that the public health, safety and general welfare of the City are best promoted and protected by generally requiring a minimum separation between a nightclub and other uses that should be protected from the impacts associated with a nightclub. Therefore, except as otherwise provided below, no nightclub may be located within 1500 feet of a church, synagogue, school, [child care facility] individual care center licensed for more than 12 children or City park.

*2. A person that desires to operate a nightclub shall obtain both a nightclub land use entitlement as well as any necessary land use entitlement for the service of alcohol for on-premises consumption. A person lawfully operating a nightclub as defined by this section and LVMC 6.39, prior to December 1, 2014, is not required to obtain a special use permit for the continued operation of such nightclub use. Real property entitled for a nightclub pursuant to this Code shall have no specific spacing requirements between other nightclubs. However, as the nightclub entitlement is a separate and distinct from any land use entitlement permitting the service of alcohol for on-premises consumption, this provision shall not act to waive or otherwise diminish the specific spacing requirements between uses entitled for the service of alcohol for on-premise consumption.

*3. The distance separation referred to in Requirement 1 above and Requirement 8 below shall be measured with reference to the shortest distance between two property lines, one being the property line of the proposed nightclub which is closest to the existing use to which the measurement pertains, and the other being the property line of that existing use which is closest to the proposed nightclub. The distance shall be measured in a straight line without regard to intervening obstacles.

*4. For the purpose of Requirement 3, and for that purpose only:

a. The "property line" of a protected use refers to the property line of a fee interest parcel that has been created by an approved and recorded parcel map or subdivision map, and does not include the property line of a leasehold parcel; and

b. The "property line" of a nightclub refers to:

i. The property line of a parcel that has been created by an approved and recorded parcel map or commercial subdivision map; or

ii. The property line of a parcel that is located within an approved and recorded commercial subdivision and that has been created by a record of survey or legal description, if:

A. Using the property line of that parcel for the purpose of measuring the distance separation referred to in Requirement 1 would qualify the parcel under the distance separation requirement;

B. The proposed nightclub will have direct access (both ingress and egress) from a street having a minimum right-of-way width of 100 feet. The required access may be shared with a larger development but must be located within the property lines of the parcel on which the proposed nightclub will be located;

C. All parking spaces required by this Section 19.12.070 for the nightclub will be located on the same parcel as the use; and

D. The owners of all parcels within the commercial subdivision, including the owner of the nightclub parcel, sign an agreement, satisfactory to the City Attorney, that provides for perpetual, reciprocal cross-access, ingress and egress throughout the commercial subdivision.

5. The distance separation requirement set forth in Requirement 1 does not apply to an establishment which has a non-restricted gaming license in connection with a hotel having 200 or more guest rooms on or before July 1, 1992, or in connection with a resort hotel having in excess of 200 guest rooms after July 1, 1992.

6. The distance separation requirement set forth in Requirement 1 may be waived in accordance with the provisions of LVMC 19.12.050(C) under the following circumstances:

a. In connection with a proposed nightclub that will be located on a parcel within the C-V District;

the Market District or Symphony Park District as shown in Figure 3 of the Development Standards adopted in LVMC 19.10.110(B); the Gaming Enterprise Overlay District; the Fremont East Entertainment District; the 18b Arts District or the Downtown Casino Overlay District;

b. In connection with a proposed nightclub to be located on a parcel within that certain area formerly identified as the Office Core District, described as the area bounded on the north by the centerline of Bridger Avenue, on the east by the centerline of 6th Street, on the south by the centerline of Garces Avenue, and on the west by the eastern edge of the Union Pacific Railroad right-of-way line; [or]

c. In connection with a proposed nightclub that will be located within an establishment which has a non-restricted gaming license and is not exempted pursuant to [Paragraph 5.] Requirement 5; or

d. In connection with a proposed nightclub to be operated in conjunction with an establishment that has a tavern-restricted alcoholic beverage license pursuant to LVMC 6.50.253.

7. The use shall conform to, and is subject to, the provisions of LVMC Chapter 6.50.

*8. Except as otherwise provided in Requirement 9 below, no nightclub may be located within 500 feet of any single-family dwelling.

9. The distance separation requirement set forth in Requirement 8 does not apply to:

a. An establishment which has a non-restricted gaming license in connection with a hotel having 200 or more guest rooms on or before July 1, 1992, or in connection with a resort hotel having in excess of 200 guest rooms after July 1, 1992.

b. A nightclub located within the boundaries of the Downtown Entertainment Overlay District or within the boundaries of the Pedestrian Mall as defined by LVMC Chapter 11.68.

c. A nightclub that meets all the following criteria:

i. Is located on a parcel that is adjacent to Las Vegas Boulevard between Charleston Boulevard and Fremont Street;

ii. Is located on a parcel with a minimum net site area of 0.25 acres; and

iii. Is located within a building that has a minimum of 5000 square feet of gross floor area dedicated to the nightclub use.

d. A nightclub operated in conjunction with an establishment that has a tavern-restricted alcoholic beverage license pursuant to LVMC 6.50.253.

*10. Alcohol service, if any, is permitted only in conjunction with the following Title 6 alcoholic beverage licenses: Beer and Wine Room, Tavern, Tavern-Limited, Tavern-Restricted, General On-Sale and Urban Lounge.

SECTION 11: For purposes of Section 2.100(3) of the City Charter, Section 19.12.070 is deemed to be a subchapter rather than a section.

SECTION 12: The Department of Planning is authorized and directed to incorporate into the Unified Development Code the amendments contained in Sections 8 to 10, inclusive, of this Ordinance.

SECTION 13: If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council of the City of Las Vegas hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

SECTION 14: Whenever in this ordinance any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or whenever in this ordinance the doing of any act is required or the failure to do any act is made or declared to be unlawful or an offense or a misdemeanor, the doing of such prohibited act or the failure to do any such required act shall constitute a misdemeanor and upon conviction thereof, shall be punished by a fine of not more than $1,000.00 or by imprisonment for a term of not more than six months, or by any combination of such fine and imprisonment. Any day of any violation of this ordinance shall constitute a separate offense.

. . .

. . .

. . .

SECTION 15: All ordinances or parts of ordinances or sections, subsections, phrases, sentences, clauses or paragraphs contained in the Municipal Code of the City of Las Vegas, Nevada, 1983 Edition, in conflict herewith are hereby repealed.

PASSED, ADOPTED and APPROVED this _____ day of _____, 2019.

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

APPROVED AS TO FORM:

Val Steed 2-21-19
_____
Val Steed, Date
Deputy City Attorney

The above and foregoing ordinance was first proposed and read by title to the City Council on the _____ day of _____, 2019, and referred to a committee for recommendation, the committee being composed of the following members _____; thereafter the said committee reported favorably on said ordinance on the _____ day of _____, 2019, which was a _____ meeting of said Council; that at said _____ meeting, the proposed ordinance was read by title to the City Council as first introduced and adopted by the following vote:

VOTING "AYE": _____

VOTING "NAY": _____

ABSENT: _____

APPROVED:

By _____
CAROLYN G. GOODMAN, Mayor

ATTEST:

_____
LUANN D. HOLMES, MMC
City Clerk

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**64**

**DEPARTMENT: Human Resources** **DISCUSSION**
**DIRECTOR: Dan Tarwater**

**SUBJECT:**
Closed Session - A closed meeting is called in accordance with NRS 288.220 to discuss labor issues

**FISCAL IMPACT:**
None

**PURPOSE/BACKGROUND:**
To discuss labor issues.

**RECOMMENDATION:**
None

**BACKUP DOCUMENTATION:**
None

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**65**

**DEPARTMENT: City Clerk**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
Any items from the 11 A.M. session that the Council, staff and/or the applicant wish to be stricken or held in abeyance to a future meeting may be brought forward and acted upon at this time.

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**66**

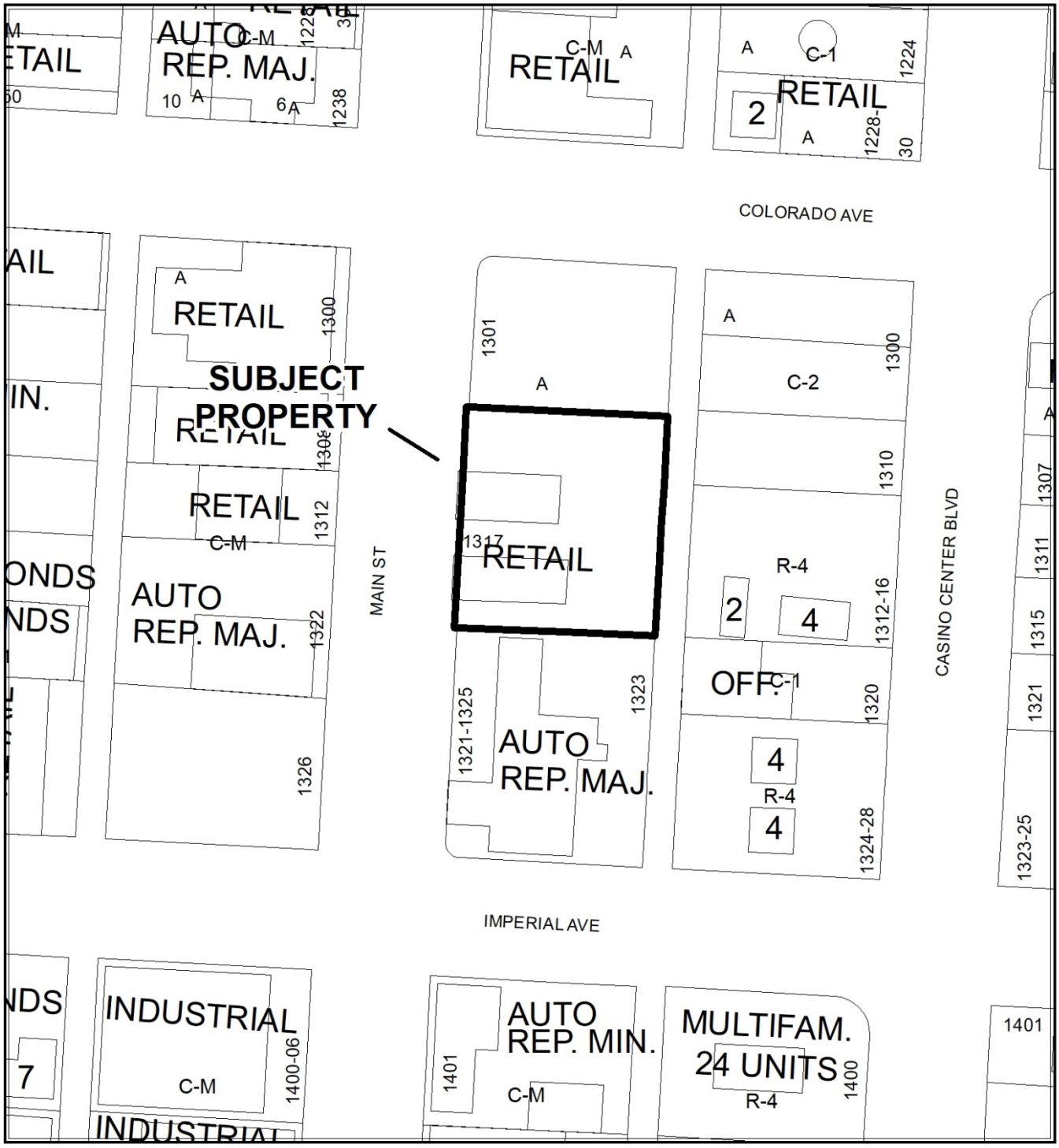
**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
EOT-75518 - EXTENSION OF TIME - SPECIAL USE PERMIT - APPLICANT/OWNER: MAIN STREET INVESTMENTS III, LLC - For possible action on a request for an Extension of Time of an approved Special Use Permit (SUP-66544) FOR A PROPOSED DRIVE-THROUGH at 1311 South Main Street (APN 162-03-110-131), C-M (Commercial/Industrial) Zone, Ward 3 (Coffin) [PRJ-75215]. Staff recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 0 | Planning Commission Mtg. | 0 |
| City Council Meeting | 0 | City Council Meeting | 0 |

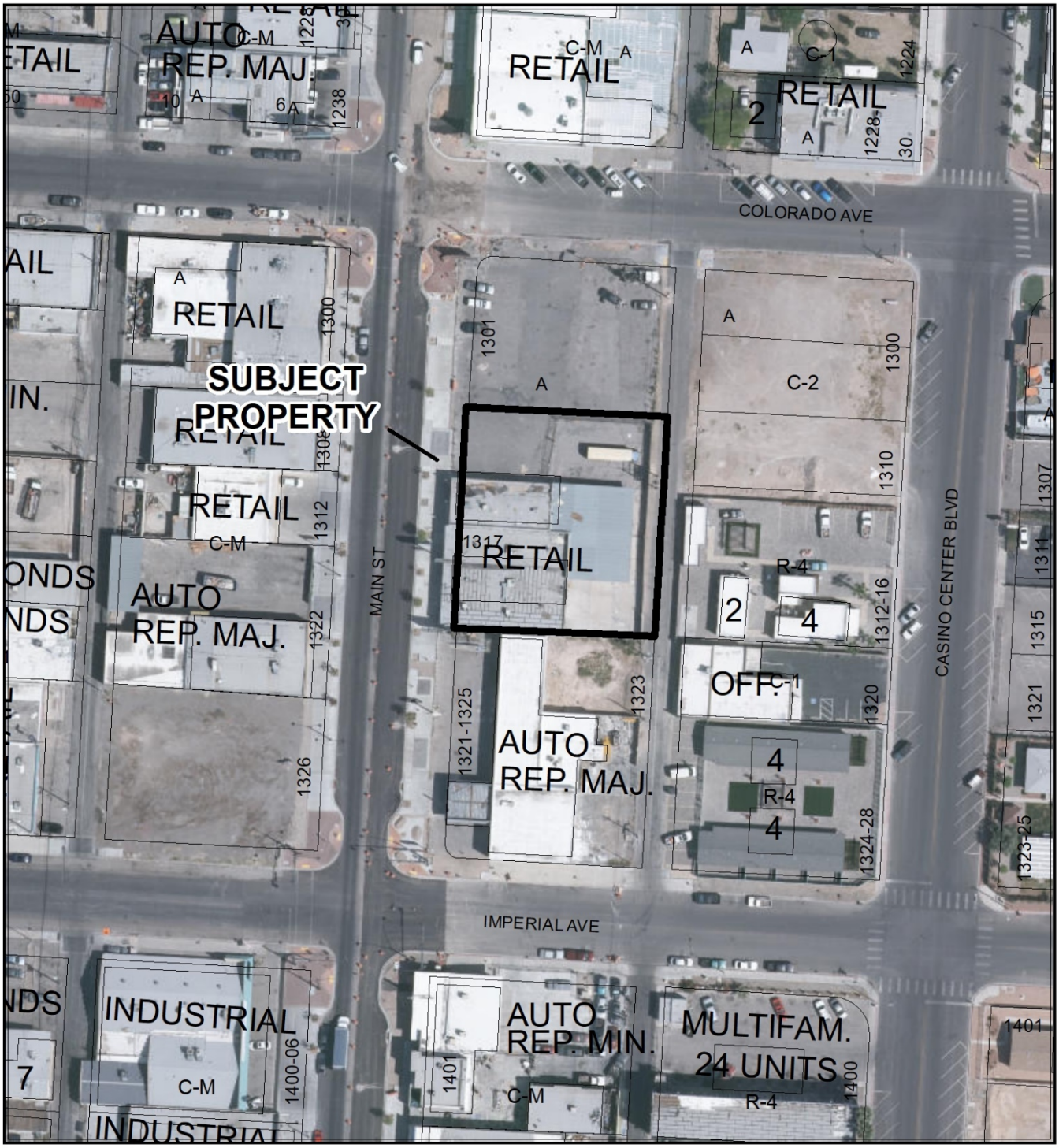
**RECOMMENDATION:**
Staff recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Location and Aerial Maps – EOT-75518 and EOT-75519 [PRJ-75215]
2. Conditions and Staff Report – EOT-75518 and EOT-75519 [PRJ-75215]
3. Supporting Documentation - EOT-75518 and EOT-75519 [PRJ-75215]
4. Photo(s) - EOT-75518 and EOT-75519 [PRJ-75215]
5. City Council Approval Letter – SUP-66544
6. Justification Letter - EOT-75518 and EOT-75519 [PRJ-75215]




**CASE:** **EOT-75518 AND EOT-75519 (PRJ-75215)**

**ZONING OF SUBJECT PROPERTY:** C-M (COMMERCIAL/INDUSTRIAL)




**CASE:** **EOT-75518 AND EOT-75519 (PRJ-75215)**

**ZONING OF SUBJECT PROPERTY:** C-M (COMMERCIAL/INDUSTRIAL)

City of Las Vegas

## *AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT/OWNER: MAIN STREET INVESTMENTS III, LLC**

## ** STAFF RECOMMENDATION(S) **

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **EOT-75518** | Staff recommends APPROVAL, subject to conditions: | |
| **EOT-75519** | Staff recommends APPROVAL, subject to conditions: | EOT-75518 |

## ** NOTIFICATION **

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED** N/A

**NOTICES MAILED** N/A

**PROTESTS** 0

**APPROVALS** 0

SS

**** CONDITIONS ****

# EOT-75518 CONDITIONS

***Planning***

1. This approval shall expire 12/21/2021 unless another Extension of Time is approved by the City Council.

2. Conformance to the approved conditions for Special Use Permit (SUP-66544).

3. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# EOT-75519 CONDITIONS

***Planning***

1. This approval shall expire 12/21/2021 unless another Extension of Time is approved by the City Council.

2. Conformance to the approved conditions for Site Development Plan Review (SDR-66545).

3. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

The applicant is requesting Extensions of Time for an approved Special Use Permit (SUP-66544) for a Drive-Through use and an approved Site Development Plan Review (SDR-66545) for a proposed 2,148 square-foot restaurant with outdoor patio seating at 1311 South Main Street.

## ISSUES

- These are the first Extension of Time requests for the approved Special Use Permit and Site Development Plan Review.
- Since the original approval, two new commercial developments have been approved on adjacent parcels.

## ANALYSIS

The subject site is currently developed with a 7,640 square-foot commercial building. The applicant has proposed to utilize 2,148 square feet of interior space located on the northern perimeter of the building for the proposed restaurant and drive-through. The submitted building elevations indicate that the existing building height and dimensions will remain unchanged. The applicant has proposed façade improvements through conceptual renderings, which will be addressed at a later date through building permit review.

No building permits or business licenses have been issued for the proposed restaurant or drive-through. The applicant states that a new tenant has only recently been identified to operate in the space, which has delayed the submittal of building plans and engineering for the project. A Required Review of the Special Use Permit will be scheduled for public hearing one year following issuance of a license for the restaurant to monitor compatibility with surrounding land uses.

There have been two development projects approved on both the north and south sides of this site. The northern vacant lot is proposed to contain a two-story commercial building, while the vacant auto repair garage to the south is proposed to be expanded and converted into a commercial building with a large outdoor patio area. The applicant's restaurant project (also featuring outdoor patio space) will be compatible with these new developments.

**FINDINGS (EOT-75518)**

Staff previously determined that the proposed drive-through with no landscape screening would not have a negative impact on the area and that the use could be conducted in a manner that is harmonious and compatible with the adjacent uses. The addition of two new commercial developments on the adjacent parcels will not change this determination. Therefore, staff recommends approval of the Extension of Time, subject to expiration in two years.

**FINDINGS (EOT-75519)**

Staff previously determined that the proposed restaurant development will be complementary to other restaurants and general retail uses in the vicinity and is typical of a use that is encouraged in the Downtown Las Vegas Overlay District. The addition of two new commercial developments on the adjacent parcels will not change this determination. Therefore, staff recommends approval of the Extension of Time, subject to expiration in two years.

**BACKGROUND INFORMATION**

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc.*** | |
|---|---|
| 12/19/01 | The City Council approved a request for a Special Use Permit (U-0137-01) for a Secondhand Dealer of used restaurant equipment at 1317 South Main Street. The Planning Commission recommended approval. The Special Use Permit expired 10/22/09. |
| 12/21/16 | The City Council approved a request for a Special Use Permit (SUP-66544) for a Drive-Through use at 1311 South Main Street. The Planning Commission and staff recommended approval. |
| | The City Council approved a request for a Site Development Plan Review (SDR-66545) for a proposed 2,148 square-foot restaurant with drive-through and outdoor seating with a waiver of the Downtown Centennial Plan parking lot screening requirements on 0.46 acres at 1311 South Main Street. The Planning Commission and staff recommended approval. |
| 04/18/17 | Code Enforcement processed a Case (177560) regarding graffiti and a missing address number at 1315 South Main Street. The case was resolved by Code Enforcement on 04/25/17. |
| 04/24/17 | Code Enforcement processed a Case (177799) regarding extensive graffiti at 1311 South Main Street. The case was resolved by Code Enforcement on 04/25/17. |
| 06/21/17 | Code Enforcement processed a Case (179999) regarding graffiti facing Main Street and yard area at 1315 South Main Street. The case was resolved by Code Enforcement on 07/11/17. |
| 08/03/17 | Code Enforcement processed a Case (181306) regarding graffiti and dumping at 1315 South Main Street. The case was resolved by Code Enforcement on 08/21/17. |

| | |
|---|---|
| 09/13/17 | Code Enforcement processed a Case (182536) regarding graffiti and dumping behind the building at 1315 South Main Street. The case was resolved by Code Enforcement on 11/06/17. |
| 11/15/17 | The City Council approved a request for a Site Development Plan Review (SDR-71507) for an 8,275 square-foot addition to an existing 5,800 square-foot commercial building with façade improvements and a 4,500 square-foot outdoor patio area on 0.48 acres at the northeast corner of Imperial Avenue and Main Street. The Planning Commission recommended approval; staff recommended denial. |
| 02/06/18 | Code Enforcement processed a Case (185955) regarding an abandoned, unlicensed school bus at 1311 South Main Street. The case was resolved by Code Enforcement on 03/26/18. |
| 04/10/18 | The Planning Commission approved a request for a Site Development Plan Review (SDR-72768) for a proposed two-story, 14,723 square-foot commercial development, including a 680 square-foot plaza and 4,825 square feet of second-level outdoor patio space on 0.32 acres at 1301 South Main Street. Staff recommended approval. |
| 07/03/18 | Business License Enforcement processed a Case (BLE-553439) regarding an unpermitted and unlicensed pop-up warehouse party at 1311 South Main Street on 06/29/18. The case was resolved 07/11/18. |
| 07/16/18 | Department of Planning staff approved a Conditional Use Verification (CUV-73893) for a Beer/Wine/Cooler On-Sale Establishment (Beer and Wine Room) at 1311 South Main Street. |
| 01/30/19 | Code Enforcement processed a Case (196216) to investigate a complaint that a graffiti covered bus and the surrounding area was being occupied by homeless at 1311 South Main Street. The case was resolved by Code Enforcement on 02/06/19. |

| ***Most Recent Change of Ownership*** | |
|---|---|
| 09/01/16 | A deed was recorded for a change in ownership. |

| ***Related Building Permits/Business Licenses*** | |
|---|---|
| 03/06/68 | A building permit (40704) was issued for a four-bay auto repair garage at 1311 South Main Street. A final inspection was approved 09/11/68. |
| 03/09/88 | A building permit (7713) was issued for a tenant improvement remodel of an 1,848 square-foot commercial space at 1315 South Main Street. A final inspection was not completed. |
| 08/28/18 | Application was made for business licenses for a Beer/Wine Room (P66-00254), Ancillary Brew Pub (P66-00255) and manufacture and sales of craft beer and related merchandise (G66-06154) at 1311 South Main Street. The licenses have not been issued. |

| ***Pre-Application Meeting*** |
|---|

| |
|---|
| A pre-application meeting is not required, nor was one held. |

| ***Neighborhood Meeting*** |
|---|
| A neighborhood meeting was not required, nor was one held. |

| ***Field Check*** | |
|---|---|
| 02/12/19 | The approved use would occupy the northern portion of the existing building, which appears to be vacant. The site has access to Main Street but no striped parking. No door faces main Street. A rolling gate and wrought iron fence restricts access to a paved storage area, which currently contains a parked school bus covered in graffiti. A rear metal canopy has been screened by rusty temporary chain link fencing. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Net Acres | 0.46 |

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Land Use Designation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | General Retail Store, Other Than Listed | C (Commercial) | C-M (Commercial/Industrial) |
| North | Undeveloped | C (Commercial) | C-M (Commercial/Industrial) |
| South | Auto Repair Garage, Major | C (Commercial) | C-M (Commercial/Industrial) |
| East | Undeveloped | MXU (Mixed Use) | C-2 (General Commercial) |
| | Multi-Family Residential | | R-4 (High Density Residential) |
| West | Undeveloped | C (Commercial) | C-M (Commercial/Industrial) |
| | Auto Repair Garage, Major | | |

| ***Master and Neighborhood Plan Areas*** | ***Compliance*** |
|---|---|
| Vision 2045 Downtown Master Plan Area | N/A |
| ***Special Area and Overlay Districts*** | ***Compliance*** |
| DTLV-O (Downtown Las Vegas Overlay) District | Y |
| LW-O (Live/Work Overlay) District | Y |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Trails | N/A |

SS

| | |
|---|---|
| Las Vegas Redevelopment Plan Area | Y |
| Interlocal Agreement | N/A |
| Project of Significant Impact (Development Impact Notification Assessment) | N/A |
| Project of Regional Significance | N/A |

## DEVELOPMENT STANDARDS

***Pursuant to Title 19 Appendix F Area 1 Standards and the approved Site Development Plan Review (SDR-66545), the following standards apply:***

| *Standard* | *Required/Allowed* | *Provided* | *Compliance* |
|---|---|---|---|
| Min. Lot Size | N/A | 19,600 SF | N/A |
| Min. Lot Width | 100 Feet | 145 Feet | Y |
| Min. Setbacks<br>• Front<br>• Side<br>• Rear | 70% alignment along front PL<br>N/A<br>N/A | 100%<br>0 Feet<br>60 Feet | Y<br>Y<br>Y |
| Max. Building Height | N/A | 18 Feet | Y |
| Trash Enclosure | Screened, Gated, w/ a Roof or Trellis | Screened, Gated, w/ a Roof or Trellis | Y |
| Mech. Equipment | Screened | Screened | Y |

| *Landscaping and Open Space Standards* | | | | |
|---|---|---|---|---|
| *Standards* | *Required* | | *Provided* | *Compliance* |
| | *Ratio* | *Landscape Area* | | |
| Parking area landscaping | 10 SF per parking space | 50 SF | 1,741 SF | Y |

| *Street Name* | *Functional Classification of Street(s)* | *Governing Document* | *Actual Street Width (Feet)* | *Compliance with Street Section* |
|---|---|---|---|---|
| Main Street | Primary Arterial | Master Plan of Streets and Highways Map | 80 | N |

| *Streetscape Standards* | *Required* | *Provided* | *Compliance* |
|---|---|---|---|
| Appendix F (Area 1) Main Street | Five-foot wide amenity zone | Zero feet | N* |
| | 10-foot wide sidewalk | 15 feet | Y |
| | 36-inch box trees at 20-foot intervals along Main Street. | Zero trees (existing) | N* |

**A covenant running with the land will be required to obtain the property owners consent for future improvements.*

| ***Parking Requirement - Downtown*** | | | | | | | |
|---|---|---|---|---|---|---|---|
| ***Use*** | ***Gross Floor Area or Number of Units*** | ***Base Parking Requirement*** | | | ***Provided*** | | ***Compliance*** |
| | | ***Parking Ratio*** | *Parking* | | *Parking* | | |
| | | | Regular | Handi-capped | Regular | Handi-capped | |
| Restaurant | 2,148 SF (1,282 SF indoor seating/ waiting) with 1,730 SF outdoor | 1 space per 50 SF seating and waiting, plus 1 space per 200 SF of remaining floor area | 65 | | | | |
| General Retail Store | 5,492 SF | 1 space per 175 SF GFA | 32 | | | | |
| **TOTAL SPACES REQUIRED** | | | 97 | | 5 | | N |
| **Regular and Handicap Spaces Required** | | | 93 | 4 | 4 | 1 | N |

Projects located within the Downtown Las Vegas Overlay - Area 1 are not subject to the automatic application of parking requirements. However, the above table should be used to illustrate the requirements of an analogous project in another location in the City.

| ***Waivers*** | | |
|---|---|---|
| ***Requirement*** | ***Request*** | ***Staff Recommendation*** |
| Install parking lot screening fence adjacent to right-of-way | To allow no installation of parking lot screening fence | Approval |

# DEPARTMENT OF PLANNING

**Application / Petition Form & Statement of Financial Interest**

| Department Use | |
|---|---|
| Case # | |
| Meeting Date | |
| Total Fee | |
| Received By/Date | |

**Case Type** (Special Use Permit, Rezoning, Variance, Site Development Plan Review, etc) Extension of Time for SUP/SDR

**Project Address** (Location) 1311 ~~19~~ S. Main Street

**Project Name** Alpine Building **Proposed Use** coffee shop with drive thru

**Assessor's Parcel #(s)** _____ **Ward #** 3

**General Plan:** Existing _____ Proposed _____ **Zoning:** Existing _____ Proposed _____

**Additional Information** SUP Extension

**Property Owner** Main Street Investments III LLC **Contact** _____

Address 3773 Howard Hughes Parkway, #500S **City** Las Vegas **State** NV **Zip** 89169

E-mail MainStreetCRE@gmail.com **Phone** _____

**Applicant** Main Street Investments III LLC **Contact** _____

Address 3773 Howard Hughes Parkway, #500S **City** Las Vegas **State** NV **Zip** 89169

E-mail MainStreetCRE@gmail.com **Phone** _____

**Representative** David LeGrand **Contact** _____

Address 3900 S. Hualapai Way #128 **City** LV **State** NV **Zip** 89147

E-mail davidOlegrandlegal.com **Phone** 702-218-6736

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ Yes ☒ No

**If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.**

**City Official** _____ **Partner(s)** _____

**Partner(s)** _____

- I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in the application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.
- Application will not be deemed complete until the submitted materials have been reviewed by Department of Planning for consistency with the Zoning Ordinance.

**Property Owner Signature** _____

An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps and Parcel Maps

**Print Name** David G. LeGrand, Manager / Manager

Subscribed and sworn before me

This 19 day of December, 20 18

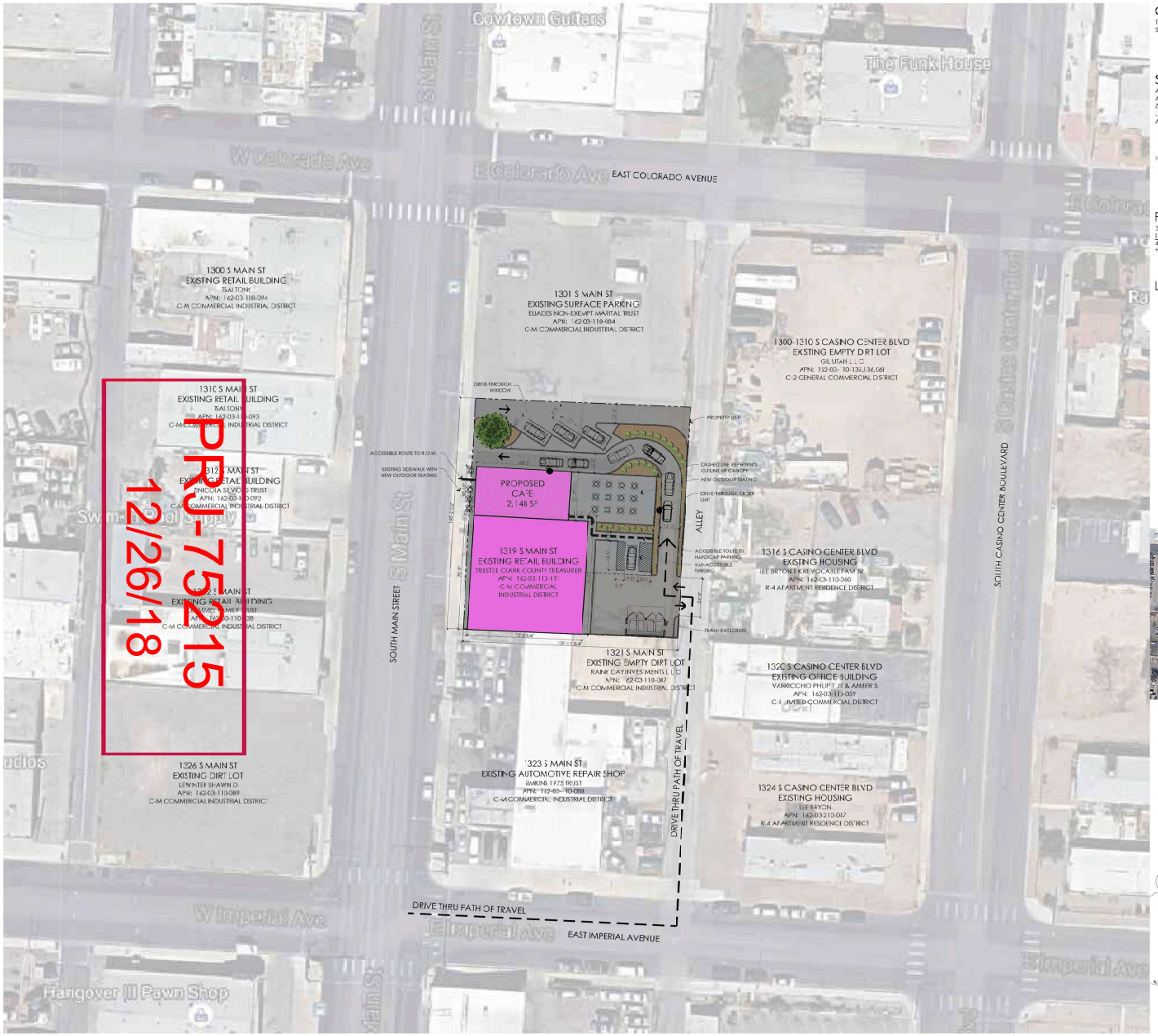
Hardeep

Notary Public in and for said County and State — NEVADA

CLARK

HARDEEP KAUR
Notary Public - State of Nevada
County of Clark
APPT. NO. 18-1350-1
My App. Expires Jan. 3, 2022

PRJ-75215
12/26/18




## GENERAL NOTES

THE PROPOSED REMODEL CONSISTS OF A CAFE/RESTAURANT, WITH INDOOR AND OUTDOOR SEATING, AND A DRIVE-THRU.

## SITE DATA

| | | |
|---|---|---|
| APN: | 162-03-1 0-131 | |
| ADDRESS: | 1309 S MAIN STREET | |
| ZONE: | C-M COMMERCIAL INDUSTRIAL DISTRICT | |
| LOT SIZE: | 0.46 ACRES (20,038 SF) | |
| AREA: | 2,148 SF CAFE | (285 SF OF OUTDOOR SEATING IN FRONT & 1,500 SF OF OUTDOOR SEATING IN BACK) |
| | 5,600 SF ADJACENT TENANT SPACE | |
| | 7,748 SF TOTAL | |
| F.A.R.: | 0.3867 = 7,748 SF / 20,038 SF | |

## PARKING ANALYSIS

3 STANDARD SPACES
1 VAN ACCESSIBLE SPACE
4 TOTAL SPACES
*ONSITE PARKING IS NOT REQUIRED PER DOWNTOWN CENTENNIAL PLAN

## LANDSCAPE PLANT MATERIAL LIST

(1) 24 INCH BOX - CHITALPA TREE

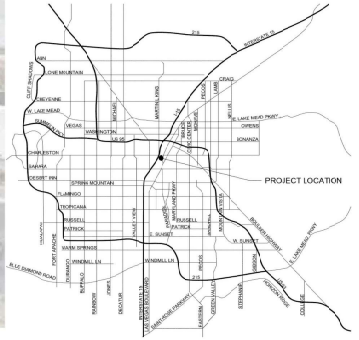
(39) 5 GALLON - TEXAS RANGERS

*OR OTHER CITY OF LAS VEGAS APPROVED PLANT SPECIES

PROJECT LOCATION



## VICINITY MAP




## AREA MAP

01 ARCHITECTURAL SITE PLAN
OPTION 02

1" = 30'-0"

City of Las Vegas SUP & SDR Submittal - NOT FOR CONSTRUCTION

NOVUS ARCHITECTURE
CONNECT | CREATE | CULTIVATE
8 E. CHARLESTON BLVD.
LAS VEGAS, NEVADA 89104
702.322.9252 Office
702.341.9596 Fax
www.novusarchitecture.com

PROFESSIONAL STAMP

PROJECT

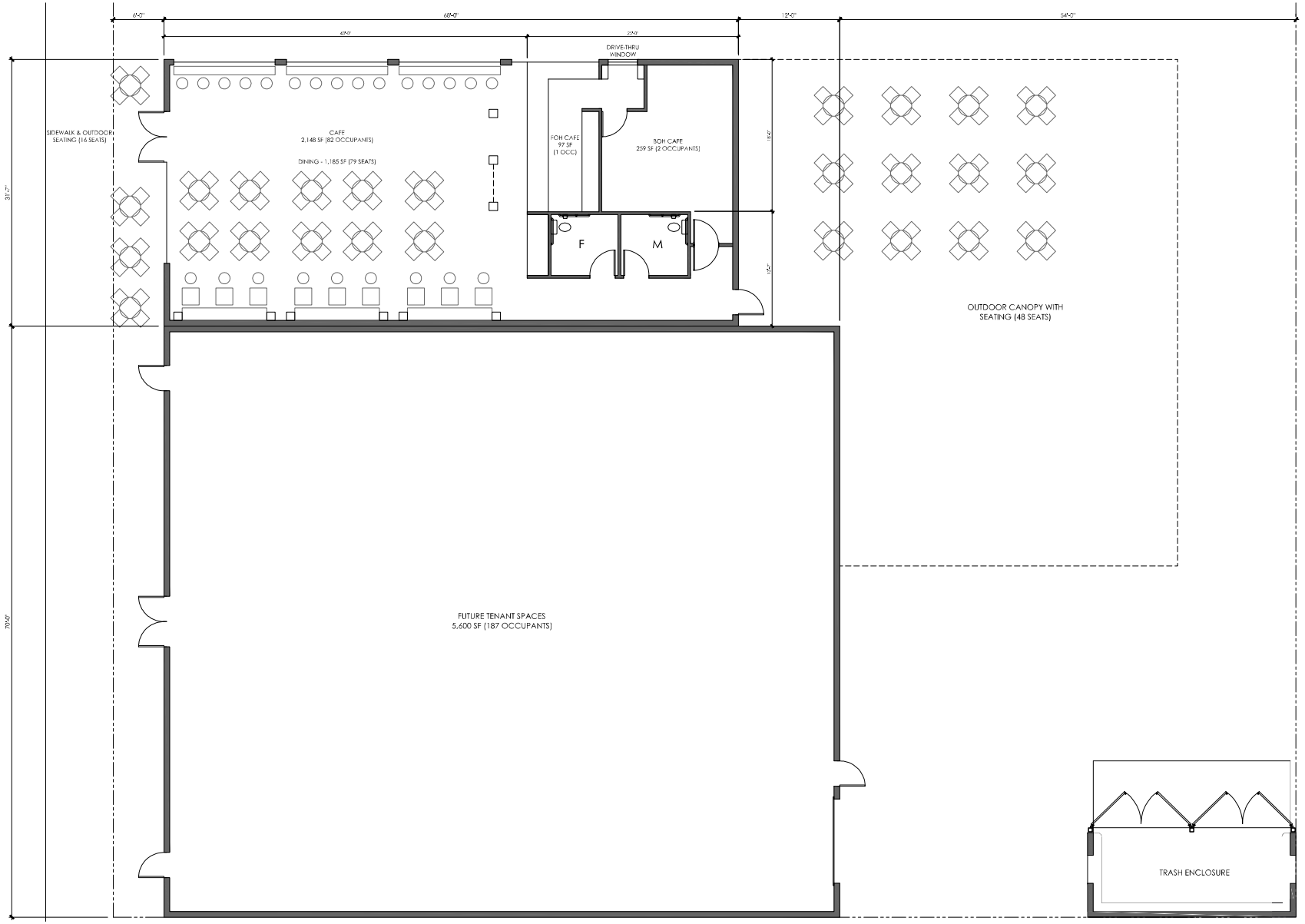
**CAFE**
AT MAIN STREET
1311 South Main Street
Las Vegas, NV 89104

REVISIONS

| | |
|---|---|
| DRAWN BY | MCG |
| REVIEWED BY | DRE |
| DATE | 10.06.2016 |
| PROJECT NO. | 03-000.20 |

DRAWING NAME
ARCHITECTURAL SITE PLAN

DRAWING NO.
A011.00




01 ARCHITECTURAL FLOOR PLAN

SCALE: 3/16" = 1'-0"


NOVUS ARCHITECTURE
CONNECT | CREATE | CULTIVATE
8 E. CHARLESTON BLVD.
LAS VEGAS, NEVADA 89104
702.522.9292 Office
702.541.9596 Fax
www.novusarchitecture.com


PROFESSIONAL STAMP

PROJECT

**CAFE**
AT MAIN STREET
1311 South Main Street
Las Vegas, NV 89104

REVISIONS
1 .
2 .
3 .
4 .

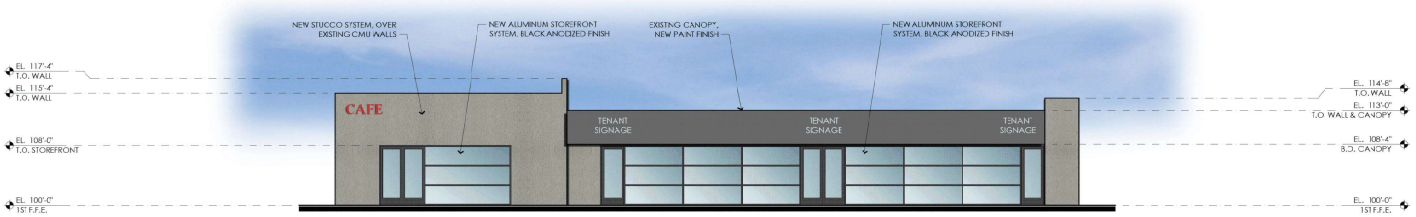
| | |
|---|---|
| DRAWN BY | MCG |
| REVIEWED BY | DRE |
| DATE | 10.06.2016 |
| PROJECT NO. | 00-000.00 |

DRAWING NAME
ARCHITECTURAL FLOOR PLAN

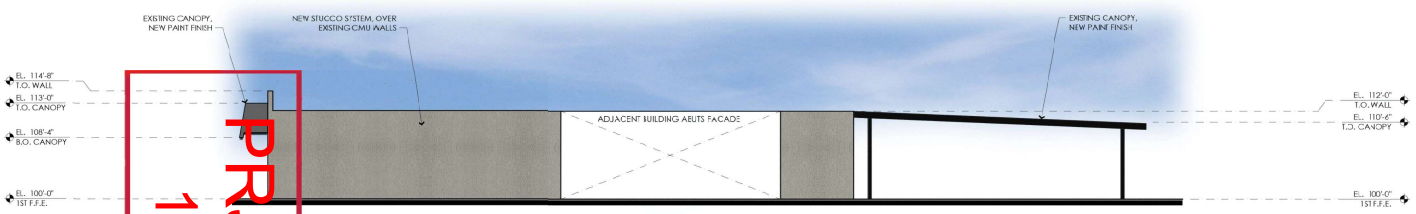
DRAWING NO.
A111.00

City of Las Vegas SUP & SDR Submittal - NOT FOR CONSTRUCTION

PRJ-75215
12/26/18

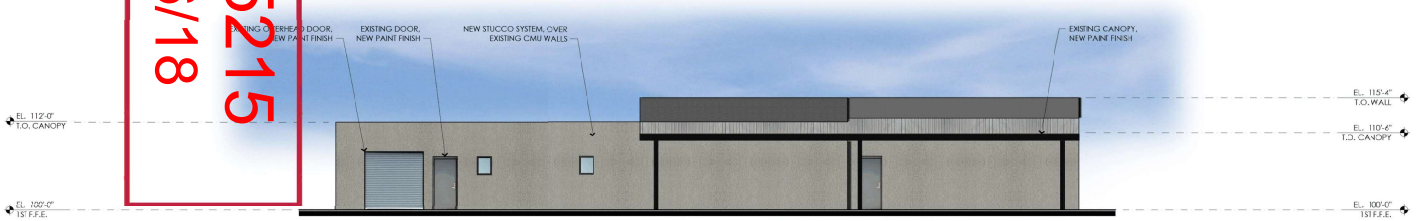



01 ARCHITECTURAL EXTERIOR ELEVATION
WEST ELEVATION
SCALE: 1/8" = 1'-0"




02 ARCHITECTURAL EXTERIOR ELEVATION
SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

PRJ75215
12/26/18




03 ARCHITECTURAL EXTERIOR ELEVATION
EAST ELEVATION
SCALE: 1/8" = 1'-0"




04 ARCHITECTURAL EXTERIOR ELEVATION
NORTH ELEVATION
SCALE: 1/8" = 1'-0"

City of Las Vegas SUP & SDR Submittal - NOT FOR CONSTRUCTION

NOVUS ARCHITECTURE
CONNECT | CREATE | CULTIVATE
8 E. CHAPARRAL ESTON BLVD.
LAS VEGAS, NEVADA 89104
702.322.9252 Office
702.341.9596 Fax
www.novusarchitecture.com

PROFESSIONAL STAMP

PROJECT
**CAFE**
AT MAIN STREET
1311 South Main Street
Las Vegas, NV 89104

REVISIONS
1 -
2 -
3 -
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| | |
|---|---|
| DRAWN BY | MCG |
| REVIEWED BY | DRE |
| DATE | 10.06.2016 |
| PROJECT NO. | 03-000.20 |

DRAWING NAME
ARCHITECTURAL ELEVATIONS

DRAWING NO.
A211.00




01 ARCHITECTURAL CONCEPTUAL RENDERING
VIEW IS FROM THE SOUTHWEST CORNER OF THE BUILDING

NOT TO SCALE




02 ARCHITECTURAL CONCEPTUAL RENDERING
VIEW IS FROM THE NORTHWEST CORNER OF THE BUILDING

NOT TO SCALE

City of Las Vegas SUP & SDR Submittal - NOT FOR CONSTRUCTION

NOVUS ARCHITECTURE
CONNECT | CREATE | CULTIVATE
8 E. CHARLESTON BLVD.
LAS VEGAS, NEVADA 89104
702.522.9292 Office
702.541.9594 Fax
www.novusarchitecture.com

PROFESSIONAL STAMP

PROJECT

**CAFE**
AT MAIN STREET
1311 South Main Street
Las Vegas, NV 89104

REVISIONS
1 .
2 .
3 .
4 .

| | |
|---|---|
| DRAWN BY | MCG |
| REVIEWED BY | DRE |
| DATE | 10.06.2016 |
| PROJECT NO. | 00-000.00 |

DRAWING NAME
ARCHITECTURAL ELEVATIONS

PRJ-75215
12/26/18

DRAWING NO.
A211.01




EOT-75518 & EOT-75519 [PRJ-75215] - APPLICANT/OWNER: MAIN STREET INVESTMENTS III, LLC
1311 SOUTH MAIN STREET

02/12/19



EOT-75518 & EOT-75519 [PRJ-75215] - APPLICANT/OWNER: MAIN STREET INVESTMENTS III, LLC
1311 SOUTH MAIN STREET

02/12/19




EOT-75518 & EOT-75519 [PRJ-75215] - APPLICANT/OWNER: MAIN STREET INVESTMENTS III, LLC
1311 SOUTH MAIN STREET

02/12/19




EOT-75518 & EOT-75519 [PRJ-75215] - APPLICANT/OWNER: MAIN STREET INVESTMENTS III, LLC
1311 SOUTH MAIN STREET

02/12/19

LAS VEGAS
CITY COUNCIL

CAROLYN G. GOODMAN
MAYOR

STAVROS S. ANTHONY
MAYOR PRO TEM

LOIS TARKANIAN
STEVEN D. ROSS
RICKI Y. BARLOW
BOB COFFIN
BOB BEERS

ELIZABETH N. FRETWELL
CITY MANAGER

**December 22, 2016**

Metroplex Realty, Property Management
Main Street Investments III
3773 Howard Hughes Parkway, Suite #5005
Las Vegas, Nevada 89169

***RE: SUP-66544 [PRJ-66201] - SPECIAL USE PERMIT RELATED TO SDR-66545***
***CITY COUNCIL MEETING OF DECEMBER 21, 2016***

Dear Applicant:

The City Council at a regular meeting held on December 21, 2016 ***APPROVED*** a request for a Special Use Permit FOR A PROPOSED DRIVE-THROUGH at 1311 South Main Street (APN 162-03-110-131), C-M (Commercial/Industrial) Zone, Ward 3 (Coffin) [PRJ-66201].

This approval is subject to the following conditions:

***Planning***

1. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

2. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

3. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit, as well as submitted as part of any business license application.

4. A Required Review (public hearing) shall be required for this Special Use Permit one (1) year following issuance of a business license.

CITY OF LAS VEGAS
495 S. MAIN STREET
LAS VEGAS, NEVADA 89101

VOICE 702.229.6011
TTY 702.386.9108
www.lasvegasnevada.gov

PRJ-75215
12/26/18

5. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

The Notice of Final Action was filed with the Las Vegas City Clerk on December 22, 2016.

Sincerely,

Thomas A. Perrigo
Director
Department of Planning

TAP:clb

cc: Mr. Marco Gonzalez
NOVUS Architecture
8 East Charleston Boulevard
Las Vegas, Nevada 89104

PRJ-75215
12/26/18

MAIN STREET INVESTMENTS
3773 Howard Hughes Parkway, Suite 500S
Las Vegas, Nevada 89169
MainStreetCRE@gmail.com

# JUSTIFICATION LETTER

Date: December 19, 2018

To: Department of Planning

From: Main Street Investments III, LLC

Subject: **SUP/SDR Extension of Time – 1311 South Main Street**

We are writing this letter to request extension of time on the SUP 66544 and SDR 66545 to open a new coffee shop at this location. The ownership group was working with the tenant initially who failed to keep up with their original plans and open for business so we had to find a replacement to take their place. There is ongoing process to finish the lease with the new tenant and both parties are getting construction budgets estimated in order to turn this previously vacant space into a successful business with others to follow in the spaces next to it. Things have taken longer than anticipated with all the architectural, engineering, design, and construction issues as well as budgeting and we need additional time to complete it. We hope to bring a new venue to this area of Downtown soon. We would like to have your support to open this new business in Downtown Las Vegas. In turn, we will support the local artists and will aim to work with local vendors in Downtown when possible.

This space requires a drive thru in order to ensure success of the new tenant because drive thru usually brings a lot of additional revenues in the modern American society where people need convenience and ease of access when making a buying decision. As much as 30% of sales of a coffee shop can come from a drive thru and especially at this location where you have a lot of cars going into the office and legal corridor during the week.

There has been very little development activity on this particular block and lots of vandalism in the alley and inside the properties. The alley is completely dark at night because Nevada Energy has removed any and all PAL lights that were there previously. This new project will bring activity and area lights and video cameras which will help reduce crime. There will be 3 to 4 new jobs at this location and business will be open five to seven days a week. The space décor and design will be “industrial chic”. The building will be bike, scooter, and mobility device friendly to encourage alternative transportation in Downtown and will be pet friendly in the outdoor areas.

I appreciate your help and support of this project with the approval of our request for extension of time.

Sincerely,

Paul Murad, Property Manager for
Main Street Investments III, LLC

PRJ-75215
12/26/18

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**67**

**DEPARTMENT: Planning** **CONSENT**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
EOT-75519 - EXTENSION OF TIME RELATED TO EOT-75518 - SITE DEVELOPMENT PLAN REVIEW - APPLICANT/OWNER: MAIN STREET INVESTMENTS III, LLC - For possible action on a request for an Extension of Time of an approved Site Development Plan Review (SDR-66545) FOR A PROPOSED RESTAURANT WITH DRIVE-THROUGH on 0.46 acres at 1311 South Main Street (APN 162-03-110-131), C-M (Commercial/Industrial) Zone, Ward 3 (Coffin) [PRJ-75215]. Staff recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 0 | Planning Commission Mtg. | 0 |
| City Council Meeting | 0 | City Council Meeting | 0 |

**RECOMMENDATION:**
Staff recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Consolidated Backup
2. City Council Approval Letter – SDR-66545 [PRJ-66201]

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**

LAS VEGAS
CITY COUNCIL

CAROLYN G. GOODMAN
MAYOR

STAVROS S. ANTHONY
MAYOR PRO TEM

LOIS TARKANIAN
STEVEN D. ROSS
RICKI Y. BARLOW
BOB COFFIN
BOB BEERS

ELIZABETH N. FRETWELL
CITY MANAGER

**December 22, 2016**

Metroplex Realty, Property Management
Main Street Investments III
3773 Howard Hughes Parkway, Suite #5005
Las Vegas, Nevada 89169

***RE: SDR-66545 [PRJ-66201] - SITE DEVELOPMENT PLAN REVIEW RELATED TO SUP-66544***
***CITY COUNCIL MEETING OF DECEMBER 21, 2016***

Dear Applicant:

The City Council at a regular meeting held on December 21, 2016 ***APPROVED*** a request for a Site Development Plan Review FOR A PROPOSED RESTAURANT WITH DRIVE-THROUGH WITH A WAIVER OF THE DOWNTOWN CENTENNIAL PLAN PARKING LOT SCREENING REQUIREMENTS on 0.46 acres at 1311 South Main Street (APN 162-03-110-131), C-M (Commercial/Industrial) Zone, Ward 3 (Coffin) [PRJ-66201.

This approval is subject to the following conditions:

***Planning***

1. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

2. All development shall be in conformance with the building elevations, site plan and landscape plan date stamped 10/11/16, except as amended by conditions herein.

3. A Waiver from Las Vegas Downtown Centennial Plan parking lot screening standards is hereby approved, to allow no parking lot screening fence.

4. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

5. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

PRJ-75215
12/26/18

CITY OF LAS VEGAS
495 S. MAIN STREET
LAS VEGAS, NEVADA 89101

VOICE 702.229.6011
TTY 702.386.9108
www.lasvegasnevada.gov

6. A fully operational fire protection system, including fire apparatus roads, fire hydrants and water supply, shall be installed and shall be functioning prior to construction of any combustible structures.

7. All City Code requirements and design standards of all City Departments must be satisfied, except as modified herein.

***Public Works***

8. Correct all American's with Disabilities Act (ADA) deficiencies on the sidewalk and the proposed driveway on Main Street in accordance with code requirements of Title 13.56.040 to the satisfaction of the City Engineer concurrent with development of this site. All existing paving damaged or removed by this development shall be restored at its original location and to its original width concurrent with development of this site.

9. Landscape and maintain all unimproved rights-of-way on Main Street adjacent to this site. All landscaping and private improvements installed with this project shall be situated and maintained so as to not create sight visibility obstructions for vehicular traffic at all development access drives and abutting street intersections.

10. Submit an Encroachment Agreement for landscaping and private improvements in the Main Street public right-of-way prior to this issuance of permits for these improvements. The applicant must carry an insurance policy for the term of the Encroachment Agreement and add the City of Las Vegas as an additionally insured entity on this insurance policy. If requested by the City, the applicant shall remove property encroaching in the public right-of-way at the applicant's expense pursuant to the terms of the City's Encroachment Agreement. The installation and maintenance of all private improvements in the public right of way shall be the responsibility of the applicant and any successors in interest to the property and assigns pursuant to the terms of the Encroachment Agreement. Coordinate all requirements for the Encroachment Agreement with the Land Development Section of the Department of Building and Safety (229-4836).

11. Contact the City Engineer's Office at 229-6272 to coordinate the development of this project with the "Main-Commerce one-way couplet-Las Vegas Boulevard to Bonneville Avenue" project and any other public improvement projects adjacent to this site. Comply with the recommendations of the City Engineer.

12. Meet with the Fire Protection Engineering Section of the Department of Fire Services to discuss fire requirements for the proposed use of this facility. The design and layout of all onsite private circulation and access drives shall meet the approval of the Department of Fire Services.

PRJ-75215
12/26/18

13. A Traffic Impact Analysis must be submitted to and approved by the Department of Public Works prior to the issuance of any building or grading permits, submittal of any construction drawings or the recordation of a Map subdividing this site, whichever may occur first. Comply with the recommendations of the approved Traffic Impact Analysis prior to occupancy of the site. The Traffic Impact Analysis shall also include a section addressing Standard Drawings #234.1 #234.2 and #234.3 to determine additional right-of-way requirements for bus turnouts adjacent to this site, if any; dedicate all areas recommended by the approved Traffic Impact Analysis. All additional rights of way required by Standard Drawing #201.1 for exclusive right turn lanes and dual left turn lanes shall be dedicated prior to or concurrent with the commencement of on site development activities unless specifically noted as not required in the approved Traffic Impact Analysis. Phased compliance will be allowed if recommended by the approved Traffic Impact Analysis. No recommendation of the approved Traffic Impact Analysis, nor compliance therewith, shall be deemed to modify or eliminate any condition of approval imposed by the Planning Commission or the City Council on the development of this site.

14. Meet with the Flood Control Section of the Department of Public Works for assistance with establishing finished floor elevations and drainage paths for this site prior to submittal of construction plans, the issuance of any building or grading permits, whichever may occur first. Provide and improve all drainage ways as recommended.

The Notice of Final Action was filed with the Las Vegas City Clerk on December 22, 2016.

Sincerely,

Thomas A. Perrigo
Director
Department of Planning

TAP:clb

cc: Mr. Marco Gonzalez
NOVUS Architecture
8 East Charleston Boulevard
Las Vegas, Nevada 89104

PRJ-75215
12/26/18

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**68**

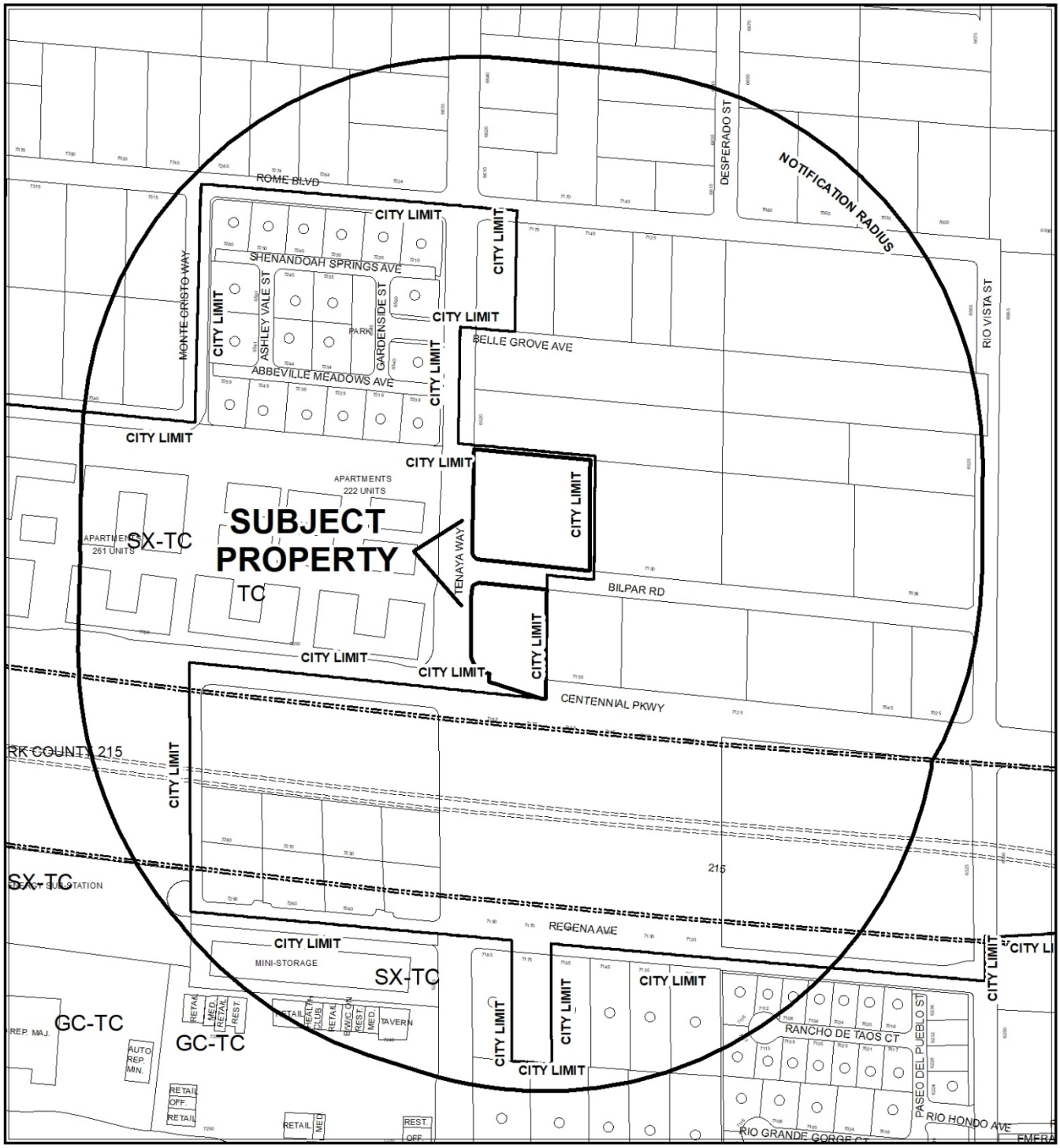
**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
GPA-75230 - GENERAL PLAN AMENDMENT - PUBLIC HEARING - APPLICANT: FF SERIES HOLDINGS, LLC - OWNER: FF SERIES HOLDINGS, LLC AND MABUHAY COML INVEST 4, LLC - For possible action on a request for a General Plan Amendment FROM: O (OFFICE) TO: SC (SERVICE COMMERCIAL) on 3.20 acres at the northeast and southeast corners of Bilpar Road and Tenaya Way (APNs 125-22-804-001 and 125-22-801-011), Ward 6 (Fiore) [PRJ-75178]. The Planning Commission failed to obtain a super majority vote which is tantamount to a recommendation of DENIAL. Staff recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 8 | Planning Commission Mtg. | 0 |
| City Council Meeting | 4 | City Council Meeting | 0 |

**RECOMMENDATION:**
The Planning Commission failed to obtain a super majority vote which is tantamount to a recommendation of DENIAL. Staff recommends APPROVAL.

**BACKUP DOCUMENTATION:**
1. Location and Aerial Maps
2. Conditions and Staff Report - GPA-75230, ZON-75231, and SDR-75238 [PRJ-75178]
3. Supporting Documentation - GPA-75230, ZON-75231 and SDR-75238 [PRJ-75178]
4. Photo(s) - GPA-75230, ZON-75231 and SDR-75238 [PRJ-75178]
5. Justification Letter - GPA-75230, ZON-75231 and SDR-75238 [PRJ-75178]
6. Submitted after Final Agenda - Abeyance Request Letter for GPA-75230, ZON-75231, and SDR-75238 [PRJ-75178] and Protest Postcards for GPA-75230 and ZON-75231
7. Backup Submitted at the January 22, 2019 Planning Commission Meeting
8. Backup Submitted at the February 26, 2019 Planning Commission Meeting

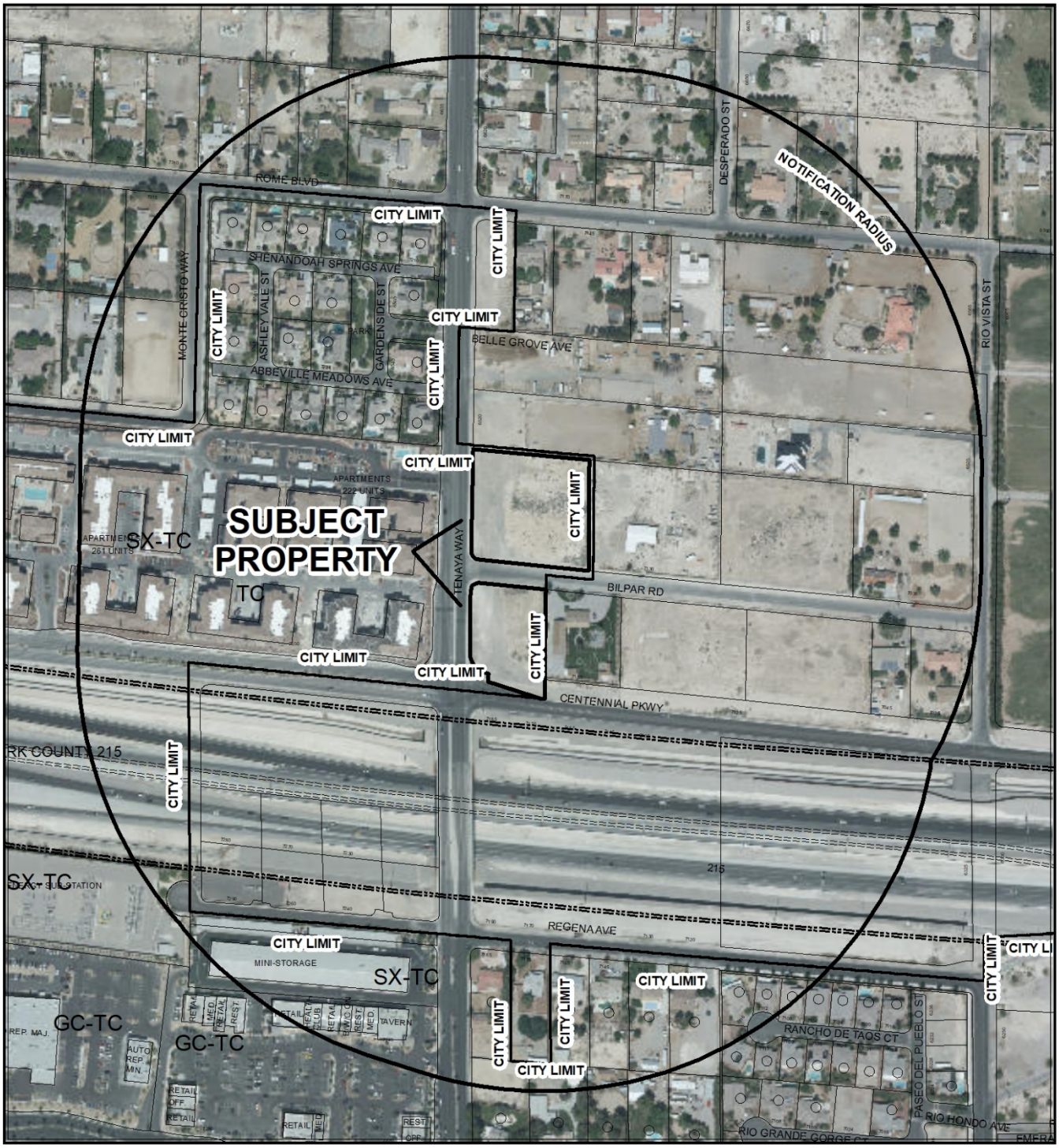



**CASE:** **GPA-75230 (PRJ-75178)**

**RADIUS:** 1000 FEET

**GENERAL PLAN OF SUBJECT PROPERTY:** O (OFFICE)

**PROPOSED GENERAL PLAN OF SUBJECT PROPERTY:** SC (SERVICE COMMERCIAL)




**CASE:** **GPA-75230 (PRJ-75178)**

**RADIUS:** 1000 FEET

**GENERAL PLAN OF SUBJECT PROPERTY:** O (OFFICE)

**PROPOSED GENERAL PLAN OF SUBJECT PROPERTY:** SC (SERVICE COMMERCIAL)

City of Las Vegas

## *AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT: FF SERIES HOLDINGS, LLC - OWNER: FF SERIES HOLDINGS, LLC AND MABUHAY COML INVEST 4, LLC**

## ** STAFF RECOMMENDATION(S) **

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| ***The applicant is requesting to Withdraw Without Prejudice the following:*** | | |
| **VAR-75232** | Staff recommends DENIAL, if approved subject to conditions: | GPA-75230<br>ZON-75231<br>VAR-75233 |
| **VAR-75233** | Staff recommends DENIAL, if approved subject to conditions: | GPA-75230<br>ZON-75231<br>VAR-75232 |
| **VAR-75236** | Staff recommends DENIAL, if approved subject to conditions: | GPA-75230<br>ZON-75231<br>VAR-75237 |
| **VAR-75237** | Staff recommends DENIAL, if approved subject to conditions: | GPA-75230<br>ZON-75231<br>VAR-75236 |
| **SDR-75234** | Staff recommends DENIAL, if approved subject to conditions: | GPA-75230<br>ZON-75231<br>VAR-75232<br>VAR-75233 |

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **GPA-75230** | Staff recommends APPROVAL. | |
| **ZON-75231** | Staff recommends APPROVAL. | GPA-75230 |
| **SDR-75238** | Staff recommends APPROVAL, subject to conditions: | GPA-75230<br>ZON-75231 |

NE

# ** NOTIFICATION **

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED** 23

**NOTICES MAILED**
94 - GPA-75230 and ZON-75231
94 - VAR-75232 and VAR-75233
94 - SDR-75234
94 - VAR-75236 and VAR-75237
94 - SDR-75238

**PROTESTS**
8 - GPA-75230 and ZON-75231
8 - VAR-75232 and VAR-75233
8 - SDR-75234
8 - VAR-75236 and VAR-75237
7 - SDR-75238

**APPROVALS**
0 - GPA-75230 and ZON-75231
0 - VAR-75232 and VAR-75233
0 - SDR-75234
0 - VAR-75236 and VAR-75237
0 - SDR-75238

** CONDITIONS **

# SDR-75238 CONDITIONS

***Planning***

1. Drive through hours of operation will be restricted to the hours of 5am to 11pm.

2. Signage wil be installed on Bilpar Road to indicate left turn only.

3. Approval of General Plan Amendment (GPA-75230) and Rezoning (ZON-75231) shall be required, if approved.

4. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

5. Upon final approval, Variance (VAR-68295), Variance (VAR-66498), and Site Development Plan Review (SDR-66499) shall be expunged.

6. A Waiver is hereby approved, to allow a portion of the south landscape buffer to be seven feet in width where 15 feet is required.

7. A Waiver is hereby approved, to allow a portion of the north landscape buffer to be 10 feet in width, where 15 feet is required.

8. An Exception is hereby approved, to allow zero trees within the south landscape buffer where one, 24-inch box tree is required every 20 feet on-center.

9. All development shall be in conformance with the site plan and building elevations date stamped 01/29/19 and landscape plan date stamped 02/04/19, except as amended by conditions herein.

10. A six to eight-foot tall screen wall with 20 percent contrasting material shall be constructed along the east property line.

11. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

12. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

13. A technical landscape plan, signed and sealed by a Registered Architect, Landscape Architect, Residential Designer or Civil Engineer, must be submitted prior to or at the same time application is made for a building permit. A permanent underground sprinkler system is required, and shall be permanently maintained in a satisfactory manner; the landscape plan shall include irrigation specifications. Installed landscaping shall not impede visibility of any traffic control device. The technical landscape plan shall include the following changes from the conceptual landscape plan:
    - One, 36-inch box tree with four, 5-gallon shrubs for each required tree shall be planted every 20 linear feet within all landscape buffer areas.
    - One, 36-inch box tree with four, 5-gallon shrubs for each required tree shall be planted at the end of each row of parking spaces and within each landscape island within the parking lot area.
    - The landscape buffer areas adjacent to the drive through lane shall provide a berm for vehicular screening.

14. A fully operational fire protection system, including fire apparatus roads, fire hydrants and water supply, shall be installed and shall be functioning prior to construction of any combustible structures.

15. All City Code requirements and design standards of all City Departments must be satisfied, except as modified herein.

***Public Works***

16. Dedicate 50-feet of right-of-way where such does not exist adjacent to this site for Centennial Parkway prior to the issuance of any permits. Additionally, grant a 5-foot Pedestrian Access Easement for a future detached sidewalk on Tenaya Way adjacent to this site prior to the issuance of any permit.

17. Construct all incomplete half-street improvements meeting Complete Street standards on Centennial Parkway and Bilpar Road concurrent with development of this site. The intersection design at Centennial Parkway and Tenaya Way shall include directional ramps. The final geometric design of Centennial Parkway and curb transitioning must be approved by the City Traffic Engineer prior to submittal of construction drawings for permitting. Install all appurtenant underground facilities, if any, adjacent to this site needed for the future traffic signal system concurrent with development of this site. Extend all required underground utilities, such as electrical, telephone, etc., located within public rights of-way, past the boundaries of this site prior to construction of hard surfacing (asphalt or concrete). All existing paving damaged or removed by this development shall be restored at its original location and to its original width concurrent with development of this site.

18. Correct all American's with Disabilities Act (ADA) deficiencies, if any, on the sidewalk along Tenaya Way and Centennial Parkway adjacent to this site in accordance with code requirements of Title 13.56.040 to the satisfaction of the City Engineer concurrent with development of this site.

19. This site shall connect to the public sewer located in Bilpar Road.

20. Landscape and maintain all unimproved rights-of-way adjacent to this site. All landscaping and private improvements installed with this project shall be situated and maintained so as to not create sight visibility obstructions for vehicular traffic at all development access drives and abutting street intersections.

21. Unless otherwise allowed by the City Engineer, construct sidewalk on at least one side of all access drives connecting this site to the adjacent public streets concurrent with development of this site. The connecting sidewalk shall extend from the sidewalk on the public street to the first intersection of the on-site roadway network and shall be terminated on-site with a handicap ramp.

22. Contact the City Engineer's Office at 702-229-6272 to coordinate the development of this project with the "Beltway Trail – Segment A" project and any other public improvement projects adjacent to this site. Comply with the recommendations of the City Engineer.

23. Submit a License Agreement for landscaping and private improvements in the Tenaya Way, Bilpar Road and Centennial Parkway public rights of-way prior to this issuance of permits for these improvements. The applicant must carry an insurance policy for the term of the License Agreement and add the City of Las Vegas as an additionally insured entity on this insurance policy. If requested by the City, the applicant shall remove property encroaching in the public right-of-way at the applicant's expense pursuant to the terms of the City's License Agreement. The installation and maintenance of all private improvements in the public right of way shall be the responsibility of the applicant and any successors in interest to the property and assigns pursuant to the terms of the License Agreement. Coordinate all requirements for the License Agreement with the Land Development Section of the Department of Building and Safety (229-4836).

24. Meet with the Fire Protection Engineering Section of the Department of Fire Services to discuss fire requirements for the proposed use of this facility. The design and layout of all onsite private circulation and access drives shall meet the approval of the Department of Fire Services.

25. A Traffic Impact Analysis must be submitted to and approved by the Department of Public Works prior to the issuance of any building or grading permits, submittal of any construction drawings or the recordation of a Map subdividing this site, whichever may occur first. Comply with the recommendations of the approved Traffic Impact Analysis prior to occupancy of the site. The Traffic Impact Analysis shall also include a section addressing Standard Drawings #234.1 #234.2 and #234.3 to determine additional right-of-way requirements for bus turnouts adjacent to this site, if any; dedicate all areas recommended by the approved Traffic Impact Analysis. All additional rights of way required by Standard Drawing #201.1 for exclusive right turn lanes and dual left turn lanes shall be dedicated prior to or concurrent with the commencement of on site development activities unless specifically noted as not required in the approved Traffic Impact Analysis. Phased compliance will be allowed if recommended by the approved Traffic Impact Analysis. No recommendation of the approved Traffic Impact Analysis, nor compliance therewith, shall be deemed to modify or eliminate any condition of approval imposed by the Planning Commission or the City Council on the development of this site. The same Traffic Impact Analysis may be used to satisfy SDR-75234.

26. A Drainage Plan and Technical Drainage Study must be submitted to and approved by the Department of Public Works prior to the issuance of any building or grading permits or submittal of any construction drawings, whichever may occur first. Provide and improve all drainage ways recommended in the approved drainage plan/study. The developer of this site shall be responsible to construct such neighborhood or local drainage facility improvements as are recommended by the City of Las Vegas Neighborhood Drainage Studies and approved Drainage Plan/Study concurrent with development of this site.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

The applicant has proposed to construct a 7,350 square-foot building with a drive through lane on the southeast corner of Bilpar Road and Tenaya Way.

## ISSUES

- **THIS REQUEST HAS BEEN AMENDED TO INCLUDE ONLY THE SOUTHEAST CORNER OF BILPAR ROAD AND TENAYA WAY (APN 125-22-804-001).**
- **A request to *Withdraw Without Prejudice* Variance (VAR-75232), Variance (VAR-75233), Variance (VAR-75236), Variance (VAR-75237) and Site Development Plan Review (SDR-75238) has been made by the applicant. Staff supports this request.**
- A General Plan Amendment is requested to amend the current designation from O (Office) to SC (Service Commercial) for APN 125-22-804-001. Staff supports this request.
- A request to rezone the subject site from O (Office) to C-1 (Limited Commercial) is requested for APN 125-22-804-001. Staff supports this request.
- A Waiver is requested to to allow a portion of the south landscape buffer to be seven feet in width and to allow a portion of the north landscape buffer to be 10 feet in width, where 15 feet is required for both. Staff supports this request as these requests represent the worst case scenario once the right-of-way widths and dedication are determined for both Bilpar Way and Centennial Parkway. The Department of Public Works has included Conditions of Approval to address the right-of-way requirements for both Centennial Parkway and Bilpar Road.
- An Exception is requested to allow zero trees within the southern landscape buffer adjacent to Centennial Parkway. Due to the Kern River Gas Transmission Line Easement that prohibits the planting of trees within this easement, staff supports the request.

## ANALYSIS

### *General Plan Amendment*

The 1.21 acre site located on the southeast corner of Bilpar Road and Tenaya Way (APN 125-22-804-001) is currently designated O (Office) which provides for small lot office conversions as a transition, along primary and secondary streets, from residential and commercial uses, and for large planned office areas. Permitted uses include business, professional and financial offices as well as offices for individuals, civic, social, fraternal and other non-profit organizations.

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The proposed Service Commercial category allows low to medium intensity retail, office or other commercial uses that serve primarily local area patrons, and that do not include more intense general commercial characteristics. This category also includes offices either singly or grouped as office centers with professional and business services.

Adjacent to the east property line of the subject site is an existing single-family residence within the jurisdiction of Clark County. While the adjacent properties to the east are zoned R-E (Residence Estates), these properties east of the subject site adjacent to the south side of Bilpar Road have a future land use designation of OP (Office Professional). Staff finds the adjacent property north of the subject in conjunction with the properties east of the subject site all having a future land use designation of Office and Office Professional, respectively, provides an adequate transition from commercial to residential for the residential properties north of Bilpar Road; therefore, staff recommends approval of the General Plan Amendment.

***Rezoning***

The subject site is currently zoned O (Office) which is designed to provide for the development of office uses, supporting service uses and low intensity commercial uses performing administrative, professional and personal services. These may be small office buildings developed in a cluster with an internal traffic circulation system or one larger office building. This district is used as a buffer between residential and more intense retail/commercial uses. The Office District is consistent with the Office category of the General Plan.

The applicant has proposed to rezone the subject sites from O (Office) to C-1 (Limited Commercial). This zoning district is intended to provide most retail shopping and personal services, and may be appropriate for mixed use developments. This district should be located on the periphery of residential neighborhoods and should be confined to the intersections of primary and secondary thoroughfares along major retail corridors. The C-1 District is consistent with the proposed Service Commercial category of the General Plan.

The Limited Commercial district is intended for intersections of primary and secondary thoroughfares and the periphery of residential neighborhoods, which this particular corner lot represents. Tenaya Way is a 95-foot wide Collector street that includes a deceleration lane as it approaches the intersection at Centennial Parkway, which is a Frontage Road for the Clark County 215 that ranges in width from 85 feet west of Tenaya Way to 47 feet east of Tenaya Way. The adjacent properties to the east are within the jurisdiction of Clark County with a future land use of OP (Office Professional). These *Office Professional* land use designated lots provide a buffer between the proposed Limited Commercial designation at the intersection and the residential neighborhoods that exist north of Bilpar Road.

Staff finds the proposed Limited Commercial zoning district at the northeast corner of Centennial Parkway and Tenaya Way is buffered from the existing residential neighborhood north of Bilpar Road by the lot on the northeast corner of Bilpar Road and Tenayay Way that is currently zoned Office, and the adjacent lots to the east currently designated as Professional Office by Clark County; therefore, staff is recommending approval of the requested rezoning.

Site Development Plan Review
The applicant is proposing to construct a 7,350 square-foot building with a drive through lane at the northeast corner of Centennial Parkway and Tenaya Way. The building itself is oriented to the northwest corner of the subject site, with a double drive-through lane that flows westwardly adjacent to Bilpar Road, curves around the building and exits south towards Centennial Parkway. The placement of the building is the result of the adjacent neighbor requesting the drive through to be located away from the residence to the east. The applicant is also providing a 10-foot wide landscape buffer adjacent to the eastern property line to provide an adequate landscape screen for the adjacent residence.

Right-of-way improvements have been completed adjacent to Tenaya Way, which will remain with the addition of a 15-foot wide landscape buffer adjacent to the existing sidewalk. Half-street improvements are required for Bilpar Road and in order to make the area more pedestrian friendly, the applicant has agreed to install a detached sidewalk with landscaping on both sides of the sidewalk. Conditions of Approval have been added to ensure the half street improvements, including the detached sidewalk is installed in accordance with Title 19 if possible. Centennial Parkway is partially complete, with the right-of-way installed with curb and gutter, but no sidewalk. A Condition of Approval has been added to address the necessary right-of-way improvements for Centennial Parkway as the applicant has also agreed to install a detached sidewalk adjacent to a portion of Centennial Parkway where possible. The Department of Public Works has included Conditions of Approval to ensure the proper right-of-way improvements are installed, including Complete Streets where possible.

A tenant has not been identified at this time and the parking has been generically calculated for a General Retail Store, Other Than Listed which requires one parking space for every 175 square feet. With a drive through lane proposed, it is possible for a restaurant type use to occupy a portion or the entire 7,350 square feet. Depending on the size of the restaurant use, and the amount of public seating, a parking Variance may be required at a later date as restaurant type uses require one parking space for every 50 feet of public areas, and one parking space for each 200 square feet dedicated to the back-of-house.

Along the southern edge of the subject site, exist an easement for the Kern River Gas Transmission Company. This easement prohibits the planting of trees and large shrubbery due to the possibility of plant roots disturbing the underground transmission line. The applicant is not able to plant shade trees within the landscape buffer adjacent to Centennial Parkway and an Exception is requested. Staff recommends approval of this Exception request.

The proposed development meets the minimum requirements set forth by Title 19 for setbacks, residential adjacency, parking, and vehicle stacking for a drive through lane; therefore, staff is recommending approval of the proposed development with conditions.

## FINDINGS (GPA-75230)

Section 19.16.030(I) of the Las Vegas Zoning Code requires that the following conditions be met in order to justify a General Plan Amendment:

1. **The density and intensity of the proposed General Plan Amendment is compatible with the existing adjacent land use designations,**

   The density and intensity of the proposed General Plan Amendment is compatible with the adjacent Office designation to the north, and the adjacent Office Professional designation to the east.

2. **The zoning designations allowed by the proposed amendment will be compatible with the existing adjacent land uses or zoning districts,**

   The proposed Service Commercial designation allows the Limited Commercial zoning district, which is compatible with the adjacent Office zoning district to the north, and the Office Professional land use designation to the east.

3. **There are adequate transportation, recreation, utility, and other facilities to accommodate the uses and densities permitted by the proposed General Plan Amendment; and**

   There are adequate transportation and utility facilities to accommodate the uses permitted by the proposed Service Commercial designation.

4. **The proposed amendment conforms to other applicable adopted plans and policies.**

   The proposed amendment conforms to the Las Vegas 2020 Master Plan, which intends for lots designated Service Commercial to serve local area patrons with low to medium intensity commercial uses and to be located on the periphery of residential neighborhoods.

## FINDINGS (ZON-75231)

In order to approve a Rezoning application, pursuant to Title 19.16.090(L), the Planning Commission or City Council must affirm the following:

1. **The proposal conforms to the General Plan.**

   The proposed C-1 (Limited Commercial) zoning district conforms with the proposed SC (Service Commercial) land use designation if approved.

2. **The uses which would be allowed on the subject property by approving the rezoning will be compatible with the surrounding land uses and zoning districts.**

   Land uses permitted by right within the Limited Commercial zoning district include such uses as restaurants, dry cleaners, hair and nail salons, retail stores, and flower shops which are all geared towards servicing area residents.

3. **Growth and development factors in the community indicate the need for or appropriateness of the rezoning.**

   Growth and development factors in the area indicate the appropriateness of the rezoning as the subject site is no longer suitable for residential use as it is located at the intersection of a collector street and a frontage road. The subject site is buffered from the existing residential land uses to the north by property either currently zoned Office or with a future land use designation for a Professional Office land use.

4. **Street or highway facilities providing access to the property are or will be adequate in size to meet the requirements of the proposed zoning district.**

   As previously stated, the subject site is at the intersection of a Collector Street (Tenaya Way) and a frontage road for the Clark County 215 (Centennial Parkway) that provide adequate access to the subject site. Once constructed, Bilpar Road would be a 60-foot wide local street designed to accommodate local area traffic.

**FINDINGS (SDR-75238)**

In order to approve a Site Development Plan Review application, per Title 19.16.100(E) the Planning Commission and City Council must affirm the following:

1. **The proposed development is compatible with adjacent development and development in the area;**

   The proposed development is compatible with development in the area as it is single-story and meets the Residential Adjacency Standards set forth by Title 19.08.

**2. The proposed development is consistent with the General Plan, this Title, and other duly-adopted city plans, policies and standards;**

The proposed development is consistent with the minimum development standards set forth by Title 19.08.

**3. Site access and circulation do not negatively impact adjacent roadways or neighborhood traffic;**

The proposed structure is positioned in the northwest corner of the subject site, with a double drive through lane that provides adequate vehicle stacking on the subject site. The proposed site design maximizes site circulation in order to prevent vehicle stacking from negatively impacting adjacent public right-of-ways.

**4. Building and landscape materials are appropriate for the area and for the City;**

Building and landscape materials are appropriate for the area and the City as the building materials include painted exterior stucco walls with painted metal and weather resistant fabric canopies with *Chinese Pistache* trees and *Red Bird of Paradise* shrubbery.

**5. Building elevations, design characteristics and other architectural and aesthetic features are not unsightly, undesirable, or obnoxious in appearance; create an orderly and aesthetically pleasing environment; and are harmonious and compatible with development in the area;**

The proposed building elevations and design characteristics are not unsightly or undesirable, and create an orderly and aesthetically pleasing environment.

**6. Appropriate measures are taken to secure and protect the public health, safety and general welfare.**

If approved, the proposed development would be subject to building permit review as well as regular inspections during construction; thus, protecting the public health, safety and general welfare.

## BACKGROUND INFORMATION

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc.*** | |
|---|---|
| 12/21/16 | The City Council approved a request for a General Plan Amendment (GPA-66496) from R (Rural Density Residential) to SC (Service Commercial) on 1.21 acres at the northeast corner of Centennial Parkway and Tenaya Way. The request was amended from SC (Service Commercial) to O (Office) and was approved as such. The Planning Commission was unable to achieve a supermajority vote which tantamount a denial, and staff recommended denial. |

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc.*** | |
|---|---|
| 12/21/16 | The City Council approved a request for a Rezoning (ZON-66497) from U (Undeveloped) [R (Rural Density Residential) General Plan Designation] to C-1 (Limited Commercial). The request was amended from C-1 (Limited Commercial) to O (Office) and was approved as such. The Planning Commission recommended approval, and staff recommended denial. |
| 02/14/17 | The Planning Commission approved a request for a Variance (VAR-66498) to allow a ten-foot residential adjacency setback where 81 feet is required on 1.21 acres at the northeast corner of Centennial Parkway and Tenaya Way. The application was originally approved by Planning Commission on 11/01/16 and forwarded to City Council with the recommendation of approval from the Planning Commission on 12/21/16. The City Council remanded the application back to the Planning Commission on 02/14/17. Staff recommended denial. |
| | The Planning Commission approved a request for a Variance (VAR-68295) to allow 44 parking spaces where 49 parking spaces are required on 1.21 acres at the northeast corner of Centennial Parkway and Tenaya Way. Staff recommended denial. |
| | The Planning Commission approved a request for a Site Development Plan Review (SDR-66499) for a proposed 8,800 square-foot medical office development with Waivers to allow a zero-foot landscape buffer along the south perimeter, an 11-foot buffer along the north perimeter where 15 feet is required and to not orient the building to the corner where such is required on 1.21 acres at the northeast corner of Centennial Parkway and Tenaya Way. The application was originally approved by Planning Commission on 11/01/16 and forwarded to City Council with the recommendation of approval from the Planning Commission on 12/21/16. The City Council remanded the application back to the Planning Commission on 02/14/17. Staff recommended denial. |
| 01/22/19 | The Planning Commission approved a request to hold in abeyance General Plan Amendment (GPA-75230), Rezoning (ZON-75231), Variance (VAR-75232), Variance (VAR-75233), Variance (VAR-75236), Variance (VAR-75237), Site Development Plan Review (SDR-75234) and Site Development Plan Review (SDR-75238) for a proposed commercial development on 3.20 acres at the northeast and southeast corners of Bilpar Road and Tenaya Way. |
| 02/26/19 | The Planning Commission unanimously voted to recommend APPROVAL on the following requests:<br>• General Plan Amendment (GPA-75230) FROM: O (OFFICE) TO: SC (SERVICE COMMERCIAL)<br>• Rezoning (ZON-75231) FROM: O (OFFICE) TO: C-1 (LIMITED COMMERCIAL) on 3.20 acres at the northeast and southeast corner of Bilpar Road and Tenaya Way (APNs 125-22-804-001 and 125-22-801-011), Ward 6 (Fiore) [PRJ-75178]. |

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc.*** | |
|---|---|
| 02/26/19 | The Planning Commission accepted the applicant's request to withdraw the following applications for Variances (VAR-75232, VAR-75233, VAR-75233, VAR-75236 and VAR-75237) and Site Development Plan Reviews (SDR-75238 and SDR-75234). |

| ***Most Recent Change of Ownership*** | |
|---|---|
| 10/26/04 | A deed was recorded for a change in ownership. |

| ***Related Building Permits/Business Licenses*** |
|---|
| There are no related building permits or business licenses for the subject site. |

| ***Pre-Application Meeting*** | |
|---|---|
| 11/21/18 | Staff conducted a pre-application meeting where the submittal requirements for a General Plan Amendment, Rezoning, multiple Variances, and two Site Development Plan Reviews were discussed. |
| 01/24/19 | Staff conducted a follow-up pre-application meeting to discuss the revisions for the southeast corner and removing the northeast corner from the proposal. |

| ***Neighborhood Meeting*** | |
|---|---|
| 01/07/19 | Date: 01/07/19<br>Time: 6:30 p.m.<br><br><u>Attendees</u>:<br>• The developer and their representative.<br>• One member of staff from the Planning Department.<br>• Approximately 40 members of the public (neighbors).<br><br><u>Results:</u><br>• The adjacent property owner north and east of the subject sites are Clark County residents with rural horse properties who do not want any more commercial development in that area. They feel even though the development is unwanted, it is being "crammed down their throats."<br>• The neighbors do not appreciate the increase in traffic, especially around Bilpar Road. Since the construction of the apartments, the area has become very dangerous. The residents stated they have seen multiple car accidents within this immediate area. There is a bus stop for school aged children and people who still walk/ride their horses in the area. The area has become very dangerous for both with the increased traffic. |

| ***Neighborhood Meeting*** | |
|---|---|
| 01/07/19 | • These neighbors also pointed out the fact that there is vacant commercial property currently for lease within the Vons Shopping Center and other shopping centers within the immediate area as well, more vacant commercial property is not needed nor wanted.<br>• The residents are afraid Bilpar Road will become a "cut-through" or "turn around" point for patrons utilizing the proposed daycare. The residents would like to see Bilpar Road either privatized, and blocked off someway from vehicular traffic. One residents who operates a horse boarding facility behind the subject sites is afraid of the increased vehicular traffic on Bilpar Road and possible collisions with her horses and boarders.<br>• The neighbors are very distrustful of both developers and the elected officials as they are continuously promised elements of design that are never produced. They pointed out the Vons Shopping Center was supposed to have a "green space" element that was never constructed, and the apartments complex was supposed to have mature landscaping that was never installed, the trees installed are small and will take ten years to mature and provide the buffer they asked for.<br>• The neighbors, especially in Lamplight adjacent to the apartment complex complained of increased crime since the increase in development in the area. Cars are regularly broken into and their gated entry is also used as a turn-around for vehicular traffic who have missed the entrance to the apartment complex and have damaged their landscaping, signs, and gate while turning around that ultimately the homeowners pay for through their Home Owners Association.<br>• The neighbors feel there is enough commercial services between the Vons shopping center to the west, and the shopping center to the south at Azure, they do not need nor want any more commercial development and they want their area to remain residential.<br>• Concern was also raised over a drive-through lane being positioned directly adjacent to an existing residence and that the lighting and noise from the "squawk box" will be a constant disturbance to that neighbor and neighborhood since most drive-through restaurants remain open late at night.<br>• The neighbors stated they specifically moved out there to enjoy a quiet peaceful way of life and they do not mind driving extra distances to obtain services. |

| ***Neighborhood Meeting*** | |
|---|---|
| 01/07/19 | Some of the neighbors did agree that if the commercial development was going to be approved, to at least make it single story and more "residential" in appearance and to not have a drive-through lane. They wanted the development to blend as best as possible with the existing rural horse properties and to not disturb the neighborhood. Some mentioned a "Jones Feed" type store would be the type of commercial that would be compatible with the area. |

| ***Field Check*** | |
|---|---|
| 12/13/18 | Staff performed a routine field check and observed both undeveloped sites. Nothing of concern was noted by staff during the visit. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Gross Acres | 1.21 |

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Land Use Designation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | Undeveloped | O (Office) | O (Office) |
| North | Undeveloped | O (Office) | O (Office) |
| South | CC 215 | Right-of-Way | Right-of-Way |
| East | Single Family, Detached | OP (Office Professional) Clark County | R-E (Residence Estates) Clark County |
| West | Multi-Family | TC (Town Center) | T-C (Town Center) |

| ***Master and Neighborhood Plan Areas*** | ***Compliance*** |
|---|---|
| No Applicable Master Plan Area | N/A |
| ***Special Area and Overlay Districts*** | ***Compliance*** |
| No Applicable Special Area or Overlay Districts | N/A |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Centennial Hills Sector Plan | Y |
| Northwest Open Space Plan | Y |
| Trails – Multi-Use Non-Equestrian | Y* |
| Las Vegas Redevelopment Plan Area | N/A |
| Interlocal Agreement | N/A |
| Project of Significant Impact (Development Impact Notification Assessment) | Y |
| Project of Regional Significance | Y |

**This trail has been relocated to the south side of Centennial Parkway.*

## DEVELOPMENT STANDARDS

***Pursuant to Title 19.08, the following standards apply:***

| *Standard* | *Required/Allowed* | *Provided* | *Compliance* |
|---|---|---|---|
| Min. Lot Width | 100 Feet | 192 Feet | Y |
| Min. Setbacks | | | |
| • Front | 10 Feet | 78 Feet | Y |
| • Side | 10 Feet | 90 Feet | Y |
| • Corner | 10 Feet | 31 Feet | Y |
| • Rear | 20 Feet | 38 Feet | Y |
| Max. Lot Coverage | 50 % | 14 % | Y |
| Max. Building Height | 31 Feet* | 29 Feet | Y |
| Trash Enclosure | Screened, Gated, w/ a Roof or Trellis | By Condition | |
| Mech. Equipment | Screened | By Condition | |

**Maximum building height is determined by residential adjacency standards.*

| *Residential Adjacency Standards* | *Required/Allowed* | *Provided* | *Compliance* |
|---|---|---|---|
| 3:1 proximity slope | 87 Feet | 95 Feet | Y |
| Trash Enclosure | 50 Feet | 118 Feet | Y |

***Pursuant to Title 19.08, the following standards apply:***

| *Landscaping and Open Space Standards* | | | | |
|---|---|---|---|---|
| *Standards* | *Required* | | *Provided* | *Compliance* |
| | *Ratio* | *Trees* | | |
| Buffer Trees: | | By Condition | | |
| • North | 1 Tree / 20 Linear Feet | | | |
| • South | 1 Tree / 20 Linear Feet | | | |
| • East | 1 Tree / 20 Linear Feet | | | |
| • West | 1 Tree / 20 Linear Feet | | | |
| **TOTAL PERIMETER TREES** | | **By Condition*** | | |
| Parking Area Trees | 1 Tree / 6 Uncovered Spaces, plus 1 tree at the end of each row of spaces | 13 Trees | By Condition | By Condition |

| ***Landscaping and Open Space Standards*** | | | | |
|---|---|---|---|---|
| ***Standards*** | ***Required*** | | ***Provided*** | ***Compliance*** |
| | ***Ratio*** | ***Trees*** | | |
| **LANDSCAPE BUFFER WIDTHS** | | | | |
| Min. Zone Width | | | | |
| • North | 15 Feet | | 15 Feet | Y* |
| • South | 15 Feet | | 15 Feet | Y* |
| • East | 8 Feet | | 10 Feet | Y* |
| • West | 15 Feet | | 15 Feet | Y * |
| Wall Height | 6 to 8 Feet Adjacent to Residential | | By Condition | By Condition |

**The applicant has proposed to construct a detached sidewalk in support of the Complete Streets initiative. Conditions of Approval have been added for the applicant to coordinate with staff to ensure the landscape buffers are adequate in size and trees are planted every twenty linear feet on center.*

| ***Street Name*** | ***Functional Classification of Street(s)*** | ***Governing Document*** | ***Actual Street Width (Feet)*** | ***Compliance with Street Section*** |
|---|---|---|---|---|
| Tenaya Way | Collector Street | Master Plan of Streets and Highways | 80 | Y |
| Centennial Parkway | Frontage Street | Master Plan of Streets and Highways | 60 | Y* |
| Bilpar Road | Local Street | Title 13 | 60 | N* |

**If approved, half-street improvements including sidewalk are required adjacent to the subject site.*

***Pursuant to Title 19.08 and 19.12, the following parking standards apply:***

| ***Parking Requirement*** | | | | | | | |
|---|---|---|---|---|---|---|---|
| ***Use*** | ***Gross Floor Area or Number of Units*** | ***Required*** | | | ***Provided*** | | ***Compliance*** |
| | | ***Parking Ratio*** | *Parking* | | *Parking* | | |
| | | | Regular | Handi-capped | Regular | Handi-capped | |
| General Retail Use, Other Than Listed | 7,350 SF | 1:175 | 42 | | | | |
| Drive Through | | No additional parking required beyond principal use. | | | | | |
| **TOTAL SPACES REQUIRED** | | | 42 | | 42 | | Y |
| **Regular and Handicap Spaces Required** | | | 40 | 2 | 40 | 2 | Y |
| Loading Spaces | 7,350 SF | Less Than 10,000 SF | 1 | | 1 | | Y |

*The subject site is proposed as a General Retail, Other than Listed land use, which has a parking ratio of one parking space for every 175 square feet of gross floor area. The site plan demonstrates a drive through lane, which is usually found with a restaurant type land use. If a restaurant, use is later proposed for the subject site, a second parking Variance may be required as parking for a Restaurant use is more intense than a General Retail land use depending on the size of public seating area and back-of-house area proposed.*

| ***Waivers*** | | |
|---|---|---|
| ***Requirement*** | ***Request*** | ***Staff Recommendation*** |
| A 15-foot wide landscape buffer adjacent to right-of-way. | To allow a portion of the south landscape buffer to be seven feet in width. | Approval* |
| | To allow a portion of the north landscape buffer to be 10 feet in width. | Approval* |

**The applicant has proposed detached sidewalks with landscaping on both sides for both the Centennial Parkway and Bilpar Road right-of-way. Future right-of-way alignment will need to be coordinated with Clark County, which may or may not prevent the installation of a detached sidewalk. Staff is recommending approval of the above Waivers as the amount of right-of-way to be dedicated by the applicant may change at the time of construction, thereby affecting the width of the landscape buffer widths adjacent to these right-of-ways. These Waiver requests represent the more stringent of the right-of-way improvements in regards to the proposed landscape buffer widths.*

| ***Exceptions*** | | |
|---|---|---|
| ***Requirement*** | ***Request*** | ***Staff Recommendation*** |
| One, 24-inch box shade tree planted every 20 linear feet on-center within the south landscape buffer. | To allow zero trees within the southern landscape buffer adjacent to Centennial Parkway. | Approval* |

**Due to an existing Kern River Gas Transmission Company easement, the applicant is unable to plant landscape materials with a root depth greater than one-foot along the southern perimeter of the subject site.*

# DEPARTMENT OF PLANNING

## STATEMENT OF FINANCIAL INTEREST

Case Number: PRJ75178 APN: 125-22-801-011

Name of Property Owner: F F Series Holdings

Name of Applicant: F F Series Holdings

Name of Representative: Brown, Brown and Premsrirut

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ **Yes** ☑ **No**

If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.

City Official: _____

Partner(s): _____ _____

APN: _____

Signature of Property Owner: Farus Farmanali

Print Name: FARUS FARMANALI

Subscribed and sworn before me

This 30th day of December, 2018

Notary Public in and for said County and State

TAMANA KOHISTANI NOTARY PUBLIC STATE OF TEXAS NOTARY ID 12931977-1 MY COMM. EXP. 03-20-2021

PRJ-75178
12/04/18

Revised 03/28/16

# DEPARTMENT OF PLANNING

## STATEMENT OF FINANCIAL INTEREST

Case Number: PRJ75178 APN: 125-22-804-001

Name of Property Owner: Mabuhay Commercial Investment 4 LLC

Name of Applicant: ~~Mabuhay Commercial Investment 4 LLC~~ FF SERIES HOLDINGS (LLC)

Name of Representative: Brown, Brown and Premsrirut

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ Yes ☑ No

If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.

City Official: _____

Partner(s): _____ _____

APN: _____

Signature of Property Owner: Farus Farmanali

Print Name: FARUS FARMANALI

Subscribed and sworn before me

This 3rd day of December 2018

Notary Public in and for said County and State

TAMANA KOHISTANI NOTARY PUBLIC STATE OF TEXAS NOTARY ID 129319771 MY COMM. EXP. 03-20-2021

Revised 03/28/16

PRJ-75178
12/04/18

# DEPARTMENT OF PLANNING

## APPLICATION / PETITION FORM

**Application/Petition For:** GPA, REZONE, SDR with waivers

**Project Address (Location)** NEC Bilpar and Tenaya

**Project Name** Bilpar and Tenaya **Proposed Use** service comm

**Assessor's Parcel #(s)** 125-22-801-011 **Ward #** (6) Fiore

**General Plan:** existing O proposed SC **Zoning:** existing O proposed C-1

**Commercial Square Footage** 20,000 SF **Floor Area Ratio** .23

**Gross Acres** 2.0 **Lots/Units** _____ **Density** _____

**Additional Information** _____

**PROPERTY OWNER** F F Series Holdings, LLC. **Contact** Farus Farmanali

**Address** 9992 Catalina Canyon Avenue **Phone:** (702) 373-2993 **Fax:** _____

**City** Las Vegas **State** NV **Zip** 89147

**E-mail Address** farus@qafinvestments.com

**APPLICANT** F F Series Holdings, LLC. **Contact** Farus Farmanali

**Address** 9992 Catalina Canyon Avenue **Phone:** (702) 373-2993 **Fax:** _____

**City** Las Vegas **State** NV **Zip** 89147

**E-mail Address** farus@qafinvestments.com

**REPRESENTATIVE** Brown, Brown and Premsrirut **Contact** Lora Dreja

**Address** 520 South 4th Street **Phone:** (702) 598-1408 **Fax:** (702) 385-1023

**City** Las Vegas **State** NV **Zip** 89101

**E-mail Address** lora@brownlawlv.com

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.

**Property Owner Signature*** Farus Farmanali

*An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps, and Parcel Maps.

**Print Name** FARUS FARMANALI

Subscribed and sworn before me

This 3rd day of December 20 18

Notary Public in and for said County and State

TAMANA KOHISTANI NOTARY PUBLIC STATE OF TEXAS NOTARY ID 12991977-1 MY COMM. EXP. 03-20-2021

***FOR DEPARTMENT USE ONLY***

| |
|---|
| **Case #** |
| **Meeting Date:** |
| **Total Fee:** |
| **Date Received:*** |
| **Received By:** |

*The application will not be deemed complete until the submitted materials have been reviewed by the Department of Planning for consistency with applicable sections of the Zoning Ordinance.

PR-75178 12/04/18

Revised 10/27/08

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# DEPARTMENT OF PLANNING

## APPLICATION / PETITION FORM

**Application/Petition For:** GPA, REZONE, SDR with waivers

**Project Address (Location)** SEC Bilpar and Tenaya

**Project Name** Bilpar and Tenaya **Proposed Use** service comm

**Assessor's Parcel #(s)** 125-22-804-001 **Ward #** (6) Fiore

**General Plan:** existing O proposed SC **Zoning:** existing O proposed C-1

**Commercial Square Footage** 7,200 **Floor Area Ratio** .14

**Gross Acres** 1.21 **Lots/Units** _____ **Density** _____

**Additional Information** _____

**PROPERTY OWNER** Mabuhay Commercial Investment **Contact** Farus Farmanali

**Address** 9992 Catalina Canyon Avenue **Phone:** (702) 373-2993 **Fax:** _____

**City** Las Vegas **State** NV **Zip** 89147

**E-mail Address** farus@qafinvestments.com

LLC

**APPLICANT** F F SERIES HOLDINGS **Contact** Farus Farmanali

**Address** 9992 Catalina Canyon Avenue **Phone:** (702) 373-2993 **Fax:** _____

**City** Las Vegas **State** NV **Zip** 89147

**E-mail Address** Farus@qafinvestments.com

**REPRESENTATIVE** Brown, Brown and Premsrirut **Contact** Lora Dreja

**Address** 520 South 4th Street **Phone:** (702) 598-1408 **Fax:** (702) 385-1023

**City** Las Vegas **State** NV **Zip** 89101

**E-mail Address** lora@brownlawlv.com

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.

**Property Owner Signature*** Farus Farmanali

*An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps, and Parcel Maps.

**Print Name** FARUS FARMANALI

Subscribed and sworn before me

This 3rd day of December.

TATIANA KOHISTANI
NOTARY PUBLIC
STATE OF TEXAS
NOTARY ID 12931977-1
MY COMM. EXP. 03-20-2021

Notary Public in and for said County and State

***FOR DEPARTMENT USE ONLY***

| |
|---|
| **Case #** |
| **Meeting Date:** |
| **Total Fee:** |
| **Date Received:*** |
| **Received By:** |

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PRJ-75178
12/04/18

Revised 10/27/08

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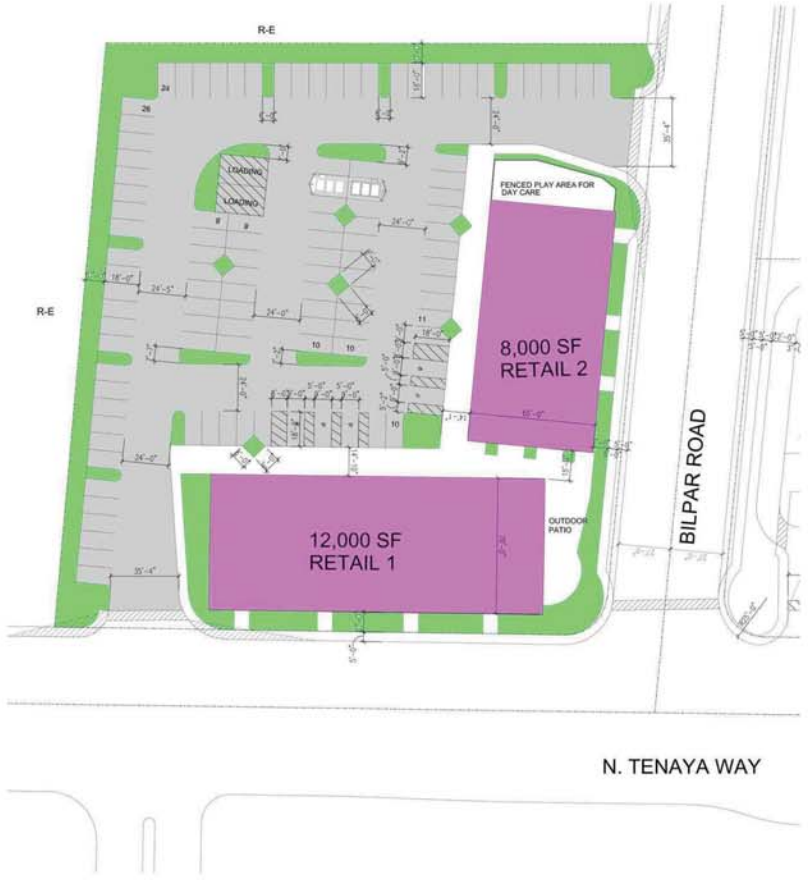



1 SITE PLAN
1" = 30'-0"

## PROJECT DATA

| | |
|---|---|
| GROSS SITE: | 2.0 A.C. |
| EXISTING ZONING: | O |
| PROPOSED ZONING: | C-1 |
| APN: | 12522801011 |
| **BUILDING AREA** | |
| RETAIL 1 | 12,000 SF |
| RETAIL 2: | 8,000 SF |
| **OVER-ALL TOTAL BUILDING AREA** | **20,000 SF** |
| **PARKING ANALYSIS** | |
| PARKING REQUIRED: | |
| RETAIL: | 1/200 SF |
| RETAIL 1: | 60 CARS |
| RETAIL 2: | 40 CARS |
| TOTAL PARKING REQUIRED: | 100 CARS |
| **PARKING PROVIDED:** | |
| TOTAL ON-SITE PARKING PROVIDED | 105 CARS |
| HANDICAP PARKING PROVIDED | 4 CARS |
| **TOTAL PARKING PROVIDED:** | **109 CARS** |
| **BLDG COVERAGE** | **23%** |
| **FAR** | **0.23** |




N

YIHONG LIU + ASSOCIATES
ARCHITECTURE PLANNING INTERIOR
1669 HORIZON RIDGE PARKWAY
SUITE 120
HENDERSON, NV 89012
702-778-8711
702-946-0933 - FAX

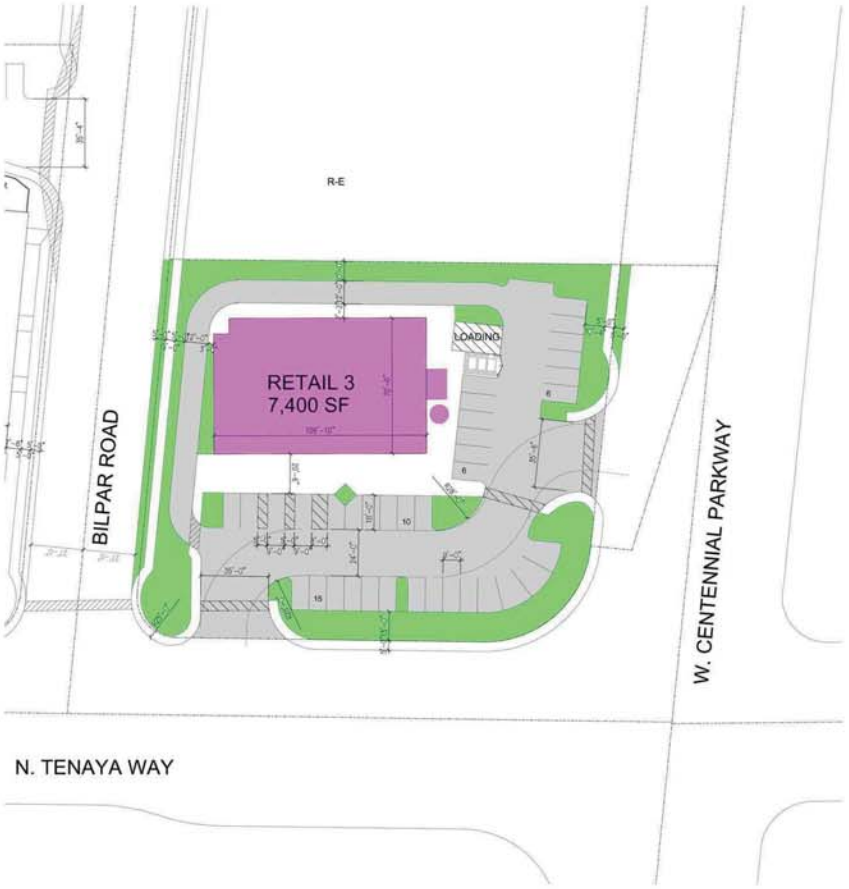
# TENAYA & BILPAR RETAIL

City of Las Vegas, Nevada

AS01
SITE PLAN

PRJ-75178
12/04/18

11/15/18
SCALE 1" = 30'-0"




## PROJECT DATA

| | |
|---|---|
| GROSS SITE: | 1.2 A.C. |
| EXISTING ZONING: | O |
| PROPOSED ZONING: | C-1 |
| APN: | 12522804001 |
| **BUILDING AREA** | |
| RETAIL 3: | 7,400 SF |
| **OVER-ALL TOTAL BUILDING AREA** | **7,400 SF** |
| **PARKING ANALYSIS** | |
| PARKING REQUIRED: | |
| RETAIL: | 1/200 SF |
| RETAIL 3: | 37 CARS |
| TOTAL PARKING REQUIRED: | 37 CARS |
| **PARKING PROVIDED:** | |
| TOTAL ON-SITE PARKING PROVIDED | 35 CARS |
| HANDICAP PARKING PROVIDED | 2 CARS |
| **TOTAL PARKING PROVIDED:** | **37 CARS** |
| **BLDG COVERAGE** | **13.2%** |
| **FAR** | **0.132** |




1 SITE PLAN
1" = 30'-0"

N

YIHONG LIU + ASSOCIATES
ARCHITECTURE PLANNING INTERIOR
1669 HORIZON RIDGE PARKWAY
SUITE 120
HENDERSON, NV 89012
702-778-8711
702-946-0933 - FAX

# TENAYA & CENTENNIAL RETAIL

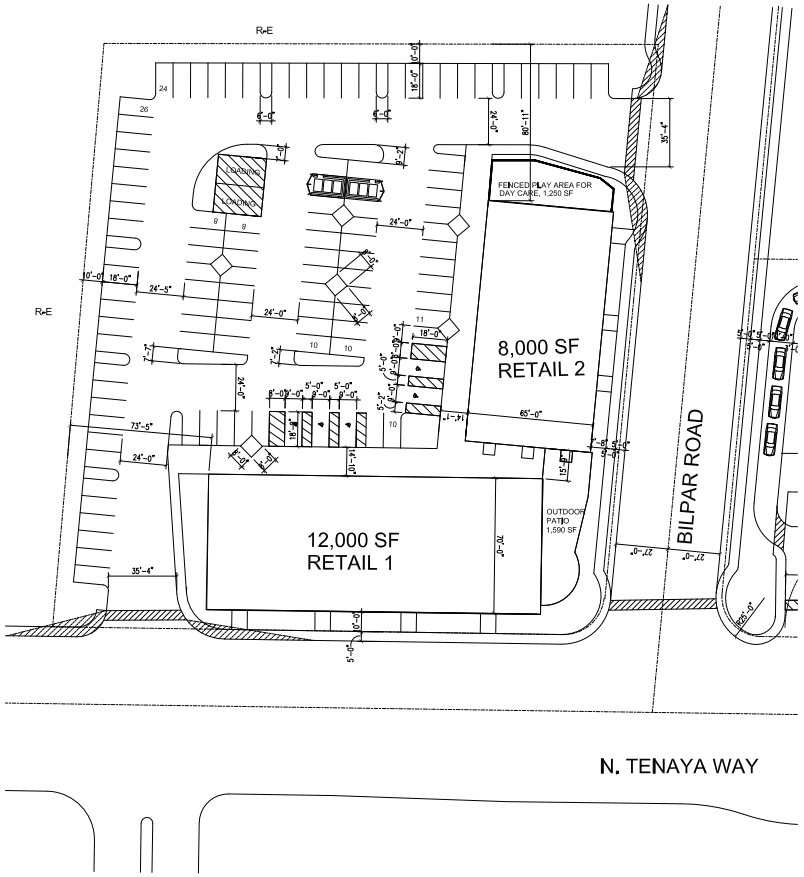
City of Las Vegas, Nevada

AS01
SITE PLAN

11/15/18

SCALE 1" = 30'-0"

PRJ-75178
12/04/18




1 SITE PLAN
1" = 30'-0"

## PROJECT DATA

| | |
|---|---|
| GROSS SITE: | 2.0 A.C. |
| EXISTING ZONING: | O |
| PROPOSED ZONING: | C-1 |
| APN: | 12522801011 |

**BUILDING AREA**

| | |
|---|---|
| RETAIL 1 | 12,000 SF |
| RETAIL 2: | 8,000 SF |
| **OVER-ALL TOTAL BUILDING AREA** | **20,000 SF** |

**PARKING ANALYSIS**

| | |
|---|---|
| PARKING REQUIRED: | |
| RETAIL: | 1/200 SF |
| RETAIL 1: | 60 CARS |
| RETAIL 2: | 40 CARS |
| TOTAL PARKING REQUIRED: | 100 CARS |

**PARKING PROVIDED:**

| | |
|---|---|
| TOTAL ON-SITE PARKING PROVIDED | 105 CARS |
| HANDICAP PARKING PROVIDED | 4 CARS |
| **TOTAL PARKING PROVIDED:** | **109 CARS** |
| BUILDING COVERAGE: | 20.0% |




N

YIHONG LIU + ASSOCIATES
ARCHITECTURE PLANNING INTERIOR

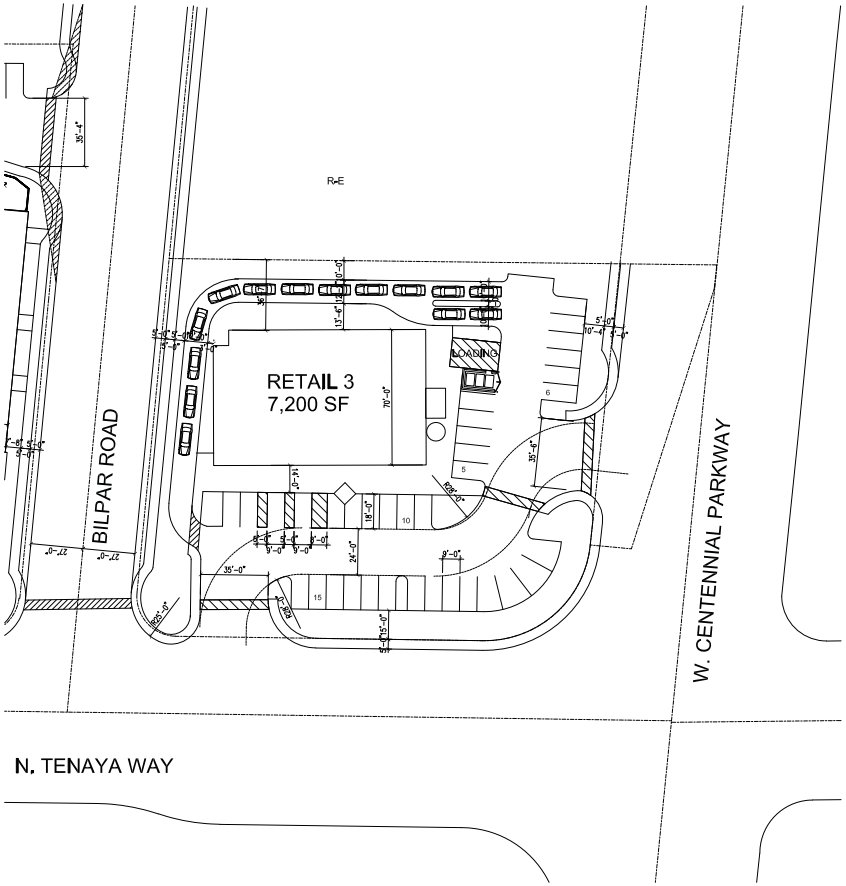
1669 HORIZON RIDGE PARKWAY
SUITE 120
HENDERSON, NV 89012
702-776-8711
702-946-0933 - FAX

# AS01
## SITE PLAN

11/15/18

SCALE 1" = 30'-0"

PRJ-75178
12/11/18




## PROJECT DATA

| | |
|---|---|
| GROSS SITE: | 1.2 A.C. |
| EXISTING ZONING: | O |
| PROPOSED ZONING: | C-1 |
| APN: | 12522804001 |

**BUILDING AREA**

| | |
|---|---|
| RETAIL 3: | 7,200 SF |
| **OVER-ALL TOTAL BUILDING AREA** | **7,200 SF** |

**PARKING ANALYSIS**

PARKING REQUIRED:

| | |
|---|---|
| RETAIL: | 1/200 SF |
| RETAIL 3: | 36 CARS |
| TOTAL PARKING REQUIRED: | 36 CARS |

**PARKING PROVIDED:**

| | |
|---|---|
| TOTAL ON-SITE PARKING PROVIDED | 34 CARS |
| HANDICAP PARKING PROVIDED | 2 CARS |
| **TOTAL PARKING PROVIDED:** | **36 CARS** |
| BUILDING COVERAGE: | 14.2% |
| FAR: | 0.142 |




N

① SITE PLAN
1" = 30'-0"

YIHONG LIU + ASSOCIATES
ARCHITECTURE PLANNING INTERIOR

1669 HORIZON RIDGE PARKWAY
SUITE 120
HENDERSON, NV 89012
702-776-8711
702-946-0933 - FAX

# TENAYA & CENTENNIAL RETAIL

City of Las Vegas, Nevada

AS01
SITE PLAN

PRJ-75178
12/11/18

11/15/18

SCALE 1" = 30'-0"




1 LANDSCAPE PLAN
1" = 30'-0"

TREE LEGEND

| SYM. | BOTANICAL/COMMON NAME | SIZE | COMMENTS |
|---|---|---|---|
| | PISTACHIA CHINENSIS<br>CHINESE PISTACHE | 36" BOX, AT BLDG.<br>24" BOX | STD., D.S. |
| | ELAEOCARPUS DECIPIENS<br>JAPANESE BLUEBERRY | 24" BOX | STD., D.S. |

SHRUB LEGEND

| SYM. | BOTANICAL/COMMON NAME | SIZE | COMMENTS |
|---|---|---|---|
| | CAESALPINIA PULCHERRIMA<br>RED BIRD OF PARADISE | 5 GAL | 72" O.C. |
| | CASSIA NEMOPHILA<br>CASSIA | 5 GAL | 60" O.C. |
| | COTONEASTER GLAUCOPHYLLUS<br>BRIGHT BEAD COTONEASTER | 5 GAL | 42" O.C. |
| | ELAEAGNUS PUNGENS<br>SILVERBERRY | 5 GAL | 48" O.C. |
| | HESPERALOE PARVIFLORA<br>RED YUCCA | 5 GAL | 36" O.C. |
| | LEUCOPHYLLUM F. 'COMPACTA'<br>DWARF TEXAS RANGER | 5 GAL | 30" O.C. |
| | LEUCOPHYLLUM F. 'GREEN CLOUD'<br>GREEN CLOUD TEXAS RANGER | 5 GAL | 48" O.C. |
| | MUHLENBERGIA C. 'REGAL MIST'<br>REGAL MIST | 5 GAL | 36" O.C. |
| | MUHLENBERGIA RIGENS<br>DEER GRASS | 5 GAL | 36" O.C. |
| | PENNISETUM SETACEUM 'CUPREUM'<br>PURPLE FOUNTAIN GRASS | 5 GAL | 36" O.C. |
| | SALVIA GREGGII<br>AUTUMN SAGE | 5 GAL | 24" O.C. |

GROUND COVER / ACCENT PLANT LEGEND

| SYM. | BOTANICAL/COMMON NAME | SIZE | COMMENTS |
|---|---|---|---|
| | ACACIA R. 'DESERT CARPET'<br>CREEPING ACACIA | 1 GAL | 54" O.C., PLANT 54" BACK OF CURBS AND WALKS |
| | DALEA CAPITATA 'SIERRA GOLD'<br>SIERRA GOLD DALEA | 1 GAL | 30" O.C., PLANT 30" BACK OF CURBS AND WALKS |
| | LANTANA CAMARA 'NEW GOLD'<br>NEW GOLD LANTANA | 1 GAL | 30" O.C., PLANT 30" BACK OF CURBS AND WALKS |
| | ROSMARINUS O. 'PROSSTRATUS'<br>DWARF ROSEMARY | 1 GAL | 36" O.C., PLANT 36" BACK OF CURBS AND WALKS |

ROCK MULCH

APPLY A 2" DEEP LAYER OF 3/4" SIZE SCREENED 'PALOMINO TAN' ROCK MULCH IN ALL PLANTING AREAS. THE CONTRACTOR SHALL SUBMIT A SAMPLE OF THE ROCK MULCH TO THE LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO INSTALLATION. THERE ARE TO BE NO BARE AREAS WITHOUT ROCK MULCH. TOP OF ROCK MULCH SHALL BE 1" BELOW FINISH SURFACE OF ADJACENT PAVING.

ALL SLOPES 2-1/2:1 OR GREATER SHALL HAVE 2" TO 4" ROCK TO MATCH THE 'PALOMINO TAN' ROCK SOURCE.

YIHONG LIU + ASSOCIATES
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City of Las Vegas, Nevada

AS01
LANDSCAPE PLAN

PRJ-75178
12/04/18

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SCALE 1" = 30'-0"




1 LANDSCAPE PLAN
1" = 30'-0"

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# TENAYA & CENTENNIAL RETAIL

City of Las Vegas, Nevada

AS01
LANDSCAPE PLAN

PRJ-75178
12/04/18

11/15/18

SCALE 1" = 30'-0"




EAST ELEVATION

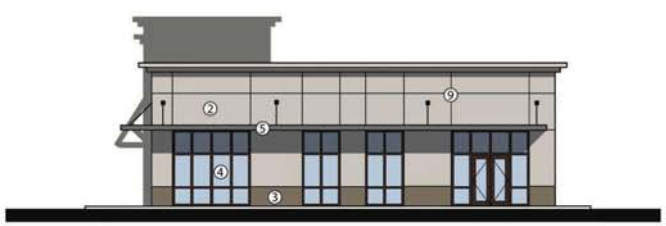



WEST ELEVATION

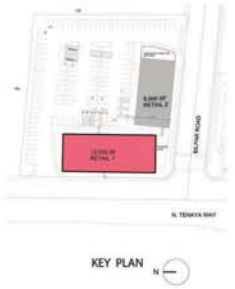
PRJ-25178
12/04/18




SOUTH ELEVATION



NORTH ELEVATION




LEGEND

① - STANDING SEAM METAL ROOF/CANOPY
② - PAINTED EXTERIOR STUCCO WALLS
③ - EXTERIOR STUCCO WALLS, BASES AND SOFFITS PAINTED DET 695 - GRANGE HALL
④ - CLEAR DOUBLE GLAZED ON DARK BRONZE ANODIZED ALUMINUM FRAMING SYSTEM
⑤ - PAINTED METAL CANOPY AND SUPPORT DET 613 - COAL MINER
⑥ - WEATHER RESISTANT FABRIC CANOPY TO MATCH DET 613 - COAL MINER COLOR ON METAL FRAME AND SUPPORT
⑦ - PAINTED FIBER CEMENT EXTERIOR WALL SIDINGS
⑧ - SCONCE
⑨ - CONTROL JOINT (REVEAL)
⑩ - OVERHEAD LIGHTING FIXTURE
⑪ - PAINTED HOLLOW METAL DOOR & FRAME DET 695 - GRANGE HALL

COLOR CODE

FR-CI 1270W NATURAL
DEW 382- FADED GRAY
DE 6346 - SILVER SPRINGS
DE 6123 - TRAIL DUST
DET 695 - GRANGE HALL
DET 613 - COAL MINER

# RETAIL - 1

YIHONG LIU + ASSOCIATES
1669 HORIZON RIDGE PARKWAY,
SUITE 120,
HENDERSON, NV 89012
702. 778.8711
702.946.0933

TENAYA, CENTENNIAL AND BILPAR RETAIL
LAS VEGAS, NV

ELEVATIONS

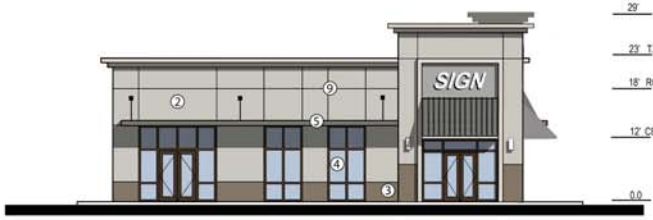
DATE:
SCALE:



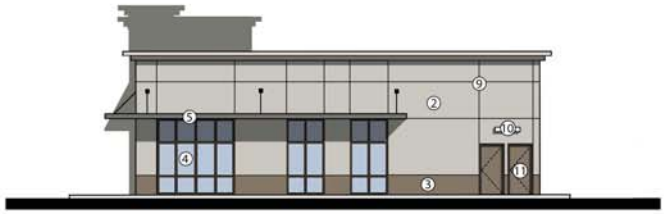

NORTH ELEVATION




SOUTH ELEVATION




EAST ELEVATION



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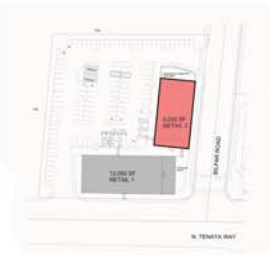

KEY PLAN N

LEGEND

① - STANDING SEAM METAL ROOF/CANOPY
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# RETAIL - 2

YIHONG LIU + ASSOCIATES
1669 HORIZON RIDGE PARKWAY,
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702. 778.8711
702.946.0933

TENAYA, CENTENNIAL AND BILPAR RETAIL
LAS VEGAS, NV

ELEVATIONS

PRJ-75178
12/04/18

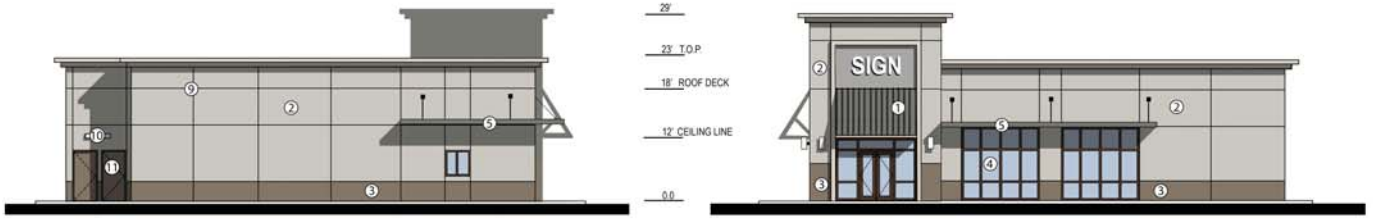
DATE:
SCALE:




WEST ELEVATION




EAST ELEVATION




NORTH ELEVATION

SOUTH ELEVATION



KEY PLAN

LEGEND

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# RETAIL 3

YIHONG LIU + ASSOCIATES
1669 HORIZON RIDGE PARKWAY,
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702. 778.8711
702.946.0933

TENAYA, CENTENNIAL AND BILPAR RETAIL
LAS VEGAS, NV

ELEVATIONS

PRJ-75178
12/04/18

DATE:
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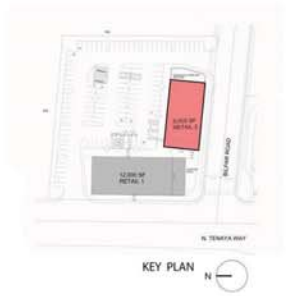
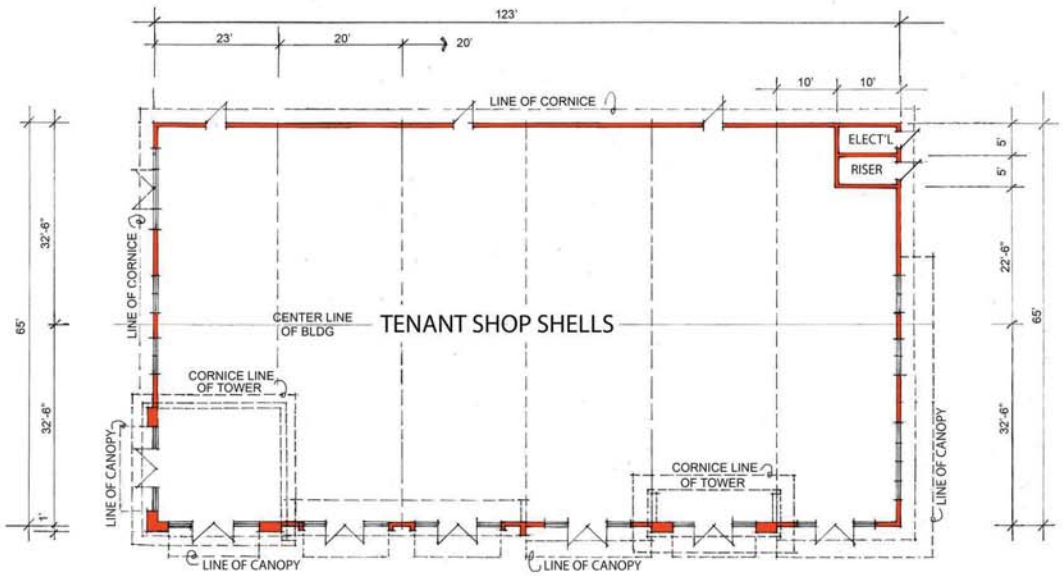



NOTE: UTILITIES TO BE ADDED UPON
ACTUAL TENANT'S ASSIGNMENT

# RETAIL - 2

YIHONG LIU + ASSOCIATES
1669 HORIZON RIDGE PARKWAY,
SUITE 120,
HENDERSON, NV 89012
702. 778.8711
702.946.0933

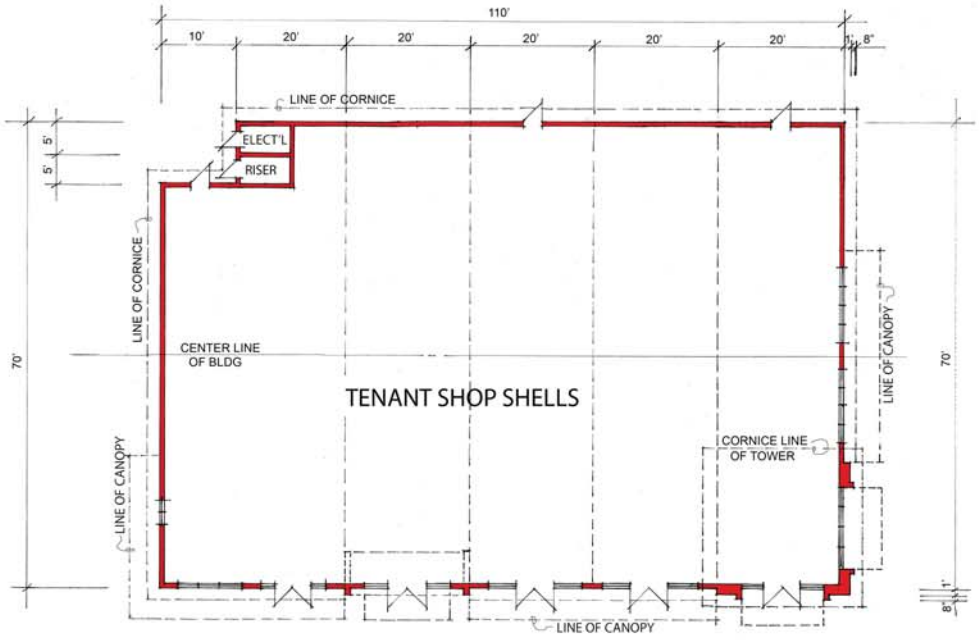
TENAYA, CENTENNIAL AND BILPAR RETAIL
LAS VEGAS, NV

FLOOR PLAN

DATE:
SCALE:

N

PRJ-75178
12/04/18






KEY PLAN

N

NOTE: UTILITIES TO BE ADDED UPON
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# RETAIL 3

YIHONG LIU + ASSOCIATES
1669 HORIZON RIDGE PARKWAY,
SUITE 120,
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702. 778.8711
702.946.0933

TENAYA, CENTENNIAL AND BILPAR RETAIL
LAS VEGAS, NV

FLOOR PLAN

PRJ-75178
12/04/18

DATE:
SCALE:

N



**GPA-75230 [PRJ-75178] - GENERAL PLAN AMENDMENT RELATED TO ZON-75231 - APPLICANT: FF SERIES HOLDINGS, LLC - OWNER: FF SERIES HOLDINGS, LLC AND MABUHAY COML INVEST 4, LLC**
**SOUTHEAST CORNERS OF BILPAR ROAD AND TENAYA WAY**

12/13/18




**GPA-75230 [PRJ-75178] - GENERAL PLAN AMENDMENT RELATED TO ZON-75231 - APPLICANT: FF SERIES HOLDINGS, LLC - OWNER: FF SERIES HOLDINGS, LLC AND MABUHAY COML INVEST 4, LLC**
**SOUTHEAST CORNERS OF BILPAR ROAD AND TENAYA WAY**

12/13/18



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LAW OFFICE

Brown, Brown & Premsrirut

AN ASSOCIATION OF PROFESSIONAL CORPORATIONS

JAY H. BROWN
DAVID T. BROWN
PUOY K. PREMSRIRUT

520 SOUTH FOURTH STREET
LAS VEGAS, NEVADA 89101-6520

TELEPHONE (702) 384-5563
FACSIMILE (702) 385-1023
EMAIL: jbrown@brownlawlv.com

November 30, 2018

City of Las Vegas Planning and Zoning
333 North Rancho Drive
Las Vegas, Nevada 89106

**RE: GPA to change parcels designated for office to C-1 125-22-804-001 etc.**

Dear Sir/Madam;

The applicant owns parcels at the NEC and SEC of Tenaya and Bilpar alignment. Currently the parcels are zoned office. The applicant requests consideration to redesignate the parcels to neighborhood commercial (C-1). The parcels were previously approved for an emergency medical facility and a day care.

With the development of the multi-family apartments just to the West and the single-family residential homes just to the North of the subject properties, it has changed the landscape of the overall masterplan of this section. The demand for neighborhood retail services has increased over the period of 20 years and we believe the need for these types of services will be a complement to the local community members.

The Applicant held an informal neighborhood meeting per the request of Councilwoman Fiore. During the neighborhood meeting, the Applicant met with the neighbors individually to better understand and identify how the local commercial development can be a complement to their standard of living and quality of life. A majority of the neighbors who were present at the meeting agreed that the surrounding neighborhood has changed over time and that the subject parcels would not remain Rural Estate (RE). A second take-away was that a fueling station that operates twenty four hours a day was not acceptable. The neighbors were open to hear more from the Applicant on various design standards and potential uses that could be developed at these subject parcels.

The remainder of the conversation deliberated office uses bring in traffic and typically close at 6 PM versus uses that are patronized by the neighborhood. Therefore, we respectfully and humbly for the abovementioned factors, request consideration for the GPA application for C-1 zoning.

Per the site plan, and sidewalk cross sections, the buildings are placed and will be used as a service commercial easily accessible for the existing housing within a 1000 foot radius.

PRJ-75178
12/04/18

LAW OFFICE
Brown, Brown & Premsrirut
AN ASSOCIATION OF PROFESSIONAL CORPORATIONS

Please phone me if you have considerations or suggestions.

Respectfully,

Lora Dreja
Land Entitlements
(702) 598-1408

PRJ-75178
12/04/18

LAW OFFICE

Brown, Brown & Premsrirut

AN ASSOCIATION OF PROFESSIONAL CORPORATIONS

JAY H. BROWN
DAVID T. BROWN
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LAS VEGAS, NEVADA 89101-6520

TELEPHONE (702) 384-5563
FACSIMILE (702) 385-1023
EMAIL: jbrown@brownlawlv.com

March 18, 2019

City of Las Vegas Planning and Zoning
333 North Rancho Drive
Las Vegas, Nevada 89106

**RE: (PRJ 75178) Holdover request from March 20, 2019 City Council Hearing. Items 68 – 70. 125-22-804-001**

Dear Ms. Eddowes;

The above mentioned GPA and companion items are scheduled to be heard at the March 20, City Council hearing. On behalf of Mabuhay Commercial Investments 4 LLC, the property owner, we request these matters be held over to the May 1, 2019 City Council Meeting. The extra time is needed to consider additional conditions with City Staff.

Please contact me if you have questions or concerns,

Respectfully,

Lora Dreja
Land Entitlements
(702) 598-1408

CC: Carman Burney,

SUBMITTED AFTER FINAL AGENDA
AGENDA ITEMS #68-70
RECEIVED 03.18.19

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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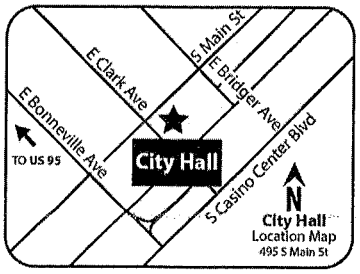
**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request
☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**GPA-75230 and ZON-75231 [PRJ-75178]**
City Council Meeting of **3/20/2019**

Case: GPA-75230 AND ZON-75231
12522804005
BARRY EDWARD P & MAUREEN L
7025 BILPAR RD
LAS VEGAS NV 89131

129 LRDFMP1 89131

Submitted after final agenda

Date 3/14/19 Item 68-69

City of Las Vegas
Office Of The City Clerk
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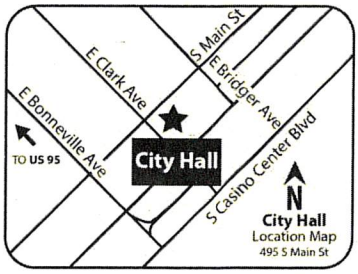
## Return Service Requested
## Official Notice of Public Hearing

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☐ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.
**GPA-75230 and ZON-75231 [PRJ-75178]**
City Council Meeting of **3/20/2019**

Case: GPA-75230 AND ZON-75231
12522410005
HOSKINS BRIAN & ANGELA 2014 REVO
HOSKINS BRIAN & ANGELA TRS
7230 SHENANDOAH SPRINGS AVE
LAS VEGAS NV 89131

129 LRDFNP1 89131

Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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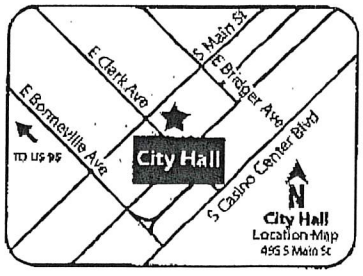
## Return Service Requested
## Official Notice of Public Hearing

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**GPA-75230 and ZON-75231 [PRJ-75178]**
City Council Meeting of **3/20/2019**

Case: GPA-75230 AND ZON-75231
12522304015
CARDELLA NANCY REVOCABLE TRUST
CARDELLA NANCY TRS
7264 W ROME BLVD
LAS VEGAS NV 89131-3526

Submitted after final agenda

Date 3/18/19 Item 69-69

129 LRDFNP1 89131

03/15/2019 15:19 7028716910 KAO PAGE 02/02

Prior to the construction of "Vue" at Centennial, the Owner/developer had a meeting with residents of Lamplight Glen at Rome at the Centennial YMCA. At this meeting, the question was asked to the owner/developer why not build the complex, at the West side of the property, across the street (N Glen Herbert Way) from the existing commercial strip plaza. The owner/developer stated, the noise from all the traffic and delivery trucks would keep the residents up all night, so that is why I am going to build the "Vue" at Centennial on the East side of the property.

Fast forward to today, the owner/developer wants to build a commercial business with a drive thru across the street from the "Vue "at Centennial which would disrupt the residents of the "Vue" at Centennial with all the added traffic noise and delivery trucks all night.

How is this scenario different from the West side or even better for all the residents with continuous noise from the increased traffic and all the noise from the delivery trucks, then what the owner/developer presented as an argument not to build on the West side of the property before breaking ground for the "Vue" at Centennial?

---

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75238 [PRJ-75178]**

City Council Meeting of **3/20/2019**

Case: SDR-75238

12522410017
BOWMAN CRAIG L & VALERIE D
7235 SHENANDOAH SPRINGS AVE
LAS VEGAS NV 89131-3248

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Office Of The City Clerk
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Las Vegas, Nevada 89101

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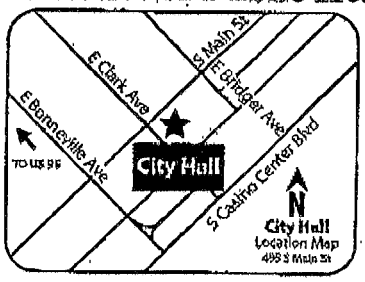


Also, we are concerned with the congregation of homeless persons, which this type of business will attract.

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**GPA-75230 and ZON-75231 [PRJ-75178]**

City Council Meeting of **3/20/2019**

Case: GPA-75230 AND ZON-75231

12522410017
BOWMAN CRAIG L & VALERIE D
7235 SHENANDOAH SPRINGS AVE
LAS VEGAS NV 89131-3248

Submitted after final agenda

Date 3/19/19 Item 68-69

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

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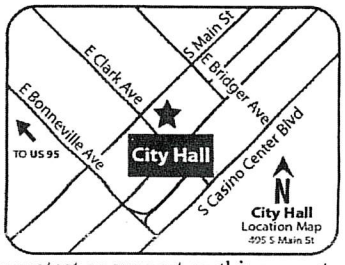


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☐ I SUPPORT this Request

☒ I OPPOSE this Request

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**GPA-75230 and ZON-75231 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

Case: GPA-75230 AND ZON-75231
12522410005
HOSKINS BRIAN & ANGELA 2014 REVO
HOSKINS BRIAN & ANGELA TRS
7230 SHENANDOAH SPRINGS AVE
LAS VEGAS NV 89131

123 LRDFMP1 89131

22-23P

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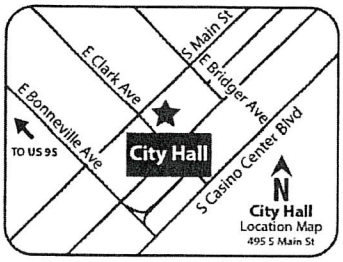


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☒ I OPPOSE this Request

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**GPA-75230 and ZON-75231 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

Case: GPA-75230 AND ZON-75231
12522410014
SYDNEY & SOPHIE TRUST
7229 ABBEVILLE MEADOWS AVE
LAS VEGAS NV 89131-3246

129 LRDFMP1 89131

22-23P

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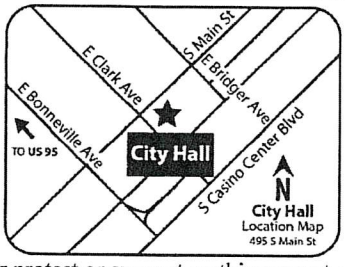


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☒ I OPPOSE this Request

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**GPA-75230 and ZON-75231 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

Case: GPA-75230 AND ZON-75231
12522403008
C H 4 SERIES CLEAR HORIZONS L L
7260 W AZURE DR #140-54
LAS VEGAS NV 89130

127 LRDPNP1 89130

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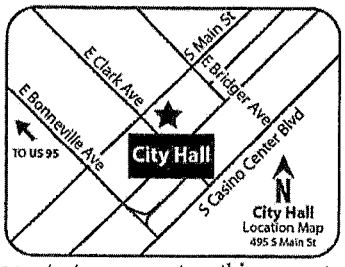


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☐ I SUPPORT this Request

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**GPA-75230 and ZON-75231 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

Case: GPA-75230 AND ZON-75231
12522403004
LUCKY DOG TRUST
7315 ROME BLVD
LAS VEGAS NV 89131-3524

139 LRDPNP1 89131

22-23P

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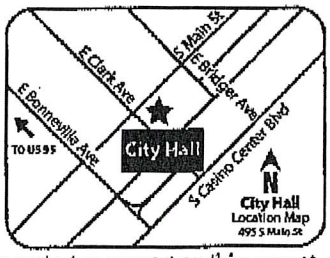


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**GPA-75230 and ZON-75231 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

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Case: GPA-75230 AND ZON-75231
12522304015
CARDELLA NANCY REVOCABLE TRUST
CARDELLA NANCY TRS
7264 W ROME BLVD
LAS VEGAS NV 89131-3526

**Submitted after Final Agenda**
M-18P

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

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**GPA-75230 and ZON-75231 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

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Case: GPA-75230 AND ZON-75231
12522801015
MCINNIS WILLIAM J TRUST
MCINNIS WILLIAM J TRS
P O BOX 1319
SEARCHLIGHT NV 89046

17-18P

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Department of Planning
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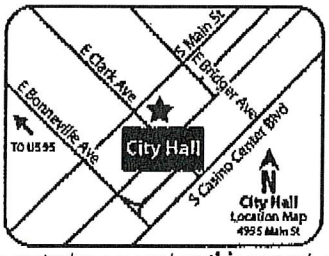


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**GPA-75230 and ZON-75231 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

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Case: GPA-75230 AND ZON-75231
12522801018
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MCINNIS WILLIAM J TRS
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SEARCHLIGHT NV 89046

17-18P

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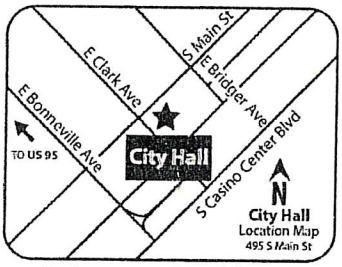


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☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**GPA-75230 and ZON-75231 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

Case: GPA-75230 AND ZON-75231
12522804005
BARRY EDWARD P & MAUREEN L
7025 BILPAR RD
LAS VEGAS NV 89131

129 LRDFNP1 89131

18P
17P

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Tuesday, January 22, 2019 3:28 AM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

Formstack

**Formstack Submission For: PlanningApplicationComments2019**
Submitted at 01/22/19 3:28 AM

| | |
|---|---|
| **Meeting Date:** | Tuesday, January 22, 2019 |
| **Project Number:** | GPA-75230 |
| **Position:** | I OPPOSE the project and all related applications. |
| **Name:** | Craig Bowman |
| **Residential or Business Address:** | 7235 Shenandoah Springs Ave<br>Las Vegas, NV 89131 |
| **Phone:** | (702) 953-6883 |
| **Email:** | chickapin_hill@msn.com |

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**Submitted after Final Agenda**

MP

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Tuesday, January 22, 2019 3:41 AM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

Formstack

## Formstack Submission For: PlanningApplicationComments2019
Submitted at 01/22/19 3:41 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 22, 2019 |
| Project Number: | PRJ-75178 |
| Position: | I OPPOSE the project and all related applications. |
| Name: | Valerie Bowman |
| Residential or Business Address: | 7235 Shenandoah Springs Ave<br>Las Vegas, NV 89131 |
| Phone: | (702) 953-6883 |
| Email: | chickapin_hill@msn.com |

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**Submitted after Final Agenda**

17-24P

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Tuesday, January 22, 2019 3:37 AM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

Formstack

## Formstack Submission For: PlanningApplicationComments2019
Submitted at 01/22/19 3:36 AM

| | |
|---|---|
| **Meeting Date:** | Tuesday, January 22, 2019 |
| **Project Number:** | PRJ-75178 |
| **Position:** | I OPPOSE the project and all related applications. |
| **Name:** | Craig Bowman |
| **Residential or Business Address:** | 7235 Shenandoah Springs Ave<br>Las Vegas, NV 89131 |
| **Phone:** | (702) 953-6883 |
| **Email:** | chickapin_hill@msn.com |

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17-24P

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**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Saturday, February 23, 2019 8:05 AM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

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City of Las Vegas

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formstack

## Formstack Submission For: PlanningApplicationComments2019
Submitted at 02/23/19 8:04 AM

| | |
|---|---|
| **Meeting Date:** | Tuesday, February 12, 2019 |
| **Project Number:** | PRJ-75178 |
| **Position:** | I OPPOSE the project and all related applications. |
| **Name:** | Craig Bowman |
| **Residential or Business Address:** | 7235 Shenandoah Springs Ave<br>Las Vegas, NV 89131 |
| **Comments:** | I oppose the project and all related applications. |

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22-29 P

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**69**

**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

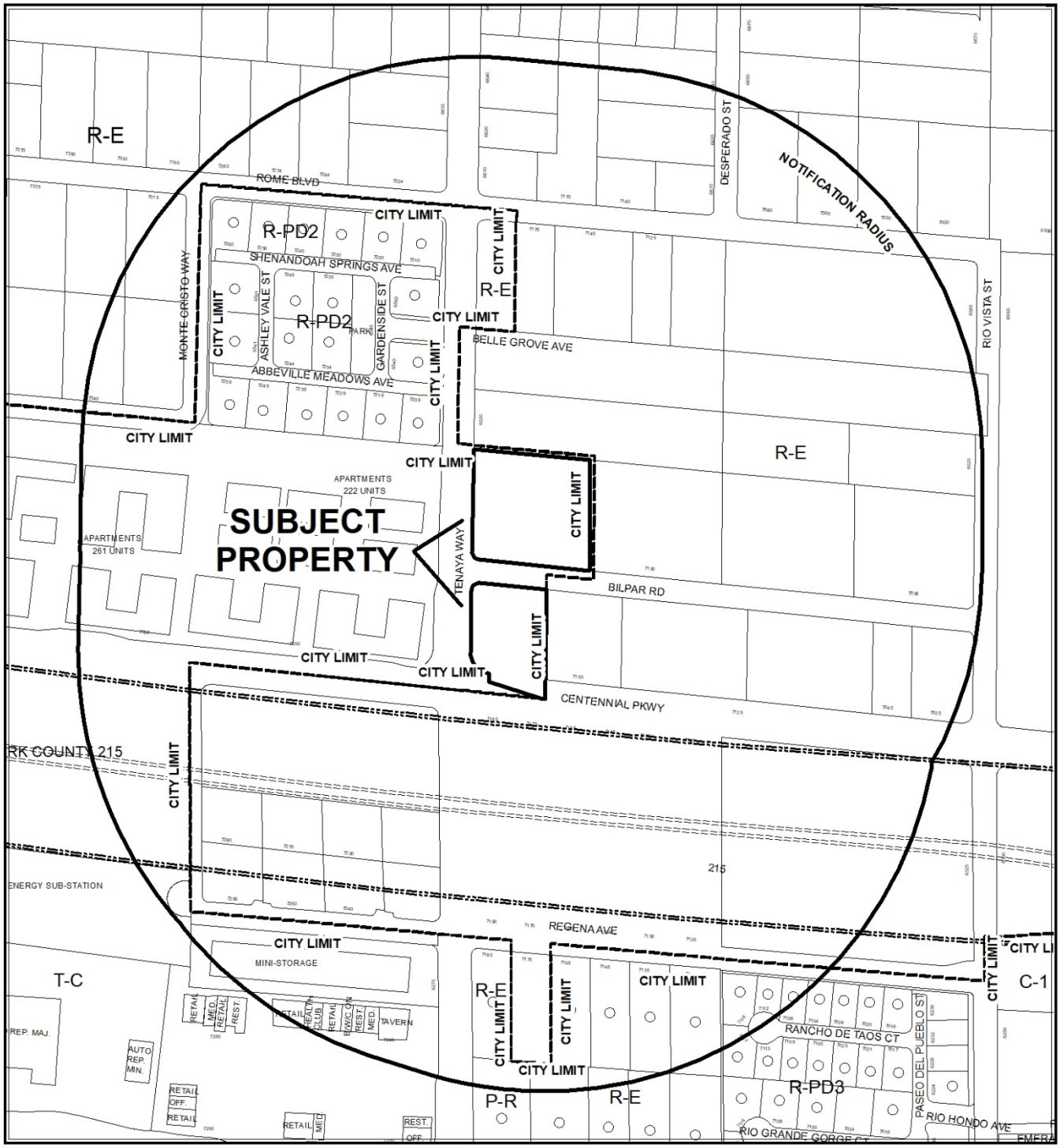
**SUBJECT:**
ZON-75231 - REZONING RELATED TO GPA-75230 - PUBLIC HEARING - APPLICANT: FF SERIES HOLDINGS, LLC - OWNER: FF SERIES HOLDINGS, LLC AND MABUHAY COML INVEST 4, LLC - For possible action on a request for a Rezoning FROM: O (OFFICE) TO: C-1 (LIMITED COMMERCIAL) on 3.20 acres at the northeast and southeast corner of Bilpar Road and Tenaya Way (APNs 125-22-804-001 and 125-22-801-011), Ward 6 (Fiore) [PRJ-75178]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 8 | Planning Commission Mtg. | 0 |
| City Council Meeting | 4 | City Council Meeting | 0 |

**RECOMMENDATION:**
The Planning Commission (4-0 vote) and Staff recommend APPROVAL

**BACKUP DOCUMENTATION:**
1. Consolidated Backup
2. Location and Aerial Maps

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**




0 290 580

Feet

**CASE:** **ZON-75231 (PRJ-75178)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** O (OFFICE)

**PROPOSED ZONING OF SUBJECT PROPERTY:** C-1 (LIMITED COMMERCIAL)

N




**CASE:** **ZON-75231 (PRJ-75178)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** O (OFFICE)

**PROPOSED ZONING OF SUBJECT PROPERTY:** C-1 (LIMITED COMMERCIAL)

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**70**

**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
SDR-75238 - SITE DEVELOPMENT PLAN REVIEW RELATED TO GPA-75230 AND ZON-75231 - PUBLIC HEARING - APPLICANT: FF SERIES HOLDINGS, LLC - OWNER: MABUHAY COML INVEST 4, LLC - For possible action on a request for a Site Development Plan Review FOR A PROPOSED 7,350 SQUARE-FOOT COMMERCIAL BUILDING WITH DRIVE THROUGH on 1.21 acres at the southeast corner of Bilpar Road and Tenaya Way (APN 125-22-804-001), O (Office) Zone [PROPOSED: C-1 (Limited Commercial)], Ward 6 (Fiore) [PRJ-75178]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 9 | Planning Commission Mtg. | 0 |
| City Council Meeting | 4 | City Council Meeting | 0 |

**RECOMMENDATION:**
The Planning Commission (4-0 vote) and Staff recommend APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Consolidated Backup
2. Backup Submitted at the February 26, 2019 Planning Commission Meeting
3. Protest Postcards

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**

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495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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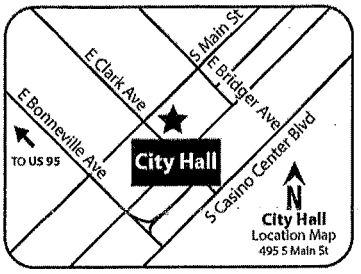


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☐ I SUPPORT this Request
☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75238 [PRJ-75178]**
City Council Meeting of **3/20/2019**

Case: SDR-75238
12522804005
BARRY EDWARD P & MAUREEN L
7025 BILPAR RD
LAS VEGAS NV 89131

129 LRDFMP1 89131

Submitted after final agenda

Date 3/14/19 Item 70

City of Las Vegas
Office Of The City Clerk
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Las Vegas, Nevada 89101

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Permit No. 1630

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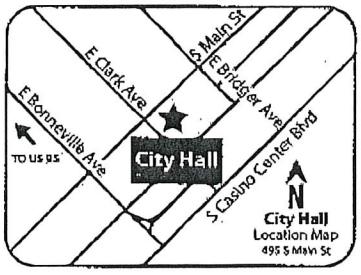
## Official Notice of Public Hearing




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**SDR-75238 [PRJ-75178]**
City Council Meeting of **3/20/2019**

RECEIVED
CITY CLERK
2019 MAR 18 A 7:25

Case: SDR-75238
12522304015
CARDELLA NANCY REVOCABLE TRUST
CARDELLA NANCY TRS
7264 W ROME BLVD
LAS VEGAS NV 89131-3526

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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Las Vegas, NV
Permit No. 1630

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2019 MAR 18 A 11:33

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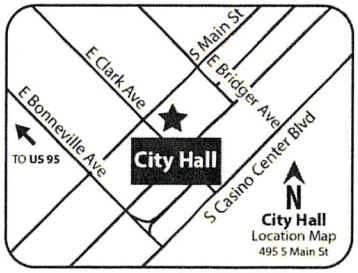


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**SDR-75238 [PRJ-75178]**
City Council Meeting of **3/20/2019**

Case: SDR-75238
12522410005
HOSKINS BRIAN & ANGELA 2014 REVO
HOSKINS BRIAN & ANGELA TRS
7230 SHENANDOAH SPRINGS AVE
LAS VEGAS NV 89131

Submitted after final agenda

Date 3/18/19 Item 70

Prior to the construction of "Vue" at Centennial, the Owner/developer had a meeting with residents of Lamplight Glen at Rome at the Centennial YMCA. At this meeting, the question was asked to the owner/developer why not build the complex, at the West side of the property, across the street (N Glen Herbert Way) from the existing commercial strip plaza. The owner/developer stated, the noise from all the traffic and delivery trucks would keep the residents up all night, so that is why I am going to build the "Vue" at Centennial on the East side of the property.

Fast forward to today, the owner/developer wants to build a commercial business with a drive thru across the street from the "Vue "at Centennial which would disrupt the residents of the "Vue" at Centennial with all the added traffic noise and delivery trucks all night.

How is this scenario different from the West side or even better for all the residents with continuous noise from the increased traffic and all the noise from the delivery trucks, then what the owner/developer presented as an argument not to build on the West side of the property before breaking ground for the "Vue" at Centennial?

---

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Please use available blank space on card for your comments.

**SDR-75238 [PRJ-75178]**

City Council Meeting of **3/20/2019**

12522410017 Case: SDR-75238
BOWMAN CRAIG L & VALERIE D
7235 SHENANDOAH SPRINGS AVE
LAS VEGAS NV 89131-3248

129 LRDFNP1 89131

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City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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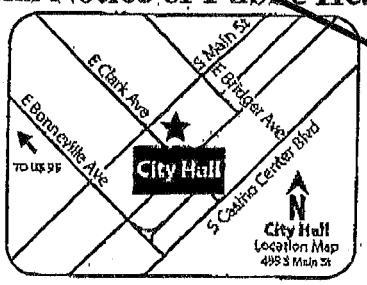


Also, we are concerned with the congregation of homeless persons, which this type of business will attract.

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2019 MAR 19 P 3:

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**GPA-75230 and ZON-75231 [PRJ-75178]**

City Council Meeting of **3/20/2019**

Case: GPA-75230 AND ZON-75231
12522410017
BOWMAN CRAIG L & VALERIE D
7235 SHENANDOAH SPRINGS AVE
LAS VEGAS NV 89131-3248

Submitted after final agenda

Date 3/19/19 Item 70

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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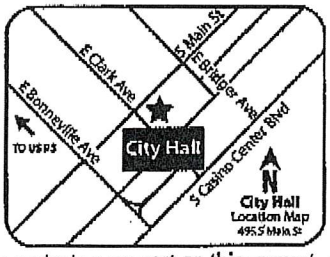


If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018
If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

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**SDR-75238 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

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JAN 2 2 2018
Dept of Planning
City of Las Vegas

Case: SDR-75238
12522304015
CARDELLA NANCY REVOCABLE TRUST
CARDELLA NANCY TRS
7264 W ROME BLVD
LAS VEGAS NV 89131-3526

**Submitted after Final Agenda**

24P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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Las Vegas, NV
Permit No. 1630

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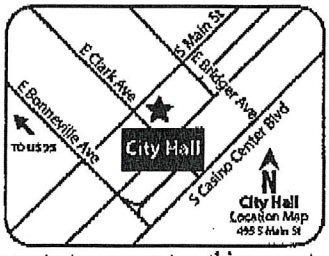


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**SDR-75238 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

RECEIVED
JAN 2 2 2018
Dept of Planning
City of Las Vegas

Case: SDR-75238
12522801015
MCINNIS WILLIAM J TRUST
MCINNIS WILLIAM J TRS
P O BOX 1319
SEARCHLIGHT NV 89046

89046

24P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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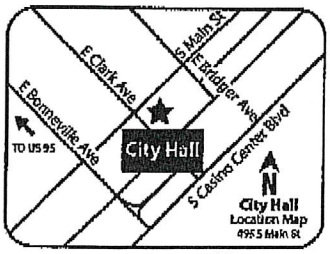
Las Vegas, NV
Permit No. 1630

**Return Service Requested**
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request

☒ I OPPOSE this Request

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**SDR-75238 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

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JAN 2 2 2018
Dept of Planning
City of Las Vegas

Case: SDR-75238
12522801018
MCINNIS WILLIAM J TRUST
MCINNIS WILLIAM J TRS
P O BOX 1319
SEARCHLIGHT NV 89046

75 LPDFNP1 89046

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City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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Las Vegas, NV
Permit No. 1630

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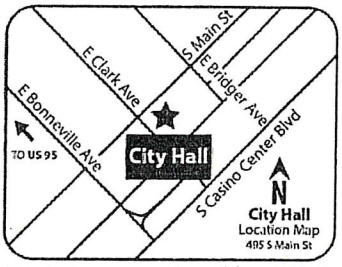
**Official Notice of Public Hearing**

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☒ I OPPOSE this Request

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**SDR-75238 [PRJ-75178]**
Planning Commission Meeting of **1/22/2019**

RECEIVED
JAN 15 2019
Dept of Planning
City of Las Vegas

Case: SDR-75238
12522804005
BARRY EDWARD P & MAUREEN L
7025 BILPAR RD
LAS VEGAS NV 89131

129 LADFNP1 89131

24P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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Las Vegas, NV
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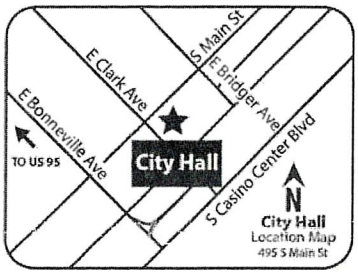
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request

☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75238 [PRJ-75178]**

Planning Commission Meeting of **2/26/2019**

RECEIVED
FEB 25 2019
Dept of Planning
City of Las Vegas

Case: SDR-75238

12522701013
JAMIESON FAMILY TRUST
JAMIESON ROSALIE TRS
6610 N TENAYA WAY
LAS VEGAS NV 89131-3401

123 LRDFNP1 89131

Submitted after final agenda

Date 2/25/19 Item 29

29P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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Las Vegas, NV
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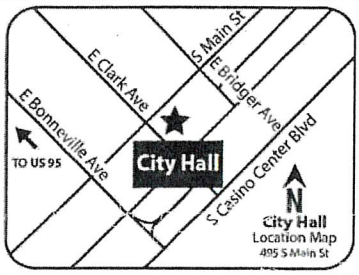
FEB 25 2019
Dept of Planning
City of Las Vegas

## Return Service Requested
## Official Notice of Public Hearing

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☐ I SUPPORT this Request ☑ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75238 [PRJ-75178]**
Planning Commission Meeting of **2/26/2019**

Case: SDR-75238

12522410015
HOLLINS JAMES L & C D REV LIV TR
HOLLINS JAMES L & CRYSTAL D TRS
7219 ABBEVILLE MEADOWS AVE
LAS VEGAS NV 89131-3246

129 LADFNP1 89131

2 of P

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Thursday, February 21, 2019 2:08 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

**EXTERNAL EMAIL**

RECEIVED
FEB 2 6 2019
Dept of Planning
City of Las Vegas

formstack

## Formstack Submission For: PlanningApplicationComments2019
Submitted at 02/21/19 2:07 PM

| | |
|---|---|
| **Meeting Date:** | Tuesday, February 12, 2019 |
| **Project Number:** | SDR-75238 |
| **Position:** | I OPPOSE the project and all related applications. |
| **Name:** | Lynn Mate |
| **Residential or Business Address:** | 7274 W Rome Blvd<br>Las Vegas, NV 89131 |
| **Phone:** | (702) 580-0991 |
| **Email:** | lynnmate@aol.com |
| **Comments:** | We have horses in the area. We have people and children riding those horses. We have farm animal also. I feel that intersection will be too buzy and backed up to get in and out of the area .Also on the side street there are stables where people board their horses. Those horses will be affected by the lights, noise, more traffic. |



29 P

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**71**

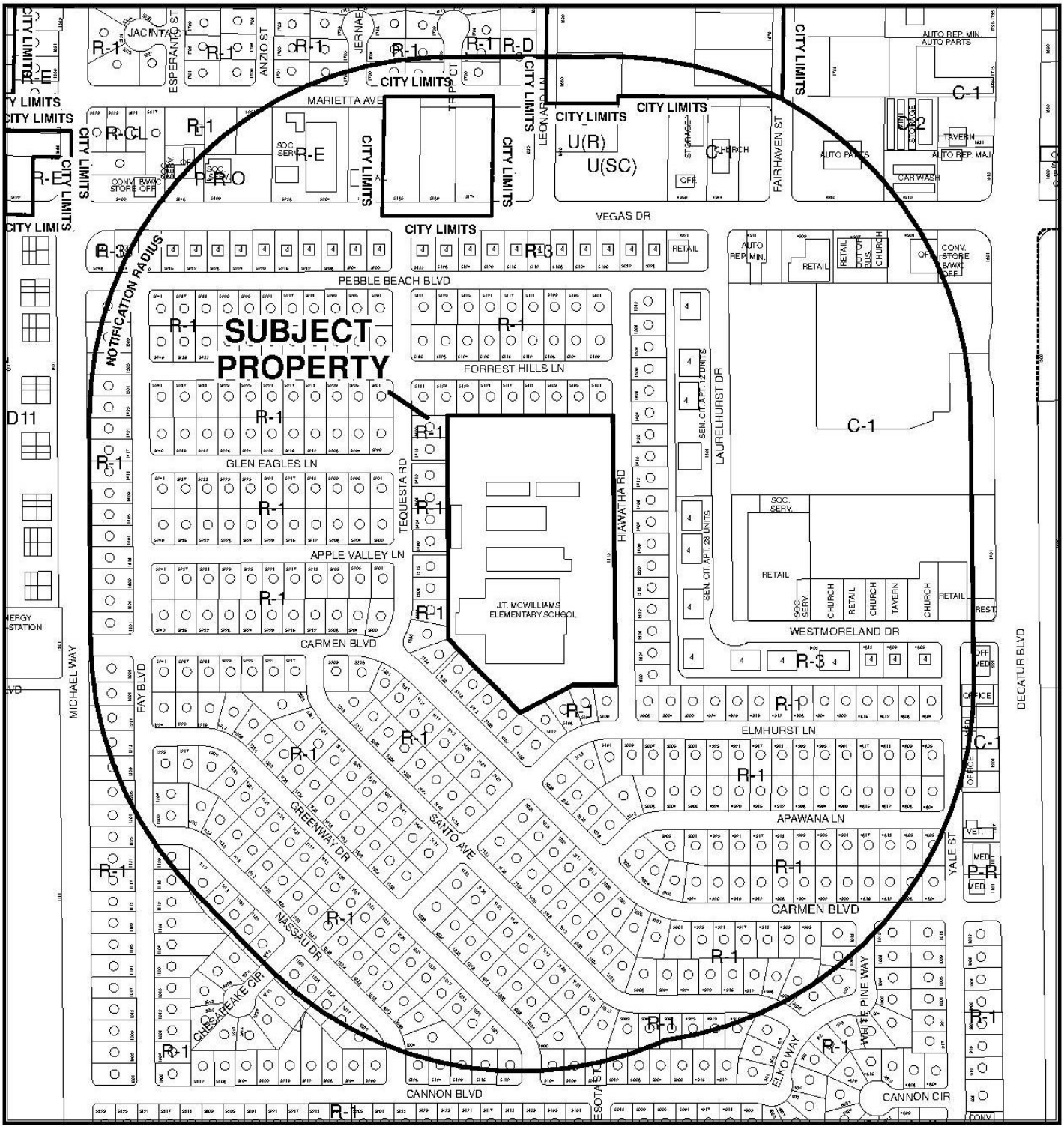
**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
VAR-75568 - VARIANCE - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Variance FROM TITLE 19.10.020 CIVIC DEVELOPMENT STANDARDS on 8.09 acres at 1315 Hiawatha Road (APN 138-25-501-001), C-V (Civic) Zone, Ward 5 (Crear) [PRJ-75335]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 0 | Planning Commission Mtg. | 1 |
| City Council Meeting | 1 | City Council Meeting | 2 |

**RECOMMENDATION:**
The Planning Commission (4-0 vote) and Staff recommend APPROVAL, subject to conditions:

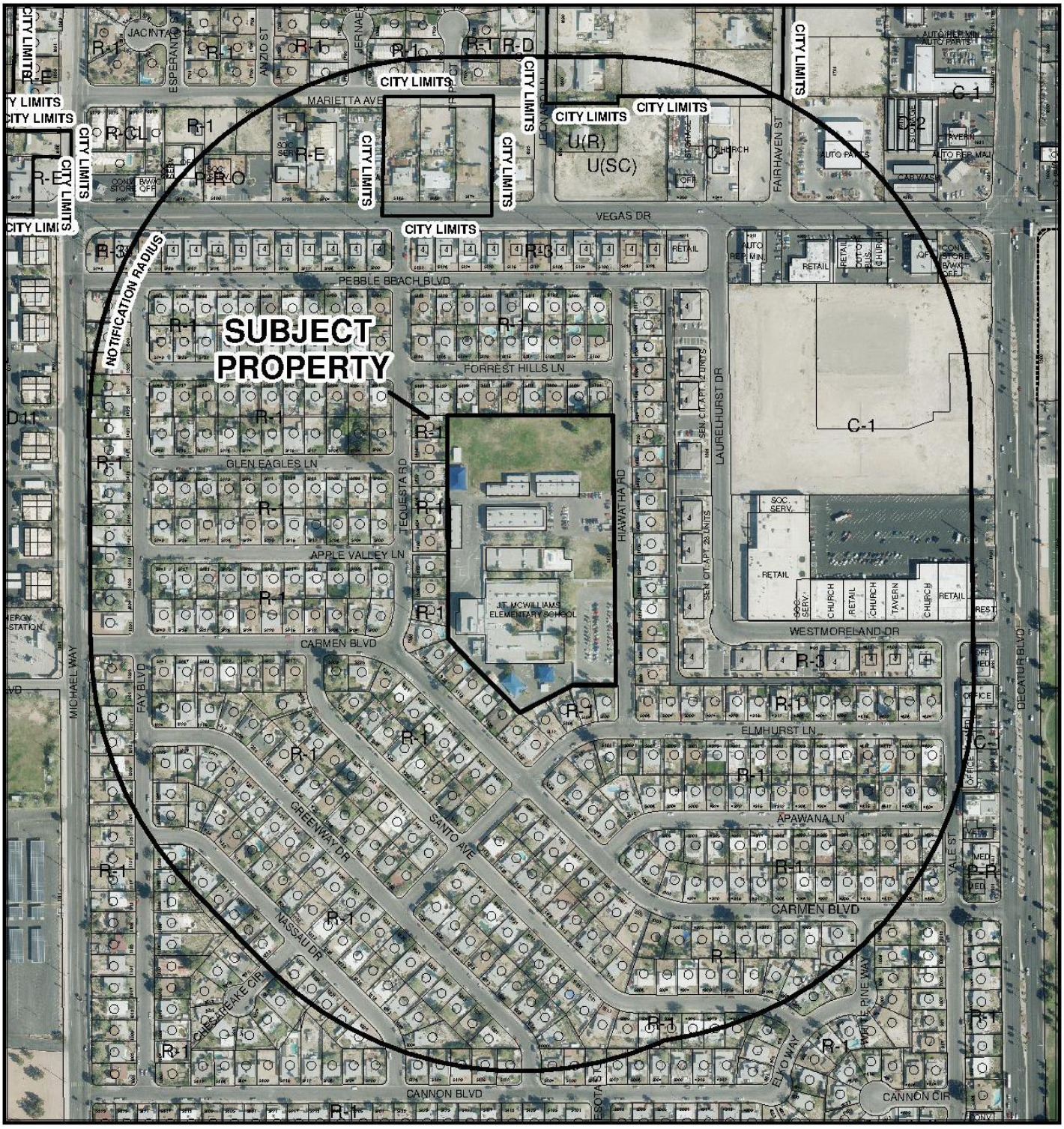
**BACKUP DOCUMENTATION:**
1. Location and Aerial Maps - VAR-75568, VAR-75569 and SDR-75570 [PRJ-75335]
2. Conditions and Staff Report - VAR-75568, VAR-75569 and SDR-75570 [PRJ-75335]
3. Supporting Documentation - VAR-75568, VAR-75569 and SDR-75570 [PRJ-75335]
4. Photo(s) - VAR-75568, VAR-75569 and SDR-75570 [PRJ-75335]
5. Justification Letter - VAR-75568, VAR-75569 and SDR-75570 [PRJ-75335]
6. Submitted after Final Agenda - Executed One Motion One Vote for VAR-75568, Protest/Support Postcards for VAR-75568 and VAR-75569 and Documentation Not Vetted - Unmarked Postcard for VAR-75568 and VAR-75569 [PRJ-75335]
7. Backup Submitted at the February 26, 2019 Planning Commission Meeting




**CASE:** **VAR-75568, VAR-75569 AND SDR-75570 (PRJ-75335)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** C-V (SINGLE FAMILY RESIDENTAIL – RESTRICTED)




**CASE:** **VAR-75568, VAR-75569 AND SDR-75570 (PRJ-75335)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** C-V (SINGLE FAMILY RESIDENTAIL – RESTRICTED)

City of Las Vegas

## *AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES**

## ** STAFF RECOMMENDATION(S) **

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **VAR-75568** | Staff recommends APPROVAL, subject to conditions: | |
| **VAR-75569** | Staff recommends APPROVAL, subject to conditions: | VAR-75568 |
| **SDR-75570** | Staff recommends APPROVAL, subject to conditions: | VAR-75568<br>VAR-75569 |

## ** NOTIFICATION **

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED** 20

**NOTICES MAILED**
504 - VAR-75568 and VAR-75569 [PRJ-75335]
504 - SDR-75570 [PRJ-75335]

**PROTESTS**
0 - VAR-75568 and VAR-75569 [PRJ-75335]
0 - SDR-75570 [PRJ-75335]

**APPROVALS**
0 - VAR-75568 and VAR-75569 [PRJ-75335]
0 - SDR-75570 [PRJ-75335]

NE

** CONDITIONS **

# VAR-75568 CONDITIONS

***Planning***

1. Approval of and conformance to the Conditions of Approval for Variance (VAR-75569) and Site Development Plan Review (SDR-75570) shall be required, if approved.

2. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

3. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

4. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

5. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# VAR-75569 CONDITIONS

***Planning***

1. Approval of and conformance to the Conditions of Approval for Variance (VAR-75568) and Site Development Plan Review (SDR-75570) shall be required, if approved.

2. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

3. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

4. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

5. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# SDR-75570 CONDITIONS

***Planning***

1. Approval of and conformance to the Conditions of Approval for Variance (VAR-75568) and Variance (VAR-75569) shall be required, if approved.

2. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

3. All development shall be in conformance with the site plan, landscape plan, and building elevations, date stamped [01/08/19], except as amended by conditions herein.

4. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

5. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

6. A technical landscape plan, signed and sealed by a Registered Architect, Landscape Architect, Residential Designer or Civil Engineer, must be submitted prior to or at the same time application is made for a building permit. A permanent underground sprinkler system is required, and shall be permanently maintained in a satisfactory manner; the landscape plan shall include irrigation specifications. Installed landscaping shall not impede visibility of any traffic control device.

7. A fully operational fire protection system, including fire apparatus roads, fire hydrants and water supply, shall be installed and shall be functioning prior to construction of any combustible structures.

8. Prior to or at the time of submittal for any building permit, the applicant shall provide written verification by the FAA and/or the Clark County Department of Aviation of the following:
    a. Applicant is required to file a valid FAA Form 7460-1, "Notice of Proposed Construction or Alteration" with the FAA, in accordance with 14 CFR Part 77, or submit to the Clark County Director of Aviation a “Property Owner’s Shielding Determination Statement” and request written concurrence from the Clark County Department of Aviation;
    b. No Building Permit or other construction permit shall be issued for any structure greater than 35 feet above the surface of land that, based upon the FAA’s 7460 airspace determination (the outcome of filing the FAA Form 7460-1) would (a) constitute a hazard to air navigation, (b) would result in an increase to minimum flight altitudes during any phase of flight (unless approved by the Department of Aviation), or (c) would otherwise be determined to pose a significant adverse impact on airport or aircraft operations.
    c. Applicant is advised that FAA’s airspace determinations are dependent on petitions by any interested party and the height that will not present a hazard as determined by the FAA may change based on these comments.
    d. Applicant is advised that the FAA’s airspace determinations include expiration dates and that the separate airspace determinations will be needed for construction cranes or other temporary equipment.

9 All City Code requirements and design standards of all City Departments must be satisfied, except as modified herein.

***Public Works***

10. Correct all American’s with Disabilities Act (ADA) deficiencies, if any, on the sidewalk along Hiawatha Road adjacent to this site in accordance with code requirements of Title 13.56.040 to the satisfaction of the City Engineer concurrent with development of this site. All existing paving damaged or removed by this development shall be restored at its original location and to its original width concurrent with development of this site.

11. Landscape and maintain all unimproved rights-of-way, if any, adjacent to this site. All landscaping and private improvements installed with this project shall be situated and maintained so as to not create sight visibility obstructions for vehicular traffic at all development access drives and abutting street intersections.

12. Submit a License Agreement for landscaping and private improvements in the Hiawatha Road public right of way, if any, adjacent to this site prior to this issuance of permits for these improvements. The applicant must carry an insurance policy for the term of the License Agreement and add the City of Las Vegas as an additionally insured entity on this insurance policy. If requested by the City, the applicant shall remove property encroaching in the public right-of-way at the applicant's expense pursuant to the terms of the City's License Agreement. The installation and maintenance of all private improvements in the public right of way shall be the responsibility of the adjacent property owner(s) and shall be transferred with the sale of the property for the entire term of the License Agreement. Coordinate all requirements for the License Agreement with the Land Development Section of the Department of Building and Safety (702-229-4836).

13. A Traffic Impact Analysis or other information acceptable to the City Traffic Engineer must be submitted to and approved by the Department of Public Works prior to issuance of any building or grading permits. Comply with the recommendation of the City Traffic Engineer.

14. A Drainage Plan and Technical Drainage Study must be submitted to and approved by the Department of Public Works prior to the issuance of any building or grading permits or submittal of any construction drawings, whichever may occur first. Provide and improve all drainageways recommended in the approved drainage plan/study. The developer of this site shall be responsible to construct such neighborhood or local drainage facility improvements as are recommended by the City of Las Vegas Neighborhood Drainage Studies and approved Drainage Plan/Study concurrent with development of this site.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

The applicant has proposed to construct a two-story, 30,156 square-foot classroom building addition to an existing elementary school at 1315 Hiawatha Road.

## ISSUES

- A Variance is requested to deviate from the development standards set forth by Title 19.10.020 for the Civic District zoning district, including building and parking lot orientation, landscape buffer width and plant material requirements, and parking lot landscape buffer requirements. Staff supports this request.
- A Variance is requested to allow 45 additional parking spaces for a parking impaired site where 105 additional parking spaces is required. Staff supports this request.

## ANALYSIS

The subject site is an existing elementary school that was originally built in 1962. The site currently contains temporary classroom portables that the applicant is proposing to replace with a new building containing 12 kindergarten classrooms, two flex classrooms, one *STEM* classroom, and 10 generic classrooms. The proposed building addition will also include girls and boys restrooms, a teachers workroom, and areas for storage. Once construction is complete, the portable classrooms will be removed and turf will be planted in their place. In addition to the turf, a new play area for kindergartners will be constructed that includes a separate turf area and play equipment.

The new classroom building is proposed for the far northeast corner of the subject site displacing an existing parking lot that provides parking for 33 vehicles. To account for this loss, the applicant has proposed to construct a new parking lot south of the new classroom building that will add 45 parking spaces. This has resulted in the need for a Variance to allow 45 additional parking spaces to an existing parking impaired site, where 108 additional parking spaces are required. This is a deficiency of 63 parking spaces.

The purpose of the C-V District is to provide for the continuation of existing public and quasi-public uses and for the development of new schools, libraries, public parks, public flood control facilities, police, fire, electrical transmission facilities, Water District and other public utility facilities. In addition, the C-V District may provide for any public or quasi-public use operated or controlled by any recognized religious, fraternal, veteran, civic or service organization. The C-V District is consistent with the Public Facilities category of the General Plan.

The following uses are permitted in the C-V District:

1. Any use operated or controlled by the city, county, state or federal government, other than those indicated in Subsection (D) of this Subchapter as requiring a Special Use Permit.

2. Any public or quasi-public use operated or controlled by a recognized religious, fraternal, veteran, civic or service organization, other than those indicated in Subsection (D) of this Subchapter as requiring a Special Use Permit.

3. Utility company facilities, including electrical power substation facilities, telephone switching stations and towers, water district facilities, cable TV lines and wireless communication facilities.

*Development Standards*

1. Except as provided for in Paragraph (2) of this Subsection and Subsections (F), (G) and (H) below, the minimum development standards for property in the C-V District shall be established by the City Council in connection with the approval of a rezoning application or administratively in connection with the approval of a site development plan. The standards shall be designed to ensure compatibility of the development with existing and planned development in the surrounding area.

2. In addition to the standards established above, property in the C-V District adjacent to residential uses in the U, R-E, R-D, R-1, R-SL, R-CL and R-2 Districts shall be subject to the height standards of LVMC 19.06.060, the landscape buffer standards of LVMC 19.08.040(F) and Table 4 of LVMC 19.08.050, and the parking standards of LVMC 19.08.110.

   *Height limitations are restricted to two-stories, or 35 feet, which the applicant has met. The applicant has proposed a zero-foot wide landscape buffer adjacent to Hiawatha Road for the new parking lot area in order to provide a parking lot area that aligns seamlessly to the existing parking lot and to not interfere with the existing site circulation. Staff supports this request. A 20-foot wide landscape buffer is adjacent to Hiawatha Road adjacent to the proposed classroom building, meeting the landscape buffer requirements for this portion of Hiawatha Road. Title 19.08 requires an eight-foot wide landscape buffer adjacent to interior*

*property lines, and the applicant has provided a 41-foot wide landscape buffer between the proposed classroom building and the residences to the north. The applicant is providing the necessary parking lot landscape islands within the proposed parking lot addition.*

*Buildings and Plazas*

1. Buildings and plazas within the C-V District shall be located at the front of the site at the minimum setback line established by the approved site development plan and should make a strong tie to the building lines of each street unless the applicant can demonstrate by substantial and convincing evidence that to do so would be infeasible.

   *The proposed classroom building is set back 20 feet from Hiawatha Road and does not allow direct access from Hiawatha Road. Due to the nature of the site being an elementary school, it is not feasible for the applicant to propose a structure that makes a strong tie to the street with the parking lot located to the rear of the building. Staff finds the applicant has presented convincing evidence to not locate the classroom building at the street and supports the Variance request*.

2. Pedestrian open spaces and plazas shall be integral to the overall design of the proposed development and shall be located in areas of high pedestrian traffic in such a manner to be convenient and readily accessible. Pedestrian open spaces and plaza shall include without limitation benches, pergolas, landscape arbors, artwork and landscape to sufficiently shade or soften the space.

   *The open spaces proposed are for an educational campus that is not open to the public during school hours; therefore, this development standard is not applicable.*

The standards set forth above are minimum requirements, and any request to deviate from these standards requires the submittal of an application for a Variance, which the applicant has done in accordance with Title 19.16.140. Due to the nature of the proposed development, staff supports both Variance requests and the proposed Site Development Plan Review.

Federal Aviation Regulations (Title 14, Part 77) require that the Federal Aviation Administration (FAA) be notified before the construction or alteration of any building or structure greater than 200 feet in height (§ 77.13(a)(1)) or that will exceed a slope of 100:1 for a distance of 20,000 feet from the nearest point of any airport runway greater than 3,200 feet in length (§ 77.13 (a)(2)(i)). Such notification allows the FAA to determine what impact, if any, the proposed development will have upon navigable airspace, and allows the FAA to determine whether the development requires obstruction marking or lighting.

The proposed development will exceed the 100:1 notice requirement for the North Las Vegas Airport (VGT). Therefore, as required by 14 CFR Part 77, the FAA must be notified of the proposed construction or alteration by filing a valid FAA Form 7460-1. To ensure compliance, staff has included a Condition of Approval as required by the FAA. Per the Clark County Department of Aviation a Special Use Permit is not required as the proposed structure exceeds a slope of 100:1 for a distance of 20,000 feet from the nearest point of any airport runway greater than 3,200 feet in length and not the height limitation of 200 feet.

## FINDINGS (VAR-75568)

In accordance with the provisions of Title 19.16.140(B), Planning Commission and City Council, in considering the merits of a Variance request, shall not grant a Variance in order to:

1. Permit a use in a zoning district in which the use is not allowed;
2. Vary any minimum spacing requirement between uses;
3. Relieve a hardship which is solely personal, self-created or financial in nature."

Additionally, Title 19.16.140(L) states:

> "Where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property at the time of enactment of the regulation, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the piece of property, the strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property, a variance from that strict application may be granted so as to relieve the difficulties or hardship, if the relief may be granted without substantial detriment to the public good, without substantial impairment of affected natural resources and without substantially impairing the intent and purpose of any ordinance or resolution."

Evidence of a unique or extraordinary circumstance has been presented, in that the applicant is proposing to construct a classroom building addition within an existing educational campus where it is not customary to build on the setback line. In view of the presence of the specialized nature of the subject site, it is concluded that the applicant's hardship is not preferential in nature, and it is thereby within the realm of NRS Chapter 278 for granting of Variances.

## FINDINGS (VAR-75569)

In accordance with the provisions of Title 19.16.140(B), Planning Commission and City Council, in considering the merits of a Variance request, shall not grant a Variance in order to:

1. Permit a use in a zoning district in which the use is not allowed;
2. Vary any minimum spacing requirement between uses;
3. Relieve a hardship which is solely personal, self-created or financial in nature."

Additionally, Title 19.16.140(L) states:

> "Where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property at the time of enactment of the regulation, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the piece of property, the strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property, a variance from that strict application may be granted so as to relieve the difficulties or hardship, if the relief may be granted without substantial detriment to the public good, without substantial impairment of affected natural resources and without substantially impairing the intent and purpose of any ordinance or resolution."

Evidence of a unique or extraordinary circumstance has been presented, in that the subject site is an existing educational campus that is landlocked by an existing surrounding residential neighborhood and is not able to acquire any adjacent vacant property in order to expand the existing parking areas sufficiently. In view of the presence of the physical hardship imposed by the site's limited availability of vacant land, it is concluded that the applicant's hardship is not preferential in nature, and it is thereby within the realm of NRS Chapter 278 for granting of Variances.

## FINDINGS (SDR-75570)

In order to approve a Site Development Plan Review application, per Title 19.16.100(E) the Planning Commission and/or City Council must affirm the following:

1. **The proposed development is compatible with adjacent development and development in the area;**

   The subject site is surrounded by established residential neighborhood that is compatible with the existing elementary school and proposed classroom building addition.

**2. The proposed development is consistent with the General Plan, this Title, and other duly-adopted city plans, policies and standards;**

The proposed development is not consistent with the requirements set forth by Title 19.10 for buildings within the Civic zoning district. Due to the land use (elementary school) of the proposed development, staff supports the Variance requests.

**3. Site access and circulation do not negatively impact adjacent roadways or neighborhood traffic;**

Site access will be reconfigured with the loss of one existing driveway that currently provides access to the parking area proposed to be displaced. Circulation will be reconfigured to include a new fire lane that loops around an existing classroom building. Site access will be limited to one driveway from Hiawatha Road.

**4. Building and landscape materials are appropriate for the area and for the City;**

Building materials proposed include smooth and split face CMU (concrete masonry unit) to be painted a variety of neutral earth tones such as “beach grass” and “swept plains.” Plant materials proposed include the “chinese pistache” tree and “red yucca” shrubbery. All materials proposed are appropriate for the area and the City.

**5. Building elevations, design characteristics and other architectural and aesthetic features are not unsightly, undesirable, or obnoxious in appearance; create an orderly and aesthetically pleasing environment; and are harmonious and compatible with development in the area;**

The proposed building elevations create an orderly and aesthetically pleasing environment for the existing educational campus.

**6. Appropriate measures are taken to secure and protect the public health, safety and general welfare.**

If approved, the proposed classroom addition would be subject to regular inspections by the state during construction. In addition, the applicant employs their own police force to ensure the continuation of the public health, safety and general welfare are protected.

## BACKGROUND INFORMATION

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc.*** | |
|---|---|
| 02/26/19 | The Planning Commission unanimously voted to recommend APPROVAL on the following requests:<br>Variance (VAR-75568) FROM TITLE 19.10.020 CIVIC DEVELOPMENT STANDARDS<br>Variance (VAR-75569) TO ALLOW 45 ADDITIONAL PARKING SPACES FOR A PARKING IMPAIRED SITE WHERE 108 ADDITIONAL PARKING SPACES ARE REQUIRED<br>Site Development Plan Review (SDR-75570) FOR A PROPOSED TWO-STORY, 30,156 SQUARE-FOOT CLASSROOM BUILDING ADDITION TO AN EXISTING PUBLIC SCHOOL, PRIMARY on 8.09 acres at 1315 Hiawatha Road (APN 138-25-501-001), C-V (Civic) Zone, Ward 5 (Crear) [PRJ-75335]. |

| ***Most Recent Change of Ownership*** | |
|---|---|
| 06/13/60 | A deed was recorded for a change in ownership. |

| ***Related Building Permits/Business Licenses*** | |
|---|---|
| 1962 | Construction Year. |

| ***Pre-Application Meeting*** | |
|---|---|
| 12/18/18 | Staff conducted a pre-application meeting via email to inform the applicant of the submittal requirements for the proposed project. |

| ***Neighborhood Meeting*** |
|---|
| A Neighborhood meeting was not required, nor was one held. |

| ***Field Check*** | |
|---|---|
| 01/15/19 | Staff performed a routine field check of the subject where nothing of concern was noted by staff. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Net Acres | 8.09 |

NE

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Land Use Designation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | Public School, Primary | PF (Public Facilities) | C-V (Civic) |
| North | Single Family, Detached | L (Low Density Residential) | R-1 (Single Family Residential) |
| South | Single Family, Detached | L (Low Density Residential) | R-1 (Single Family Residential) |
| East | Single Family, Detached | L (Low Density Residential) | R-1 (Single Family Residential) |
| West | Single Family, Detached | L (Low Density Residential) | R-1 (Single Family Residential) |

| ***Master and Neighborhood Plan Areas*** | ***Compliance*** |
|---|---|
| No Applicable Master Plan Area | N/A |
| ***Special Area and Overlay Districts*** | ***Compliance*** |
| A-O (Airport Overlay) District – 105 Feet | Y |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Trails | N/A |
| Las Vegas Redevelopment Plan Area | N/A |
| Interlocal Agreement | N/A |
| Project of Significant Impact (Development Impact Notification Assessment) | N/A |
| Project of Regional Significance | N/A |

**DEVELOPMENT STANDARDS**

***Pursuant to Title 19.10, the following standards are proposed for the Civic District:***

| ***Standard*** | ***Proposed*** | | |
|---|---|---|---|
| Min. Setbacks<br>• Front<br>• Side<br>• Corner<br>• Rear | <br>20 Feet<br>41 Feet<br>N/A<br>368 Feet | | |
| ***Standard*** | ***Required/Allowed*** | ***Provided*** | ***Compliance*** |
| Max. Building Height | 2 Stories / 35 Feet | 2 Stories / 35 Feet | Y |
| Trash Enclosure | Screened, Gated, w/ a Roof or Trellis | By Condition | By Condition |
| Mech. Equipment | Screened | By Condition | By Condition |

NE

| ***Residential Adjacency Standards*** | ***Required/Allowed*** | ***Provided*** | ***Compliance*** |
|---|---|---|---|
| 3:1 proximity slope | 35 Feet | 35 Feet | Y |
| Trash Enclosure | 50 Feet | 85 Feet | Y |

***Pursuant to Title 19.08, the following standards apply:***

| ***Landscaping and Open Space Standards*** | | | | |
|---|---|---|---|---|
| ***Standards*** | ***Required*** | | ***Provided*** | ***Compliance*** |
| | ***Ratio*** | ***Trees*** | | |
| Buffer Trees:<br>• North<br>• South | <br>1 Tree / 20 Linear Feet<br>1 Tree / 20 Linear Feet | <br>4 Trees<br>15 Trees | <br>4 Trees<br>Zero Trees | <br>Y<br>N* |
| **TOTAL PERIMETER TREES** | | **19 Trees** | **4 Trees** | **N*** |
| Parking Area Trees | 1 Tree / 6 Uncovered Spaces, plus 1 tree at the end of each row of spaces | 10 Trees | 10 Trees | Y |
| **LANDSCAPE BUFFER WIDTHS** | | | | |
| Min. Zone Width<br>• North<br>• South<br>• East<br>• West | <br>8 Feet<br>N/A<br>15 Feet<br>N/A | | <br>41 Feet<br>N/A<br>20 Feet<br>N/A | <br>Y<br>N/A<br>Y<br>N/A |
| Wall Height | 6 to 8 Feet Adjacent to Residential | | Existing Chain Link Fencing | Y* |

**The landscape buffer adjacent to Hiawatha Road is approximately 294 linear feet, which would require 15 trees. Due to security concerns for the elementary school, the applicant is requesting a Variance to allow zero trees within this portion of the landscape buffer. Staff supports the request.*

***The existing elementary school campus was constructed with chain link fencing securing the site.*

| ***Street Name*** | ***Functional Classification of Street(s)*** | ***Governing Document*** | ***Actual Street Width (Feet)*** | ***Compliance with Street Section*** |
|---|---|---|---|---|
| Hiawatha Road | Local Street | Title 13 | 54 | Y |

***Pursuant to Title 19.08 and 19.12, the following parking standards apply:***

| ***Parking Requirement*** | | | | | | | |
|---|---|---|---|---|---|---|---|
| ***Use*** | ***Gross Floor Area or Number of Units*** | ***Required*** | | | ***Provided*** | | ***Compliance*** |
| | | ***Parking Ratio*** | *Parking* | | *Parking* | | |
| | | | Regular | Handi-capped | Regular | Handi-capped | |
| Public School, Primary | 30,156 SF 25 Classrooms | 3 Per Classroom | 75 | | | | |
| Parking Spaces Removed for New Building | | | 33 | | | | |
| **TOTAL SPACES REQUIRED** | | | 108 | | 45 | | N* |
| **Regular and Handicap Spaces Required** | | | 103 | 5 | 44 | 1 | N* |
| Percent Deviation | | | 58% | | | | |

**The applicant is requesting a Variance to allow a reduced number of provided parking spaces on the existing parking impaired site.*

# DEPARTMENT OF PLANNING

**Application / Petition Form & Statement of Financial Interest**

| Department Use | |
|---|---|
| Case # | VAR-75568 |
| Meeting Date | |
| Total Fee | |
| Received By/Date | |

**Case Type** (Special Use Permit, Rezoning, Variance, Site Development Plan Review, etc) Site Development Plan Review

**Project Address** (Location) 1315 Hiawatha Road, Las Vegas, NV 89108

**Project Name** J.T. McWilliams Elementary School **Proposed Use**

**Assessor's Parcel #(s)** 138-25-501-001 **Ward #**

**General Plan:** Existing Proposed **Zoning:** Existing C-V Proposed

**Additional Information** 18-classroom building addition at J.T. McWilliams Elementary School

**Property Owner** School Board of Trustees Contact Linda K. Perri

Address 1180 Military Tribute Place City Henderon State NV Zip 89074

E-mail Phone

**Applicant** Clark County School District Contact Linda K. Perri

Address 1180 Military Tribute Place City Henderson State NV Zip 89074

E-mail Phone

**Representative** Clark County School District Contact Diana Salazar

Address 1180 Military Tribute Place City Henderson State NV Zip 89074

E-mail salazdl@nv.ccsd.net Phone (702) 799-5214 Ext 5419

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company? ☐ Yes ☒ No

**If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.**

**City Official** **Partner(s)**

**Partner(s)**

- I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in the application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.
- Application will not be deemed complete until the submitted materials have been reviewed by Department of Planning for consistency with the Zoning Ordinance.

**Property Owner Signature** 1/2/19

An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps and Parcel Maps

**Print Name** Linda K. Perri

Subscribed and sworn before me

This 2nd day of January, 20 19

Diana L. Salazar

Notary Public in and for said County and State Clark County, State of Nevada.

DIANA L. SALAZAR
NOTARY PUBLIC
STATE OF NEVADA
My Commission Expires: 10-18-2020
Certificate No: 92-4129-1

PRJ-75568
01/08/19

FINANCE & OPERATIONS DIVISION

5100 W. SAHARA AVE. • LAS VEGAS, NV 89146 • (702) 799-5445 • FAX (702) 855-3112

CCSD
CLARK COUNTY
SCHOOL DISTRICT

BOARD OF SCHOOL TRUSTEES

Terri Janison, President
Carolyn Edwards, Vice President
Dr. Linda E. Young, Clerk
Chris Garvey, Member
Larry P. Mason, Member
Sheila Moulton, Member
Deanna L. Wright, Member

Dr. Walt Rulffes, Superintendent

December 6, 2010

To Whom It May Concern:

I, Jeff Weiler, Chief Financial Officer of the Clark County School District, hereby authorize Linda K. Perri, Director of Real Property Management, to sign the following on my behalf:

Temporary Right-of Entry
Entity Use Permit Applications
Declaration of Ownership

Sincerely,

Jeff Weiler
Chief Financial Officer

PRJ-75335
01/08/19

**VAR-75568, VAR-75569 and SDR-75570**

SIGNATURE DESIGNEE

Agenda items developed for board consideration and approval frequently designate a person to represent the Board of School Trustees for signing project documents. This expedites the process and enables a smooth transition between phases in the processing of land use applications.

J. Paul Gerner, associate superintendent, Facilities Division, has previously served as the Board of School Trustees' designee for land use applications.

On April 1, 2008, organizational changes moved Real Property Management from the Facilities Division to the Finance and Operations Division. Considering the relocation of the department, it is more appropriate for documents to be signed by Jeff Weiler, chief financial officer.

Discussion and possible action on approval to authorize Jeff Weiler, chief financial officer, to act as the Board of School Trustees' designee in signing all land use applications, is recommended.

Jeff Weiler
June 26, 2008

PRJ-75335
01/24/19


VAR-75568, VAR-75569 and SDR-75570

RESOLUTION

Be it hereby resolved by the Board of School Trustees of the Clark County School District that on this 22nd day of May, 2008, Jeff Weiler, Chief Financial Officer, Finance and Operations Division, is hereby authorized to sign all documents and applications necessary and pertinent to obtaining rights to lands under federal jurisdiction for the purpose of providing a site, or sites, for educational and related school facilities.

CLARK COUNTY SCHOOL DISTRICT
BOARD OF SCHOOL TRUSTEES

Mary Beth Scow

Mary Beth Scow, President

Carolyn Edwards

Carolyn Edwards, Clerk

APPROVED AS TO FORM:

4/28/08

C. W. Hoffman, Jr., General Counsel

STATE OF NEVADA
COUNTY OF CLARK

On this 22nd day of May, 2008, personally appeared before me, a Notary Public in and for said county and state, Mary Beth Scow and Carolyn Edwards, known to me to be the president and clerk of the BOARD OF SCHOOL TRUSTEES, CLARK COUNTY SCHOOL DISTRICT, a political subdivision of the State of Nevada, and upon oath did each depose that they are the officers of said subdivision as above designated.

Patricia A. O'Gara

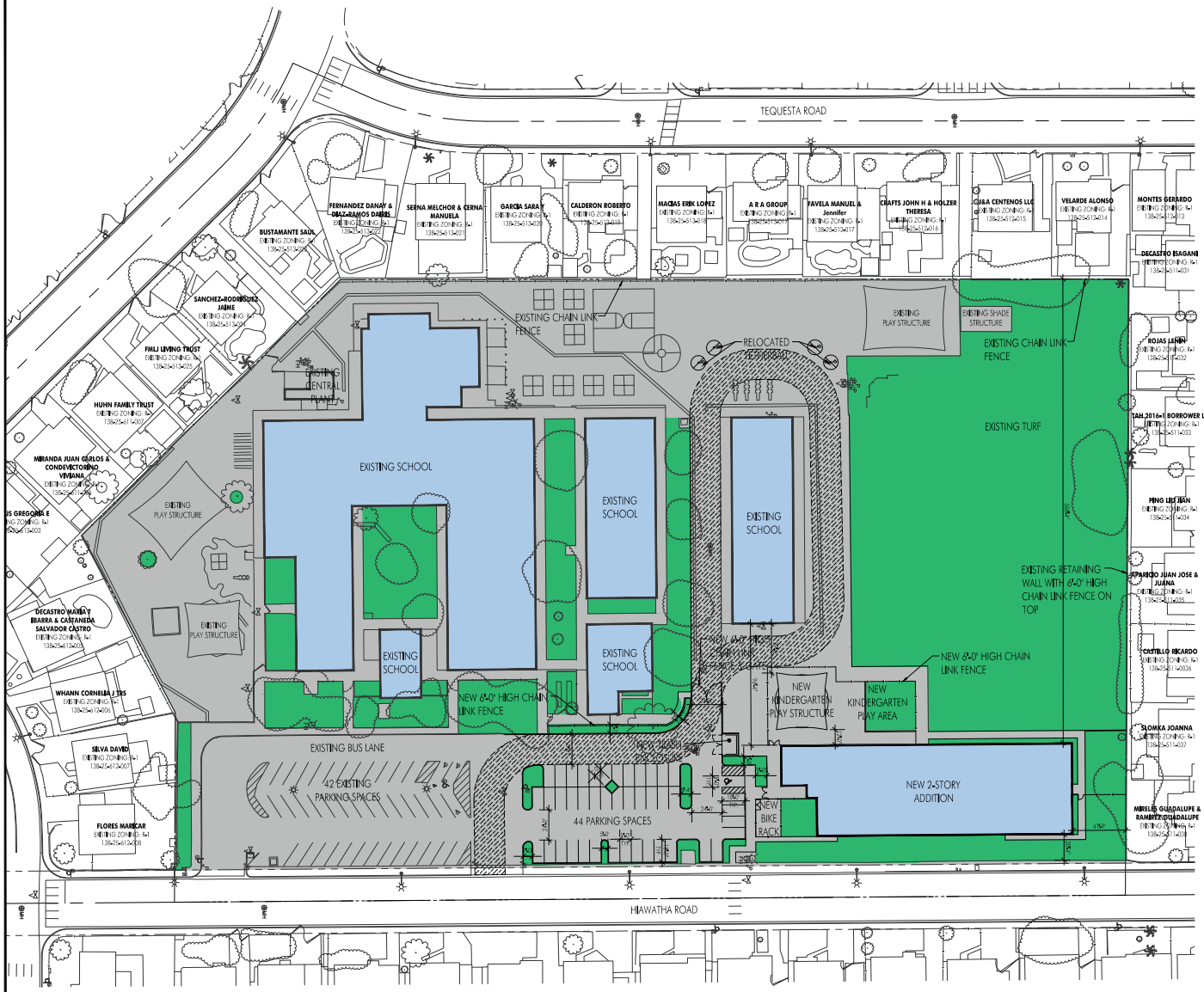
Notary Public in and for the above county and state.

PATRICIA A. O'GARA
Notary Public State of Nevada
No. 07-2962-1
My appt. exp. May 4, 2011

PRJ-75335
01/08/19



VAR-75568, VAR-75569 and SDR-75570




## SITE PLAN

SCALE: 1" = 40'-0"

## CONTACT

KGA ARCHITECTURE
9075 W. DIABLO DRIVE, SUITE 300
LAS VEGAS, NEVADA 89148
(702) 367-6900

## PROPERTY OWNER

SCHOOL BOARD OF TRUSTEES % REAL PPTY MGT
1180 MILITARY TRIBUTE PL
HENDERSON, NEVADA 89074

## SITE ANALYSIS

| | |
|---|---|
| APN: | 138-25-501-001 |
| CURRENT ZONING: | C-V |
| PROPOSED ZONING: | C-V |
| SITE AREA (GROSS): | 8.5 ACRES |
| TOTAL BUILDING AREA - EXISTING | 60,353 S.F. |
| BUILDING AREA - PROPOSED | |
| EXISTING BUILDING AREA: | 60,353 S.F. |
| NEW CLASSROOM ADDITION: | 30,156 S.F. |
| TOTAL AREA: | 90,509 S.F. |
| SITE COVERAGE: | |
| STRUCTURE AREA: | 24.4% (90,509 S.F.) |

## PARKING ANALYSIS

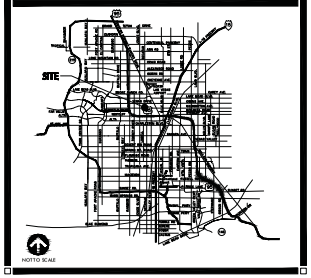
PARKING REQUIREMENTS - CITY OF LAS VEGAS

| | |
|---|---|
| EXISTING PARKING PROVIDED: | |
| TOTAL PARKING PROVIDED (INCLUDING ACCESSIBLE): | 76 SPACES |
| PROPOSED PARKING REQUIRED: | |
| PUBLIC SCHOOL, PRIMARY @ 3 : CLASSROOM 18 CLASSROOMS (2-STORY ADDITION): | 54 SPACES |
| TOTAL PARKING REQUIRED: | |
| EXISITNG PARKING + PROPOSED PARKING | 130 SPACES |
| ACCESSIBLE PARKING REQUIRED: | 4 SPACES |
| PROPOSED PARKING PROVIDED (ENTIRE SITE): | |
| TOTAL PARKING PROVIDED (INCLUDING ACCESSIBLE): | 86 SPACES |

## PLAN LEGEND

FIRE LANE

VICINITY MAP - LAS VEGAS




NOTE:
NUMBER, DESIGN, SIZE AND LOCATION OF FUTURE PORTABLES MAY VARY WITH PRODUCT AVAILABILITY, STUDENT ENROLLMENT AND SCHOOL DISTRICT NEEDS

REVISIONS

| REV | DESCRIPTION | DATE | BY |
|---|---|---|---|

CLARK COUNTY SCHOOL DISTRICT
DESIGN MANAGEMENT / PLANNING AND DESIGN
4170 McLEOD DRIVE LAS VEGAS, NEVADA 89121

PROJECT: McWILLIAMS ELEMENTARY 2-STORY CLASSROOM ADDITION

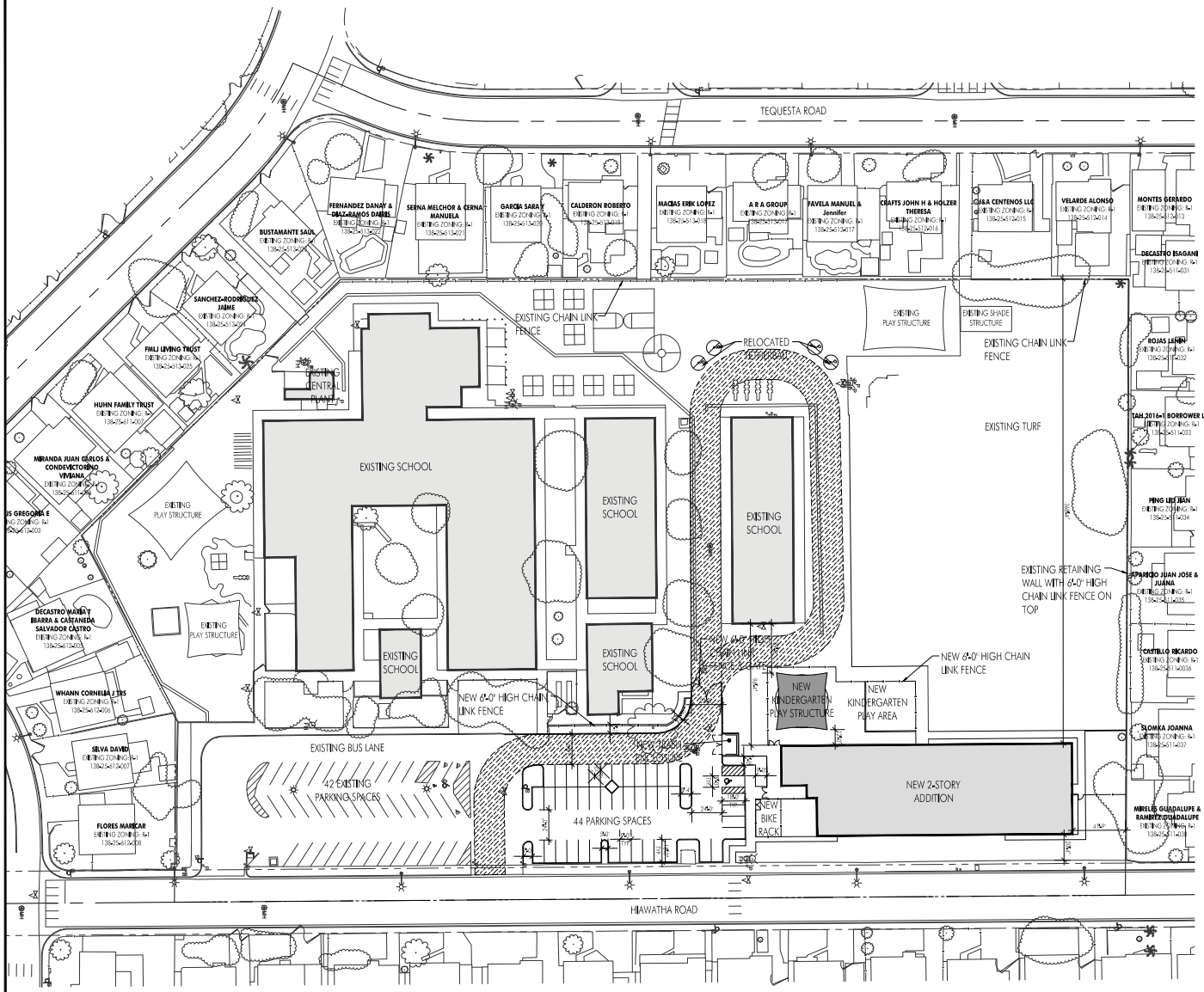
DRAWING TITLE: SITE PLAN

SHEET NO. AS1.01

KGA ARCHITECTURE
9075 West Diablo Drive, Third Floor
Las Vegas, Nevada 89148
702.367.6900
www.KGAarchitecture.com
1701 Directors Boulevard, Suite 770
Austin, Texas 78744
512.441.8200
AUSTIN

PRJ-75335
01/05/19

# VAR-75568, VAR-75569 and SDR-75570




## SITE PLAN

SCALE: 1" = 40'-0"

0' 20' 40' 80'

## CONTACT

KGA ARCHITECTURE
9075 W. DIABLO DRIVE, SUITE 300
LAS VEGAS, NEVADA 89148
(702) 367-6900

## PROPERTY OWNER

SCHOOL BOARD OF TRUSTEES % REAL PPTY MGT
1180 MILITARY TRIBUTE PL
HENDERSON, NEVADA 89074

## SITE ANALYSIS

| | |
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| PROPOSED ZONING: | C-V |
| SITE AREA (GROSS): | 8.5 ACRES |
| TOTAL BUILDING AREA - EXISTING | 60,353 S.F. |
| BUILDING AREA - PROPOSED | |
| EXISTING BUILDING AREA: | 60,353 S.F. |
| NEW CLASSROOM ADDITION: | 30,156 S.F. |
| TOTAL AREA: | 90,509 S.F. |
| SITE COVERAGE: | |
| STRUCTURE AREA: | 24.4% (90,509 S.F.) |

## PARKING ANALYSIS

PARKING REQUIREMENTS - CITY OF LAS VEGAS

| | |
|---|---|
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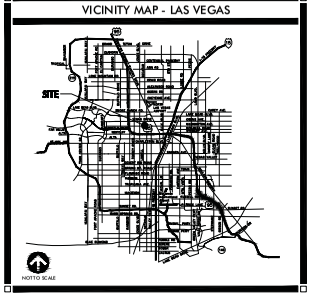
| TOTAL PARKING REQUIRED: | |
| EXISTING PARKING + PROPOSED PARKING | 130 SPACES |
| ACCESSIBLE PARKING REQUIRED: | 4 SPACES |
| PROPOSED PARKING PROVIDED (ENTIRE SITE): | |
| TOTAL PARKING PROVIDED (INCLUDING ACCESSIBLE): | 86 SPACES |

## PLAN LEGEND

FIRE LANE

VICINITY MAP - LAS VEGAS




NOTE:
NUMBER, DESIGN, SIZE AND LOCATION OF FUTURE PORTABLES MAY VARY WITH PRODUCT AVAILABILITY, STUDENT ENROLLMENT AND SCHOOL DISTRICT NEEDS

REVISIONS

| REV | DESCRIPTION | DATE | BY |
|---|---|---|---|
| | | | |

DATE: DECEMBER 4, 2018
DRAWN BY:
CHECKED BY:
SCHEMATIC

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512.441.9200
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CLARK COUNTY SCHOOL DISTRICT
DESIGN MANAGEMENT / PLANNING AND DESIGN
4170 McLEOD DRIVE LAS VEGAS, NEVADA 89121

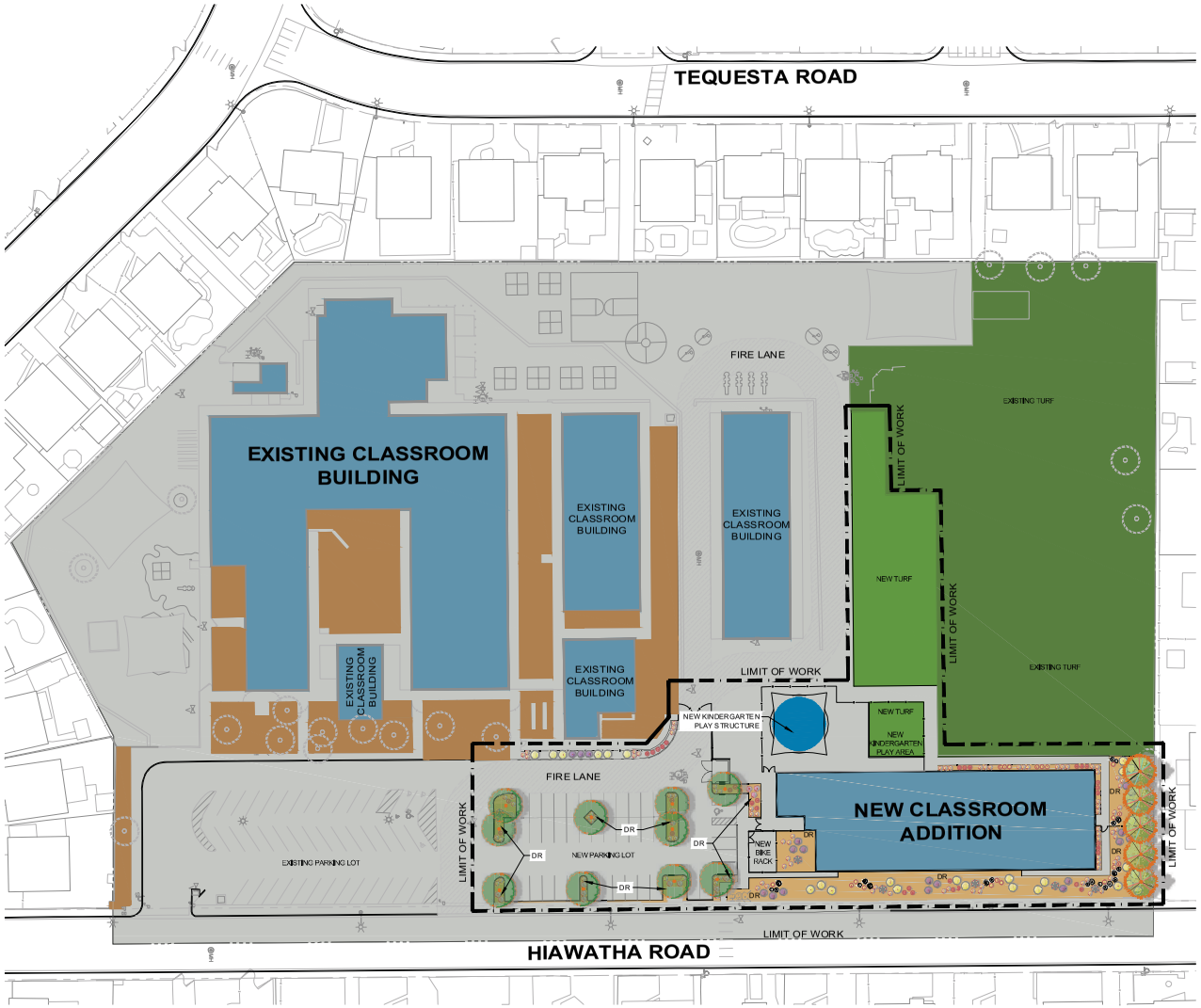
PROJECT
McWILLIAMS ELEMENTARY
2-STORY CLASSROOM ADDITION

DRAWING TITLE
SITE PLAN

PRJ-75835
01/25/19

SHEET NO.
AS1.01

**VAR-75568, VAR-75569 and SDR-75570**




## PLANTING LEGEND

### PLANT SCHEDULE

| TREES | BOTANICAL / COMMON NAME | CONT | CAL | QTY |
|---|---|---|---|---|
| | PINUS ELDARICA<br>AFGHAN PINE<br>STANDARD TRUNK | 24" BOX | 2.00" | 5 |
| | PISTACIA CHINENSIS<br>CHINESE PISTACHE<br>STANDARD TRUNK | 24" BOX | 1.50" | 10 |
| **EXISTING TREES** | **BOTANICAL / COMMON NAME** | **CONT** | **CAL** | **QTY** |
| | EXISTING TREE - TO REMAIN | EXISTING | | 18 |
| **SHRUBS** | **BOTANICAL / COMMON NAME** | **CONT** | | **QTY** |
| | DASYLIRION WHEELERI<br>GREY DESERT SPOON | 5 GAL | | 6 |
| | HESPERALOE PARVIFLORA 'RED'<br>RED YUCCA | 5 GAL | | 35 |
| | HESPERALOE PARVIFLORA 'YELLOW'<br>YELLOW YUCCA | 5 GAL | | 19 |
| | LANTANA X 'NEW GOLD'<br>NEW GOLD LANTANA | 5 GAL | | 92 |
| | LEUCOPHYLLUM LANGMANIAE 'LYNN'S LEGACY'<br>LYNN'S TEXAS RANGER | 5 GAL | | 20 |
| | LEUCOPHYLLUM LANGMANIAE 'RIO BRAVO' TM<br>RIO BRAVO TEXAS RANGER | 5 GAL | | 36 |
| | SENNA ARTEMISIOIDES<br>FEATHERY SENNA | 5 GAL | | 28 |

### LANDSCAPE ELEMENTS

| SYMBOL | DESCRIPTION | QTY. | DETAIL |
|---|---|---|---|
| DR | DECORATIVE ROCK.<br>SIZE TO BE 3/8 MINUS<br>COLOR TO BE GOLD<br>ALL PLANTER AREAS TO RECEIVE 3" MINIMUM DEPTH LAYER UNLESS OTHERWISE NOTED , SEE NOTE #1. | 12,465 S.F. | - |
| | CYNADON DACTYLON<br>HYBRID BERMUDA. TIFWAY II OR APPROVED EQUAL. SODDED TURF. | 11,330 S.F. | - |
| | PLAY SURFACING | 1,154 S.F. | - |
| | EXISTING TURF. PROTECT IN PLACE. REPLACE DAMAGED TURF OR TURF REMOVED FOR CONSTRUCTION AS NECESSARY. REPLACE WITH HYBRID BERMUDA SODDED TURF, TIFWAY II OR EQUAL. | - | - |
| | EXISTING LANDSCAPE AREA. PROTECT IN PLACE. | - | - |
| | LANDSCAPE GRANITE BOULDERS IN VARIOUS SIZES - SEE CHART BELOW. COLOR TO MATCH DECORATIVE ROCK. | | |

BOULDER SCHEDULE

| SYMBOL | SIZE | QUANTITY |
|---|---|---|
| A | 3'X3'X2' | 7 |
| B | 3'X2'X2' | 8 |
| C | 2'X2'X2' | 5 |

## PLANTING NOTES

1. DECORATIVE ROCK (DR) - INSTALL THE MINIMUM LAYER OF DECORATIVE ROCK IN ALL LANDSCAPE AREAS WITHIN LANDSCAPE LIMIT OF WORK EXCEPT WHERE OTHERWISE NOTED. CONTRACTOR TO PROVIDE SAMPLES OF DECORATIVE ROCK FOR APPROVAL PRIOR TO INSTALLATION. COMPACT SUB-GRADE TO 85% AND APPLY A PRE-EMERGENT HERBICIDE TO SOIL. AFTER PLACING ROCK. RAKE SMOOTH, WET TO ENTIRE DEPTH, ALLOW TO DRY, THEN LIGHTLY SCARIFY SURFACE WITH A LEAF RAKE. APPLY A SECONDARY APPLICATION OF PRE-EMERGENT HERBICIDE TO TOP OF ROCK. DO NOT ALLOW ROCK TO TOUCH THE TRUNK OF ANY TREE. TO BE INSTALLED AFTER INSTALLATION OF PLANT MATERIAL.
2. ANY TREE PLANTED WITHIN 5 FEET OF A SIDEWALK OR WALL SHALL BE PLANTED WITH A ROOT GUARD DESIGNED TO DIRECT ROOT GROWTH DOWNWARD.
3. CONTRACTOR TO PRESERVE AND PROTECT EXISTING TREES IDENTIFIED ON PLAN BY AN EXISTING TREE SYMBOL. CONTRACTOR TO PRESERVE AND PROTECT LANDSCAPE OUTSIDE LIMIT OF LANDSCAPE WORK.
4. PRIOR TO BEGINNING WORK, CONTRACTOR TO INVENTORY EXISTING PLANTS AND MARK THOSE TO REMAIN FOR APPROVAL BY OWNER. CONTRACTOR TO VERIFY THAT EXISTING TREES TO REMAIN WILL NOT BE DAMAGED BY DEMOLITION OR CONSTRUCTION. IF EXISTING TREES AND/OR LANDSCAPE TO REMAIN IS DAMAGED DURING DEMOLITION OR CONSTRUCTION, TREE(S)/SHRUB(S) TO BE REPLACED AT CONTRACTORS EXPENSE WITH PLANT(S) OF SAME GENUS, SPECIES, VARIETY, FORM AND 60" BOX SIZE.
5. CONTRACTOR TO PROTECT IN PLACE EXISTING UTILITIES. CONTRACTOR TO VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION. CONTRACTOR TO USE CAUTION. CALL BEFORE YOU DIG AND CALL BEFORE YOU OVER HEAD.

## SITE ANALYSIS:

| | |
|---|---|
| TOTAL LANDSCAPE AREA: | 110,877 SF |
| TOTAL OPEN SPACE AREA: | 299,896 SF |
| TOTAL AREA: | 370,420 SF |

0 60' 120' 180'

SCALE: 1" = 60'

Call before you Dig — Call 811 or 1-800-227-2600

CALL BEFORE YOU DIG OVERHEAD — 1-702-227-2929

REVISIONS

| REV | DESCRIPTION | DATE | BY |
|---|---|---|---|
| | | | |

DATE: DECEMBER 7, 2018
DESIGNED BY: JDM
DRAWN BY: MED
CHECKED BY: SCHEMATIC
SCHEMATIC DESIGN PHASE

southwick LANDSCAPE ARCHITECTS
1750 W Horizon Ridge Pkwy, Suite A-100 Henderson NV 89012 T 702.897.7136 www.southwickla.com

KGA ARCHITECTURE
9977 Royal Dakota Drive, Third Floor Las Vegas, Nevada 89148 702.233.1010
1701 Directors Boulevard, Suite 770 Austin, Texas 78744 512.441.9200
www.KGAarchitecture.com
AUSTIN
LAS VEGAS

CLARK COUNTY SCHOOL DISTRICT
DESIGN MANAGEMENT / PLANNING AND DESIGN
LAS VEGAS, NEVADA 89121

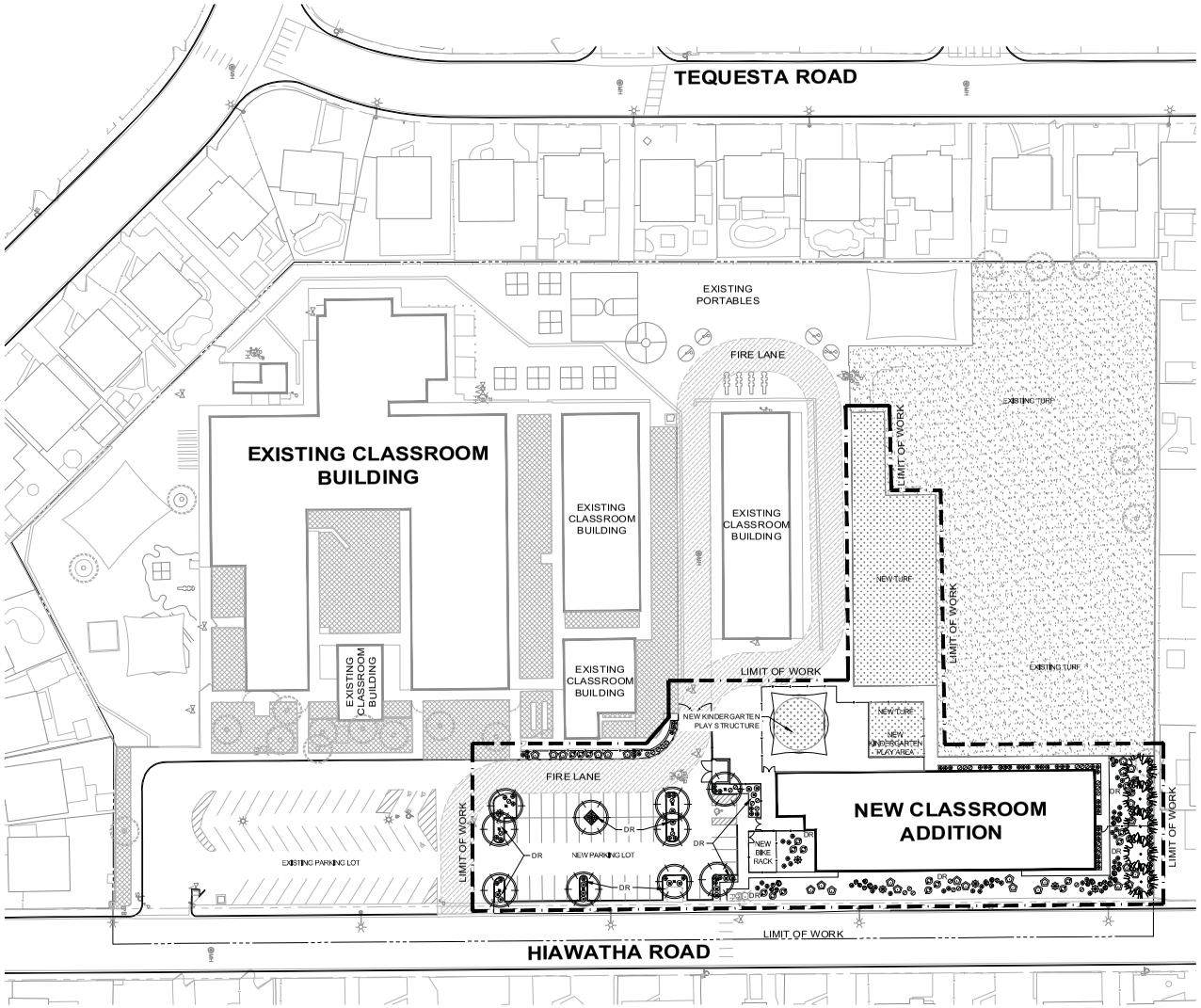
PROJECT
McWILLIAMS ELEMENTARY
2-STORY CLASSROOM ADDITION
4170 MCLEOD DRIVE

DRAWING TITLE

SHEET NO.

PRJ-73335
4170

**VAR-75568, VAR-75569 and SDR-75570**

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| TOTAL AREA: | 370,420 SF |

0 60' 120' 180'

SCALE: 1" = 60'

Call before you Dig — Call 811 or 1-800-227-2600

CALL BEFORE YOU DIG OVERHEAD — 1-702-227-2929

REVISIONS

| REV | DESCRIPTION | DATE | BY |
|---|---|---|---|
| | | | |

NO.

| | |
|---|---|
| CONSTRUCTION NO. | |
| CONSTRUCTION | |
| APPROVED BY | |
| DATE | DECEMBER 7, 2018 |
| DRAWN BY | JDM |
| CHECKED BY | MED |
| CONSTRUCTION | SCHEMATIC |
| ACTIVITY NUMBER | PBR70.00 |

southwick LANDSCAPE ARCHITECTS
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1701 Directors Boulevard, Suite 770, Austin, Texas 78744 — 512.441.9200
www.KGAarchitecture.com — AUSTIN

CLARK COUNTY SCHOOL DISTRICT
DESIGN MANAGEMENT / PLANNING AND DESIGN
4170 McLEOD DRIVE — LAS VEGAS, NEVADA 89121

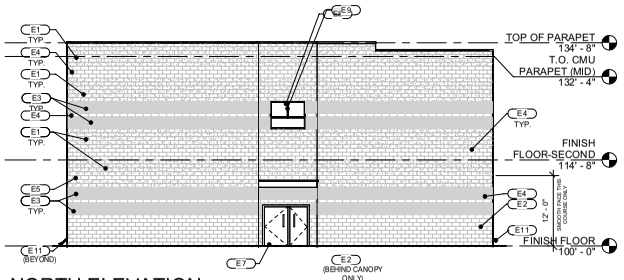
PROJECT
McWILLIAMS ELEMENTARY
2-STORY CLASSROOM ADDITION

DRAWING TITLE

SHEET NO.

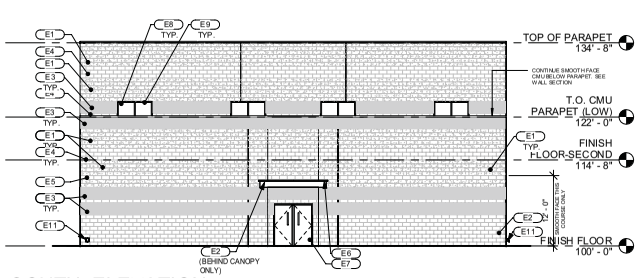
PRJ-73335
4170

**VAR-75568, VAR-75569 and SDR-75570**



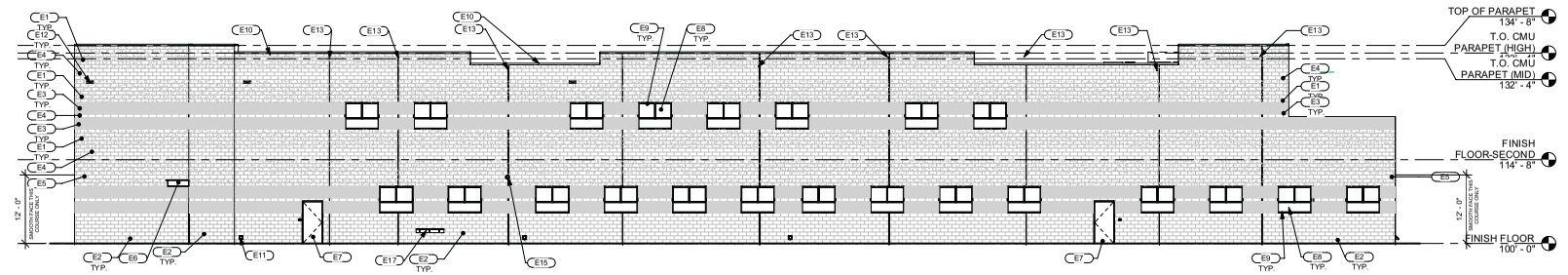

NORTH ELEVATION 1

SCALE: 1" = 10'-0"



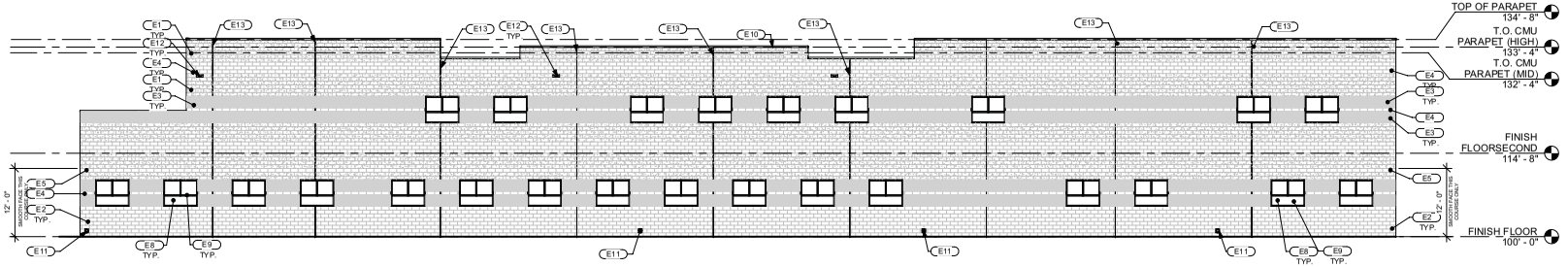

SOUTH ELEVATION 2

SCALE: 1" = 10'-0"




WEST ELEVATION 3

SCALE: 1" = 10'-0"




EAST ELEVATION 4

SCALE: 1" = 10'-0"

## EXT. ELEVATION KEYNOTES

| E# | DESCRIPTION |
|---|---|
| E1 | SPLIT FACE 8" x 8" x 16" CMU \| MANF.: CEMEX \| COLOR: BUFF SPLITFACE |
| E2 | SMOOTH 8" x 8" x 16" CMU \| MANF.: CEMEX \| COLOR: BUFF SMOOTH |
| E3 | SMOOTH 8" x 8" x 16" CMU \| MANF.: CEMEX \| COLOR: TAN SMOOTH |
| E4 | SMOOTH 8" x 8" x 16" CMU \| MANF.: CEMEX \| COLOR: WHITE |
| E5 | SMOOTH 8" x 8" x 16" CMU \| MANF.: CEMEX \| COLOR: BUFF SPLITFACE |
| E6 | STEEL CANOPY (INSTALL ON SMOOTH CMU COURSE)- UNDERSIDE OF DECK \| MANF.: FRAZEE \| COLOR 82 53 M SWEPT PLAINS |
| E7 | HOLLOW METAL DOOR \| MANF.: FRAZEE \| COLOR 82 53 M SWEPT PLAINS |
| E8 | ALUMINUM WINDOW FRAME \| COLOR: FRAZEE 77 51 W BEACH GRASS |
| E9 | PPG \| COLOR: SOLAR GRAY |
| E10 | METAL CAP FLASHING \| COLOR: TO MATCH ADJACENT CMU |
| E11 | PRIMARY ROOF DRAIN- DRAIN SHALL EXTEND THROUGH WALL ABOVE GRADE - REFER TO CIVIL AND PLUMBING DRAWINGS |
| E12 | ROOF SCUPPER - REFER TO ROOF PLAN |
| E13 | CONTROL JOINGT- REFER TO STRUCTURAL DRAWINGS |
| E15 | EXTERIOR SECURITY CAMERA (INSTALL ON SMOOTH CMU COURSE)- REFER TO ELECTRICAL DRAWINGS |
| E17 | EXTERIOR DRINKING FOUNTAIN (3 BUBBLER) - REFER TO PLUMBING DRAWINGS |

REVISIONS

| REV | DESCRIPTION | DATE | BY |
|---|---|---|---|
| | | | |

SEAL

CCSD PROJECT NO. MPID: 0015041
CCSD REVIEW
APPROVED BY
DATE
DATE DECEMBER 04, 2018
DRAWN BY
CHECKED BY
SUBMITTAL ZONING
AIS PROJECT NO. 18467.00

KGA ARCHITECTURE
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Austin, Texas 78744
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www.KGAarchitecture.com
AUSTIN

CLARK COUNTY SCHOOL DISTRICT
DESIGN MANAGEMENT / PLANNING AND DESIGN
4170 McLEOD DRIVE
LAS VEGAS, NEVADA 89121

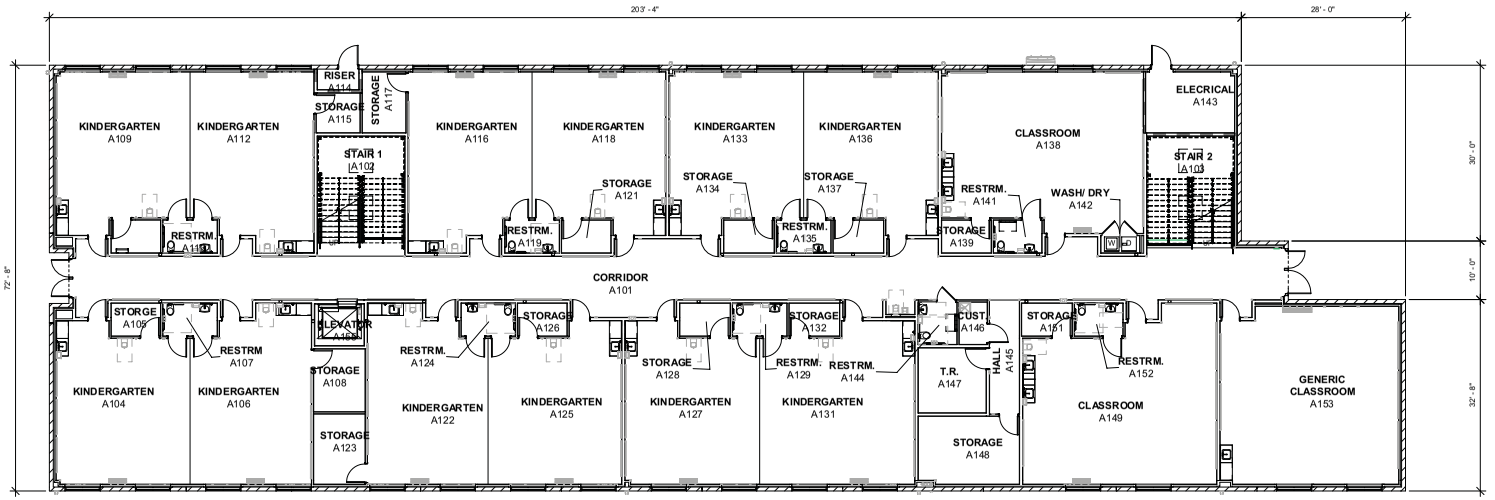
PROJECT
CCSD MCWILLIAMS ELEMENTARY SCHOOL
CLASSROOM ADDITION

DRAWING TITLE
EXTERIOR ELEVATIONS

SHEET NO.
A6.01

PR-75335
06/08/19

VAR-75568, VAR-75569 and SDR-75570

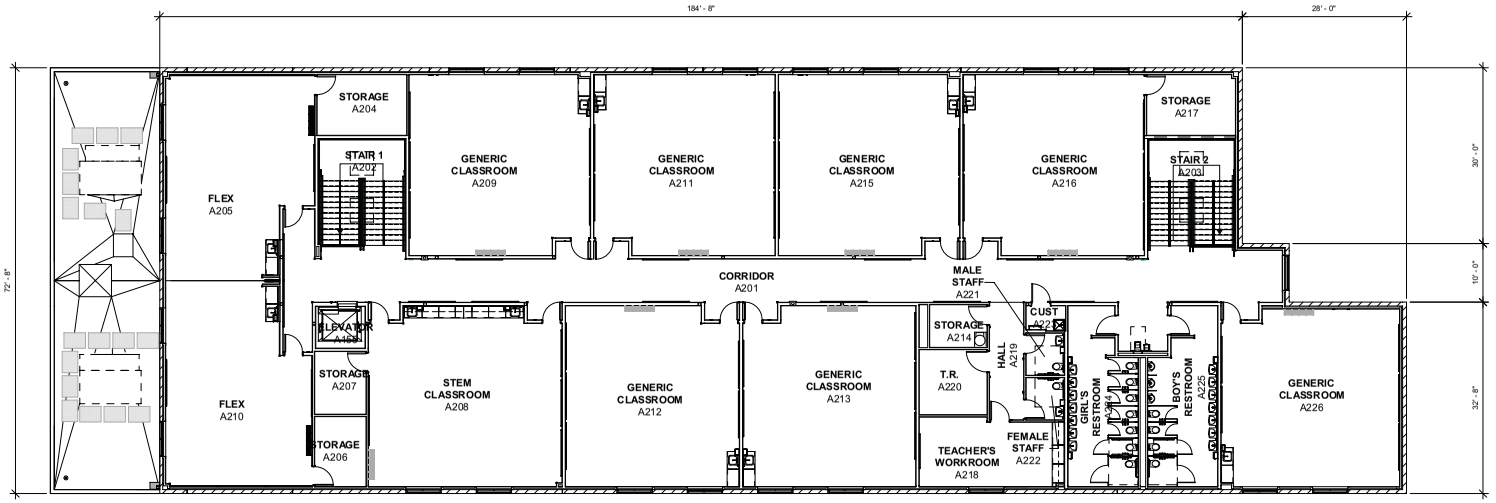



OVERALL FIRST FLOOR PLAN

SCALE: 1" = 10'-0"

1

0' 5' 10' 20'




OVERALL SECOND FLOOR PLAN

SCALE: 1" = 10'-0"

2

0' 5' 10' 20'

REVISIONS

| REV | DESCRIPTION | DATE | BY |
|---|---|---|---|
| | | | |

SEAL

CCSD PROJECT NO. 3015, 8913541
CCSD REVIEW
APPROVED BY
DATE
DATE DECEMBER 3, 2018
DRAWN BY
CHECKED BY
SUBMITTAL ZONING
AES NO. 18472.00

KGA ARCHITECTURE
9075 West Diablo Drive, Suite 300
Las Vegas, Nevada 89148
702.304.0700
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Austin, Texas 78744
512.441.8200
AUSTIN
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CLARK COUNTY SCHOOL DISTRICT
DESIGN MANAGEMENT / PLANNING AND DESIGN
4170 MILLEOD DRIVE
LAS VEGAS, NEVADA 89121

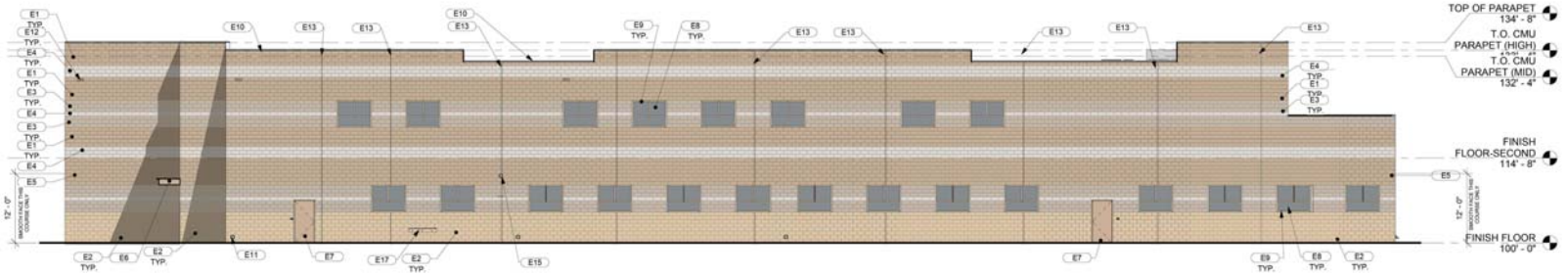
PROJECT
CCSD MCWILLIAMS ELEMENTARY SCHOOL
CLASSROOM ADDITION

DRAWING TITLE
OVERALL FIRST AND SECOND FLOOR PLAN

SHEET NO.
A1.01

PR-75335
08/13/19

**VAR-75568, VAR-75569 and SDR-75570**




SOUTH EXTERIOR ELEVATION

SCALE: 1" = 10'-0"



E1 - SPLITFACE C.M.U.
MANUFACTURER: CEMEX
COLOR: BUFF WITH BLACK



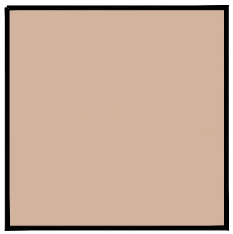
E2 & E5 - SMOOTH C.M.U.
MANUFACTURER: CEMEX
COLOR: BUFF



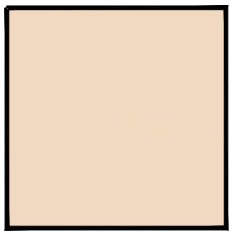
E3 - SMOOTH C.M.U.
MANUFACTURER: CEMEX
COLOR: TAN



E4 - SMOOTH C.M.U.
MANUFACTURER: CEMEX
COLOR: WHITE



E6 & E7 - PAINT
MANUFACTURER:FRAZEE
COLOR: 8253M SWEPT PLAINS



E8 - PAINT
MANUFACTURER: FRAZEE
COLOR: 7751W BEACH GRASS

REVISIONS

| REV | DESCRIPTION | DATE | BY |
|---|---|---|---|

DATE: DECEMBER 4, 2018
DRAWN BY
CHECKED BY
SUBMITTAL: SCHEMATIC
A/E PROJECT NO. 18470.00

KGA ARCHITECTURE
9075 West Diablo Drive, Third Floor
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PROJECT
McWILLIAMS ELEMENTARY
2-STORY CLASSROOM ADDITION

DRAWING TITLE
EXTERIOR FINISHES

SHEET NO.
A6.02

PRJ-74335
01/02/19

**VAR-75568, VAR-75569 and SDR-75570**



**VAR-75568 [PRJ-75335] - VARIANCE RELATED TO VAR-75569 AND SDR-75570 - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES**
**1315 HIAWATHA ROAD**

01/15/2019




**VAR-75568 [PRJ-75335] - VARIANCE RELATED TO VAR-75569 AND SDR-75570 - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES**
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01/15/2019

OPERATIONAL SERVICES UNIT, *Facilities Division*

1180 Military Tribute Place • Henderson, NV 89074 • (702) 799-5214

CCSD
CLARK COUNTY
SCHOOL DISTRICT

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Jesus F. Jara Ed.D., Superintendent

January 2, 2019

City of Las Vegas
Planning Department
Development Services Center, 3rd Floor
333 N. Rancho Boulevard
Las Vegas, Nevada 89106

Re: Site Development Plan Review for J.T. McWilliams Elementary School

Please consider this letter a request by the Clark County School District (District) for approval of a classroom addition (Building) at J.T. McWilliams Elementary School (School). The School is located at 1315 Hiawatha Road, Las Vegas, NV 89108, Assessor's Parcel Number 138-25-501-001.

The new 2-story classroom Building will provide an additional eighteen (18) classrooms and approximately 30,156+- square feet of space including students restrooms and storage facilities. The Building is located on the northwest corner of the parcel adjacent to Hiawatha Road. The Building consists of concrete walls with smooth finish and variation in colors that will match the existing School. The maximum height of the Building is approximately thirty-four feet eight inches (34'v8") at the parapet. The Building will be equipped with exterior lighting fixtures that will be recessed under canopies and not shine onto the adjacent properties. The parking lot with landscaping will be expanded to include an additional ten (10) parking spaces for a total of eighty-six (86) parking spaces including four (4) accessible parking spaces which will meet Title 19 requirements.

The Building is designed to provide equitable classroom space for the existing student enrollment at the School and will not increase student capacity. The District believes that the design and construction of this School will enhance the District's ability to accommodate the capacity enrollment at the School and meet the needs of the existing and future students in this area.

Based on the above information, the District respectfully requests approval of this application. Please do not hesitate to contact Diana Salazar at (702) 799-5214, extension 5419, with any questions.

Cordially,

Linda K. Perri, Director
Real Property Management
Clark County School District

cc: Mark Danley, KGA Architecture
Jeff Wagner, Director of Construction Clark County School District
File

PRJ-75335
01/08/19

# CITY OF LAS VEGAS

## ONE MOTION / ONE VOTE

*Department of Planning*
*333 North Rancho Drive, 3rd Floor*
*Las Vegas, Nevada 89106*
*(702) 229-6301 Phone (702) 464-7499 Fax*

**SUBJECT:** VAR-75568 - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES

The above item has been placed on the One Motion/One Vote portion of the City Council Agenda for the ***MARCH 20, 2019 City Council*** meeting. All of these items will be placed at the beginning of the agenda. The Mayor will open them at the same time.

Enclosed please find the proposed conditions of approval. If you agree to these conditions, please sign this form and fax it to ***Carman Burney*** at ***(702)464-7499*** or e-mail to ***cburney@lasvegasnevada.gov.*** If there is no one present at the City Council meeting who wants to discuss this item, you will not be called to the podium to discuss the case. However, you must be present in case any City Councilperson or member of the public wants to discuss the item. If you have any questions, please contact my office at (702) 229-6301.

Please sign and date that you have read and agree to the conditions and return to our office by 5:00PM ***MARCH 19, 2019.***

Signature — Date: 3/14/19

Linda K. Perri, Director
Please Print Name
Real Property Management, Clark County School District
School Board of Trustees
Company Name

Sincerely,

Robert Summerfield, AICP
Director
Department of Planning

Submitted after Final Agenda
**AGENDA ITEM #71**
**RECIEVED 03.14.19**

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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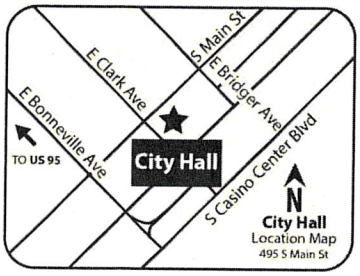
CITY CLERK
2019 MAR 13 P 12:09

# Return Service Requested
# Official Notice of Public Hearing




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75568 and VAR-75569 [PRJ-75335]**

City Council Meeting of **3/20/2019**

Case: VAR-75568 AND VAR-75569

13825612022
TULLER FAMILY TRUST
TULLER DECARMA L TRS
4809 ELMHURST LN
LAS VEGAS NV 89108-1320

99 LRDFNP1 89108

Submitted after final agenda

Date 3/14/19 Item 71-72

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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**Return Service Requested**
**Official Notice of Public Hearing**




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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75568 and VAR-75569 [PRJ-75335]**

City Council Meeting of **3/20/2019**

Case: VAR-75568 AND VAR-75569
13825613040
HILLIARD BRYAN R & YOUNG SUN
7508 MARDEAN CT
LAS VEGAS NV 89131-3207

129 LRDFNP1 89131

Submitted after final agenda

Date 3/12/19 Item 71-72

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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Las Vegas, NV
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## Return Service Requested
## Official Notice of Public Hearing




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[X] I SUPPORT this Request
[ ] I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75568 and VAR-75569 [PRJ-75335]**
City Council Meeting of **3/20/2019**

99 LRDFNP1 89108

Case: VAR-75568 AND VAR-75569
13825611007
HUHN FAMILY TRUST
HUHN WILLIAM J & CAROLYN J TRS
5112 CARMEN BLVD
LAS VEGAS NV 89108-1345

Submitted after final agenda

Date 3/14/19 Item 71-72

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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Las Vegas, NV
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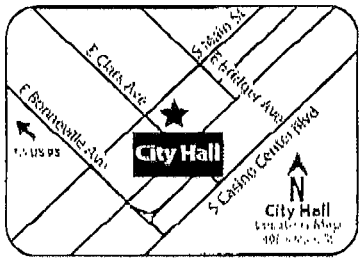
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75568 and VAR-75569 [PRJ-75335]**
City Council Meeting of **3/20/2019**

2019 MAR 18 A 7:25
CITY CLERK
RECEIVED

Case: VAR-75568 AND VAR-75569
13825612006
WHANN CORNELIA J REVOCABLE
WHANN CORNELIA J TRS
P O BOX 33663
LAS VEGAS NV 89133-3663

Submitted after final agenda

Date 3/18/19 Item 71-72

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

# CITY OF LAS VEGAS

## ONE MOTION / ONE VOTE

**Planning and Development Department**
**Case Planning Division**
**333 North Rancho Drive, 3rd Floor**
**Las Vegas, Nevada 89106**
**(702) 229-6301 Phone (702) 464-7499 Fax**

RECEIVED
FEB 2 0 2019
Dept of Planning
City of Las Vegas

**CASE:** **VAR-75568 [PRJ-75335] - VARIANCE RELATED TO VAR-75569 AND SDR-75570**

**SUBJECT:** APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES

The above item has been placed on the One Motion/One Vote portion of the Planning Commission Agenda for the ***FEBRUARY 26, 2019*** Planning Commission meeting. All of these items will be placed at the beginning of the agenda. The Chairman of the Planning Commission will open them at the same time.

Enclosed please find the proposed conditions of approval. If you agree to these conditions, please sign this form and fax it to ***Nora Lares*** at ***(702)464-7499*** or e-mail to ***nlares@lasvegasnevada.gov***. If there is no one present at the Planning Commission meeting who wants to discuss this item, you will not be called to the podium to discuss the case. However, you must be present in case any Planning Commissioner or member of the public wants to discuss the item. If you have any questions, please contact my office at (702) 229-6301.

Please sign and date that you have read and agree to the conditions and return to our office by 5:00PM ***MONDAY, FEBRUARY 25, 2019.***

Signature

2/20/19
Date

Linda K. Perri, Director
Please Print Name

Clark County School District
Company Name

Sincerely,

Eric McCammond
Senior Management Analyst
Case Planning Division

Submitted after final agenda
Date 2/20/19 Item 9

**Item 9**

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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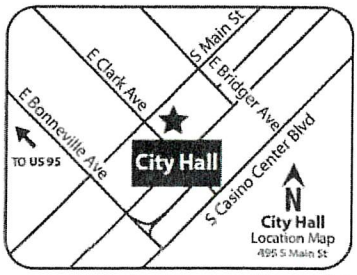
Las Vegas, NV
Permit No. 1630

**Return Service Requested**
**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018
If you would like to contact your Council Representative, please call (702) 229-6405.

☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75568 and VAR-75569 [PRJ-75335]**
Planning Commission Meeting of **2/26/2019**

RECEIVED
FEB 25
Dept of Planning
City of Las Vegas

Case: VAR-75568 AND VAR-75569
13825613040
HILLIARD BRYAN R & YOUNG SUN
7508 MARDEAN CT
LAS VEGAS NV 89131-3207

123 LPDFNP1 89131

Submitted after final agenda
Date 2/25/19 Item 9-10

9A
10A

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**72**

**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
VAR-75569 - VARIANCE RELATED TO VAR-75568 - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Variance TO ALLOW 45 ADDITIONAL PARKING SPACES FOR A PARKING IMPAIRED SITE WHERE 108 ADDITIONAL PARKING SPACES ARE REQUIRED on 8.09 acres at 1315 Hiawatha Road (APN 138-25-501-001), C-V (Civic) Zone, Ward 5 (Crear) [PRJ-75335]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 0 | Planning Commission Mtg. | 1 |
| City Council Meeting | 1 | City Council Meeting | 2 |

**RECOMMENDATION:**
The Planning Commission (4-0 vote) and Staff recommend APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Consolidated Backup
2. Submitted after Final Agenda - Executed One Motion One Vote Documentation
3. Backup Submitted at the February 26, 2019 Planning Commission Meeting

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**

# CITY OF LAS VEGAS

## ONE MOTION / ONE VOTE

*Department of Planning*
*333 North Rancho Drive, 3rd Floor*
*Las Vegas, Nevada 89106*
*(702) 229-6301 Phone (702) 464-7499 Fax*

**SUBJECT:** VAR-75569 - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES

The above item has been placed on the One Motion/One Vote portion of the City Council Agenda for the ***MARCH 20, 2019 City Council*** meeting. All of these items will be placed at the beginning of the agenda. The Mayor will open them at the same time.

Enclosed please find the proposed conditions of approval. If you agree to these conditions, please sign this form and fax it to ***Carman Burney*** at ***(702)464-7499*** or e-mail to ***cburney@lasvegasnevada.gov.*** If there is no one present at the City Council meeting who wants to discuss this item, you will not be called to the podium to discuss the case. However, you must be present in case any City Councilperson or member of the public wants to discuss the item. If you have any questions, please contact my office at (702) 229-6301.

Please sign and date that you have read and agree to the conditions and return to our office by 5:00PM ***MARCH 19, 2019.***

Signature

3/14/19
Date

Linda K. Perri, Director
Please Print Name

Real Property Management, Clark County School District
School Board of Trustees
Company Name

Sincerely,

Robert Summerfield, AICP
Director
Department of Planning

Submitted after Final Agenda

**AGENDA ITEM #72**
**RECEIVED 03.14.19**

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

# CITY OF LAS VEGAS
## ONE MOTION / ONE VOTE

**Planning and Development Department**
**Case Planning Division**
**333 North Rancho Drive, 3rd Floor**
**Las Vegas, Nevada 89106**
**(702) 229-6301 Phone (702) 464-7499 Fax**

RECEIVED
FEB 2 0 2019
Dept of Planning
City of Las Vegas

**CASE:** **VAR-75569 [PRJ-75335] - VARIANCE RELATED TO VAR-75568 AND SDR-75570**

**SUBJECT:** APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES

The above item has been placed on the One Motion/One Vote portion of the Planning Commission Agenda for the ***FEBRUARY 26, 2019*** Planning Commission meeting. All of these items will be placed at the beginning of the agenda. The Chairman of the Planning Commission will open them at the same time.

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Signature

2/20/19
Date

Linda K. Perri, Director
Please Print Name

Clark County School District
Company Name

Sincerely,

Eric McCammond
Senior Management Analyst
Case Planning Division

Submitted after final agenda

**Item 10**

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**73**

**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
SDR-75570 - SITE DEVELOPMENT PLAN REVIEW RELATED TO VAR-75568 AND VAR-75569 - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Site Development Plan Review FOR A PROPOSED TWO-STORY, 30,156 SQUARE-FOOT CLASSROOM BUILDING ADDITION TO AN EXISTING PUBLIC SCHOOL, PRIMARY on 8.09 acres at 1315 Hiawatha Road (APN 138-25-501-001), C-V (Civic) Zone, Ward 5 (Crear) [PRJ-75335]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 0 | Planning Commission Mtg. | 1 |
| City Council Meeting | 1 | City Council Meeting | 2 |

**RECOMMENDATION:**
The Planning Commission (4-0 vote) and Staff recommend APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Consolidated Backup
2. Comments from City of Las Vegas Department of Public Works Traffic Engineering Division
3. Comments from Clark County Department of Aviation
4. Submitted after Final Agenda – Executed One Motion One Vote Documentation, Protest/Support Postcards and Documentation Not Vetted - Unmarked Postcard
5. Backup Submitted at the February 26, 2019 Planning Commission Meeting

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**

**SDR 75570**
**Clark County School District**

# 1315 Hiawatha Road

Proposed 30.156 thousand square foot expansion of an existing 60.353 thousand square foot public elementary school.

**Traffic produced by proposed development:**

| New Use | DESCRIPTION | #UNIT | RATE/# UNIT | TOTAL |
|---|---|---|---|---|
| Average Daily Traffic (ADT) | ELEMENTARY SCHOOL [1000SF] | 30.156 | 19.52 | **589** |
| AM Peak Hour | | | 6.97 | **210** |
| PM Peak Hour | | | 1.37 | **41** |

*(heaviest 60 minutes)*

| Existing Use | DESCRIPTION | #UNIT | RATE/# UNIT | TOTAL |
|---|---|---|---|---|
| Average Daily Traffic (ADT) | ELEMENTARY SCHOOL [1000SF] | 60.353 | 19.52 | **1,178** |
| AM Peak Hour | | | 6.97 | **421** |
| PM Peak Hour | | | 1.37 | **83** |

*(heaviest 60 minutes)*

| Total Use | DESCRIPTION | #UNIT | RATE/# UNIT | TOTAL |
|---|---|---|---|---|
| Average Daily Traffic (ADT) | ELEMENTARY SCHOOL [1000SF] | 90.509 | 19.52 | **1,767** |
| AM Peak Hour | | | 6.97 | **631** |
| PM Peak Hour | | | 1.37 | **124** |

**Existing traffic on all nearby streets:**

**Hiawatha Road**

| | |
|---|---|
| Average Daily Traffic (ADT) | 884 |
| PM Peak Hour | 71 |

*(heaviest 60 minutes)*

**Decatur Boulevard**

| | |
|---|---|
| Average Daily Traffic (ADT) | 41,136 |
| PM Peak Hour | 275 |

*(heaviest 60 minutes)*

**Vegas Drive**

| | |
|---|---|
| Average Daily Traffic (ADT) | 11,402 |
| PM Peak Hour | 275 |

*(heaviest 60 minutes)*

**Traffic Capacity of adjacent streets:**

| | Adjacent street ADT Capacity |
|---|---|
| Hiawatha Road | 12,480 |
| Decatur Boulevard | 53,445 |
| Vegas Drive | 33,800 |

This project will add approximately 589 trips per day on Hiawatha Rd., Decatur Blvd. and Vegas Dr. Currently, Hiawatha is at about 7 percent of capacity, Decatur is at about 77 percent of capacity and Vegas is at about 34 percent of capacity. With this project, Hiawatha is expected to be at about 12 percent of capacity, Decatur to be at about 78 percent of capacity and Vegas to be at about 35 percent of capacity.

Based on Peak Hour use, this development will add about 210 additional peak hour trips into the area, or about seven every two minutes.

Note that this report assumes all traffic from this development uses all named streets.

# CITY OF LAS VEGAS
# PLANNING COMMISSION AND CITY COUNCIL
# RECOMMENDATIONS / COMMENTS

| | |
|---|---|
| FROM: | **CLARK COUNTY DEPARTMENT OF AVIATION** |
| APPLICATION NUMBERS: | **SDR-75570** |
| PROJECT: | **35' CLASSROOM BUILDING ADDITION** |
| LOCATION: | **138-25-501-001** |
| MEETING DATES: | **FEBRUARY 26, 2019, PLANNING COMMISSION & MARCH 20, 2019, CITY COUNCIL** |

COMMENTS:

Federal Aviation Regulations (Title 14, Part 77) require that the Federal Aviation Administration (FAA) be notified before the construction or alteration of any building or structure greater than 200 feet in height (§ 77.13(a)(1)) or that will exceed a slope of 100:1 for a distance of 20,000 feet from the nearest point of any airport runway greater than 3,200 feet in length (§ 77.13 (a)(2)(i)). Such notification allows the FAA to determine what impact, if any, the proposed development will have upon navigable airspace, and allows the FAA to determine whether the development requires obstruction marking or lighting.

The proposed development will exceed the 100:1 notice requirement for the North Las Vegas Airport (VGT). Therefore, as required by 14 CFR Part 77, the FAA must be notified of the proposed construction or alteration. **The CCDOA requests that the City of Las Vegas impose the conditions listed below for the project:**

- Applicant is required to file a valid FAA Form 7460-1, "Notice of Proposed Construction or Alteration" with the FAA, in accordance with 14 CFR Part 77, or submit to the Clark County Director of Aviation a "Property Owner's Shielding Determination Statement" and request written concurrence from the Clark County Department of Aviation;
- No Building Permit or other construction permit shall be issued for any structure greater than 35 feet above the surface of land that, based upon the FAA's 7460 airspace determination (the outcome of filing the FAA Form 7460-1), would (a) constitute a hazard to air navigation, (b) would result in an increase to minimum flight altitudes during any phase of flight (unless approved by the Department of Aviation), or (c) would otherwise be determined to pose a significant adverse impact on airport or aircraft operations.
- Applicant is advised that FAA's airspace determinations are dependent on petitions by any interested party and the height that will not present a hazard as determined by the FAA may change based on these comments.
- Applicant is advised that the FAA's airspace determinations include expiration dates and that the separate airspace determinations will be needed for construction cranes or other temporary equipment.

# CITY OF LAS VEGAS

## ONE MOTION / ONE VOTE

*Department of Planning*
*333 North Rancho Drive, 3rd Floor*
*Las Vegas, Nevada 89106*
*(702) 229-6301 Phone (702) 464-7499 Fax*

**SUBJECT:** SDR-75570 - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES

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Please sign and date that you have read and agree to the conditions and return to our office by 5:00PM ***MARCH 19, 2019.***

Signature — Date: 3/14/19

Linda K. Perri, Director
Please Print Name
Real Property Management, Clark County School District
School Board of Trustees
Company Name

Sincerely,

Robert Summerfield, AICP
Director
Department of Planning

Submitted after Final Agenda

**AGENDA ITEM #73**
**RECEIVED 03.14.19**

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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**Return Service Requested**
**Official Notice of Public Hearing** 2019 MAR 13 P 12:09




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☐ I SUPPORT this Request
☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75570 [PRJ-75335]**
City Council Meeting of **3/20/2019**

Case: SDR-75570

13825612022
TULLER FAMILY TRUST
TULLER DECARMA L TRS
4809 ELMHURST LN
LAS VEGAS NV 89108-1320

93 LRDFNP1 89108

Submitted after final agenda

Date 3/14/19 Item 73

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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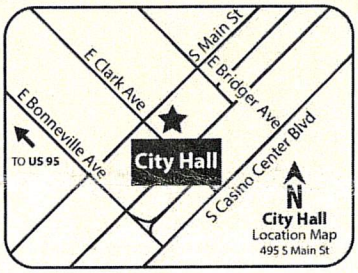
**Return Service Requested**
**Official Notice of Public Hearing**

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Case: SDR-75570
13825613040
HILLIARD BRYAN R & YOUNG SUN
7508 MARDEAN CT
LAS VEGAS NV 89131-3207

☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75570 [PRJ-75335]**
City Council Meeting of **3/20/2019**

129 LRDFNP1 89131

Submitted after final agenda

Date 3/12/19 Item 73

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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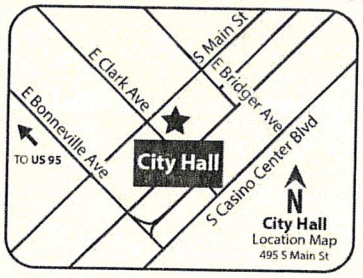
**Return Service Requested**
**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75570 [PRJ-75335]**
City Council Meeting of **3/20/2019**

Case: SDR-75570

13825611007
HUHN FAMILY TRUST
HUHN WILLIAM J & CAROLYN J TRS
5112 CARMEN BLVD
LAS VEGAS NV 89108-1345

99 LRDFMP1 89108

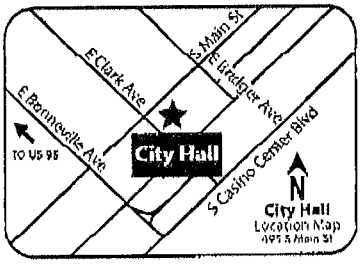
Submitted after final agenda

Date 3/14/19 Item 73

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

PRSRT
FIRST CLASS MAIL
U.S. Postage
PAID
Las Vegas, NV
Permit No. 1630

## Return Service Requested
## Official Notice of Public Hearing

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☐ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75570 [PRJ-75335]**
City Council Meeting of **3/20/2019**

2019 MAR 15 A 7:25
CITY CLERK
RECEIVED

Case: SDR-75570
13825612006
WHANN CORNELIA J REVOCABLE
WHANN CORNELIA J TRS
P O BOX 33653
LAS VEGAS NV 89133-3653

Submitted after final agenda

Date 3/18/19 Item 73

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

# CITY OF LAS VEGAS

## ONE MOTION / ONE VOTE

**Planning and Development Department**
**Case Planning Division**
**333 North Rancho Drive, 3rd Floor**
**Las Vegas, Nevada 89106**
**(702) 229-6301 Phone (702) 464-7499 Fax**

RECEIVED
FEB 2 0 2019
Dept of Planning
City of Las Vegas

**CASE:** **SDR-75570 [PRJ-75335] - SITE DEVELOPMENT PLAN REVIEW RELATED TO VAR-75568 AND VAR-75569**

**SUBJECT:** APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES

The above item has been placed on the One Motion/One Vote portion of the Planning Commission Agenda for the ***FEBRUARY 26, 2019*** Planning Commission meeting. All of these items will be placed at the beginning of the agenda. The Chairman of the Planning Commission will open them at the same time.

Enclosed please find the proposed conditions of approval. If you agree to these conditions, please sign this form and fax it to ***Nora Lares*** at ***(702)464-7499*** or e-mail to ***nlares@lasvegasnevada.gov***. If there is no one present at the Planning Commission meeting who wants to discuss this item, you will not be called to the podium to discuss the case. However, you must be present in case any Planning Commissioner or member of the public wants to discuss the item. If you have any questions, please contact my office at (702) 229-6301.

Please sign and date that you have read and agree to the conditions and return to our office by 5:00PM ***MONDAY, FEBRUARY 25, 2019.***

Signature

2/20/19
Date

Linda K. Perri, Director
Please Print Name

Clark County School District
Company Name

Sincerely,

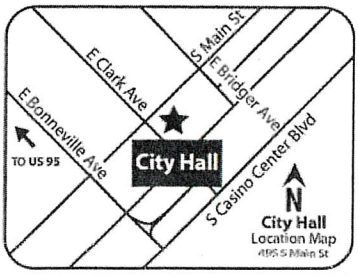
Eric McCammond
Senior Management Analyst
Case Planning Division

Submitted after final agenda
**Item 11**

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

PRSRT
FIRST CLASS MAIL
U.S. Postage
**PAID**
Las Vegas, NV
Permit No. 1630

**Return Service Requested**
**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018
If you would like to contact your Council Representative, please call (702) 229-6405.

☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75570 [PRJ-75335]**

Planning Commission Meeting of **2/26/2019**

RECEIVED
FEB 25 2019
Dept of Planning
City of Las Vegas

Case: SDR-75570
13825613040
HILLIARD BRYAN R & YOUNG SUN
7508 MARDEAN CT
LAS VEGAS NV 89131-3207

123 LRDPMP1 89131

Submitted after final agenda
Date 2/25/19 Item 11

11A

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**74**

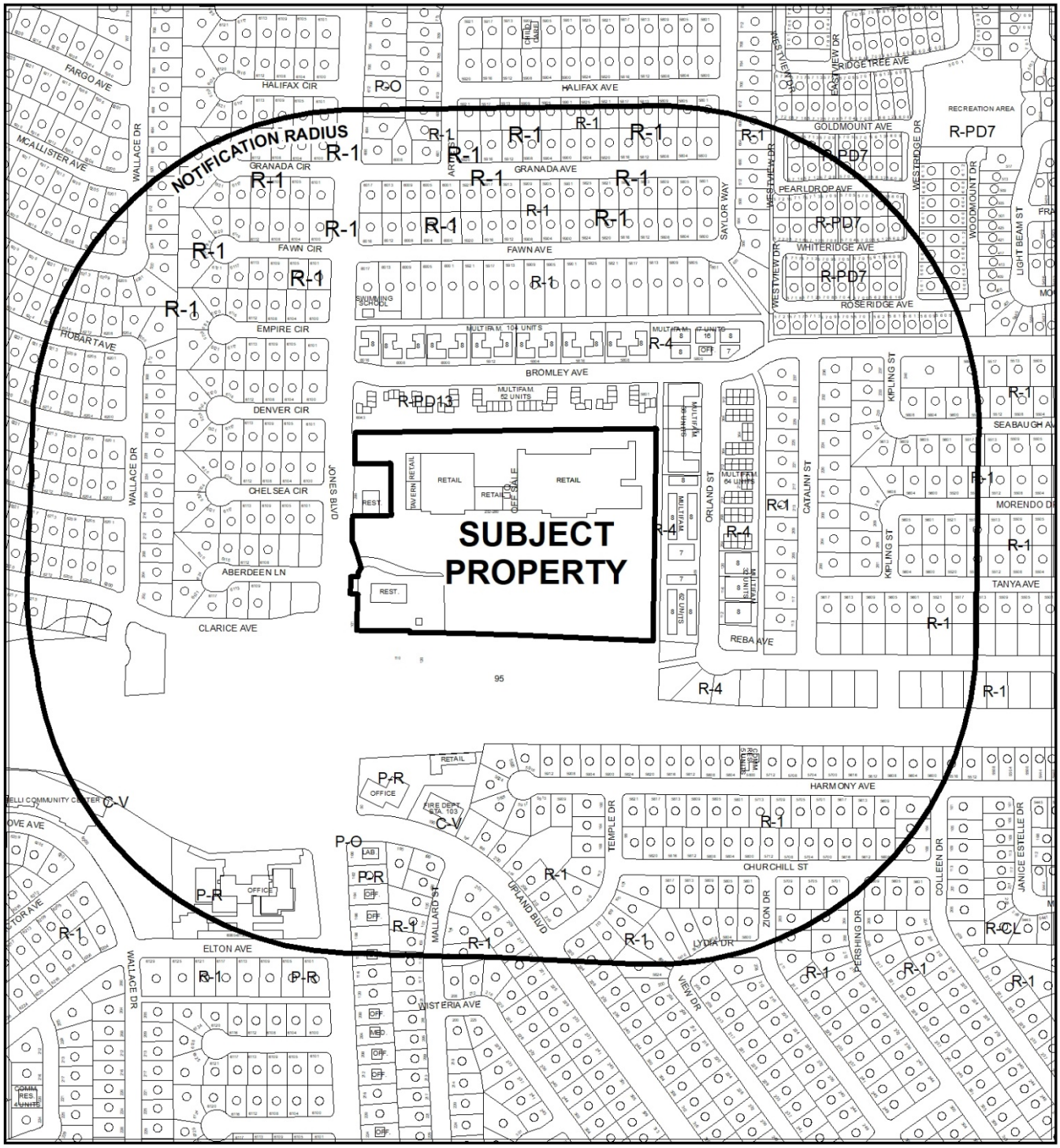
**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
RQR-74667 - REQUIRED REVIEW - PUBLIC HEARING - APPLICANT: LAMAR CENTRAL OUTDOOR, LLC - OWNER: JONES 95 2015 HOLDINGS, LLC, ET AL - For possible action on a Required Review of an approved Special Use Permit (SUP-39432) FOR A 65-FOOT TALL, 14-FOOT BY 48-FOOT OFF-PREMISE SIGN at 120 North Jones Boulevard (APNs 138-25-417-003 and 004), C-1 (Limited Commercial) Zone, Ward 1 (Tarkanian). Staff recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 0 | Planning Commission Mtg. | 0 |
| City Council Meeting | 3 | City Council Meeting | 2 |

**RECOMMENDATION:**
Staff recommends APPROVAL, subject to conditions:

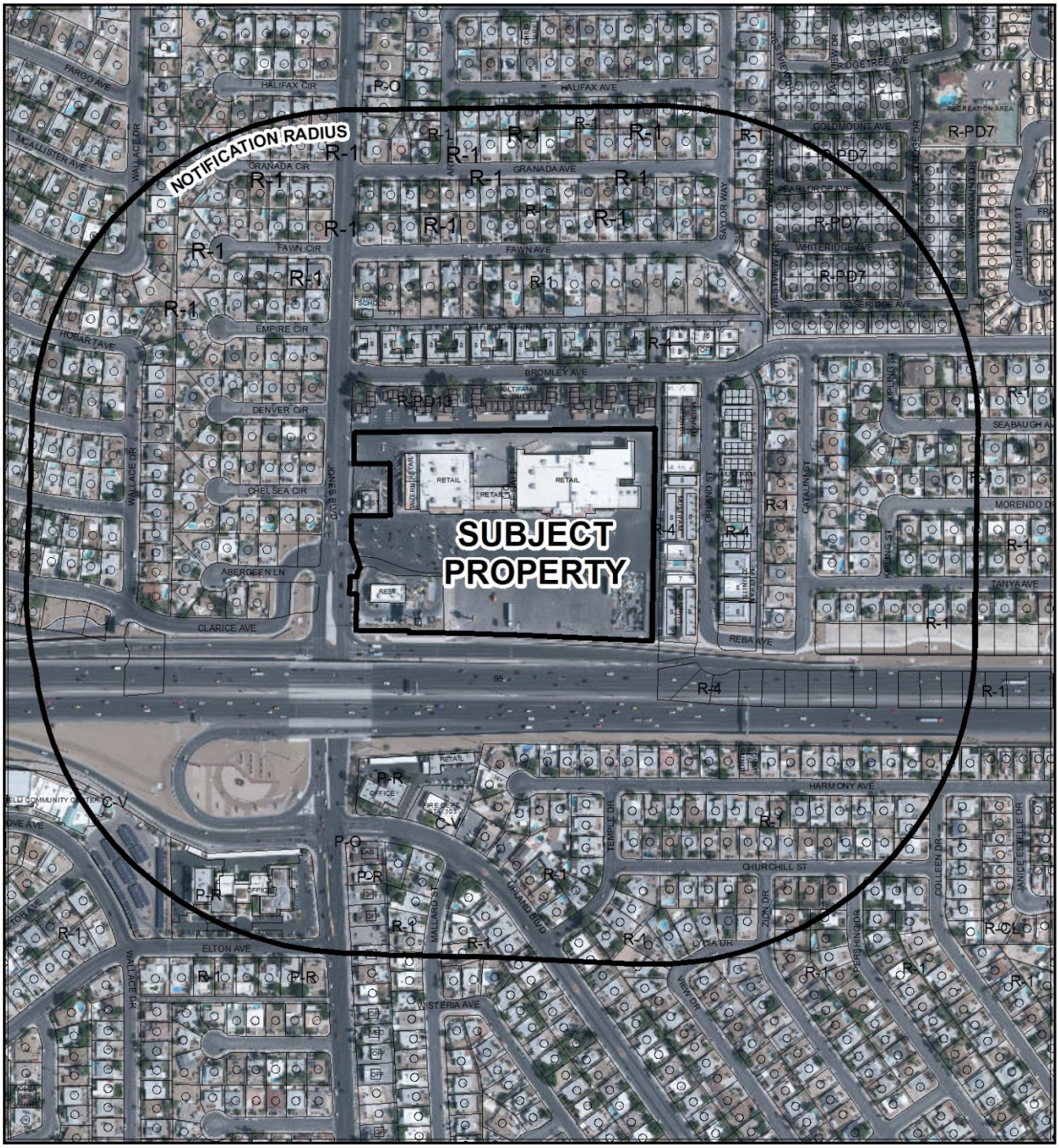
**BACKUP DOCUMENTATION:**
1. Location, Aerial and Special Maps
2. Conditions and Staff Report
3. Supporting Documentation
4. Photo(s)
5. City Council Approval Letter - RQR-52386
6. Protest Postcard
7. Submitted after Final Agenda – Protest/Support Postcards




**CASE:** **RQR-74667**

**RADIUS:** 1000 FEET

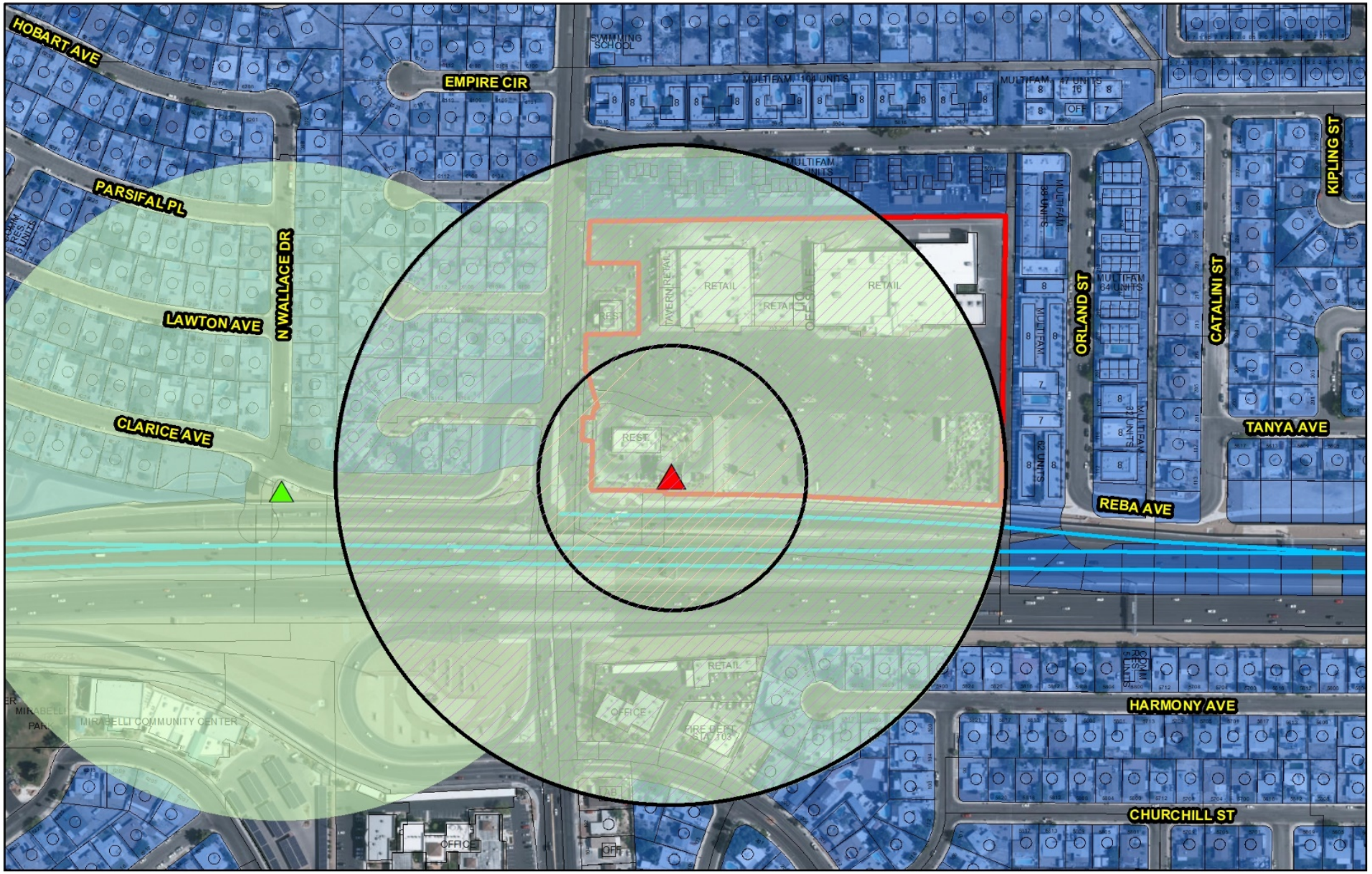
**ZONING OF SUBJECT PROPERTY:** C-1 (LIMITED COMMERCIAL) ZONE




**CASE:** **RQR-74667**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** C-1 (LIMITED COMMERCIAL) ZONE




## RQR-74667

- Subject Parcel
- Subject Billboard Location
- City of Las Vegas Billboard Location
- Clark County Billboard Location

## City of Las Vegas Billboard Data

- 300 Foot Buffer Around Proposed Billboard
- 300 Foot Buffer Around Billboard
- 750 Foot Buffer Around Billboard / Distance from Freeway
- 750 Foot Buffer Around Proposed Billbard / Distance From Freeway

- City Limits
- Residential Zoned Property
- Off Premise Sign Exclusion Area
- Exempt - Off Premise Area Sign Area

N

GIS maps are normally produced only to meet the needs of the City. Due to continuous development activity this map is for reference only.
**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Thursday, February 21, 2019

City of Las Vegas

*AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT: LAMAR CENTRAL OUTDOOR, LLC - OWNER: JONES 95 2015 HOLDINGS, LLC, ET AL**

**** STAFF RECOMMENDATION(S) ****

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **RQR-74667** | Staff recommends APPROVAL, subject to conditions: | |

**** NOTIFICATION ****

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED**

**NOTICES MAILED** 624 (By Planning)

**APPROVALS** 0

**PROTESTS** 0

**** CONDITIONS ****

# RQR-74667 CONDITIONS

***Planning***

1. Conformance to the Conditions of Approval for Special Use Permit (SUP-39432).

2. This Special Use Permit (SUP-39432) shall be reviewed in three (3) years, at which time the City Council may require the Off-Premise Sign be removed. The applicant shall be responsible for notification costs of the review. Failure to pay the City for these costs may result in a requirement that the Off-Premise Sign be removed.

3. The Off-Premise Sign and its supporting structure shall be properly maintained and kept free of graffiti at all times. Failure to perform the required maintenance may result in fines and/or removal of the Off-Premise Sign.

4. The property owner shall keep the property properly maintained and graffiti-free at all times. Failure to perform required maintenance may result in fines and/or removal of the Off-Premise Sign.

5. If the existing Off-Premise Sign is voluntarily demolished, this Special Use Permit shall be expunged and a new Off-Premise Sign shall not be permitted in the same location unless a Special Use Permit is approved for the new structure by the City Council.

6. All City Code requirements and design standards of all City departments must be satisfied.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

This is a five-year Required Review of an approved Special Use Permit (SUP-39432) for a 65-foot tall, 14-foot by 48-foot Off-Premise Sign at 120 North Jones Boulevard.

## ISSUES

- This is the second Required Review of the Special Use Permit (SUP-39432), which was approved in 2011.
- A building permit was issued for the subject Off-Premise Sign on 04/05/11. A final inspection was completed 06/07/11. The east sign face was converted to a digital display in 2012.

## ANALYSIS

The subject off-premise sign is located in a parking lot within a commercial subdivision and is visible from the eastbound and westbound lanes of U.S. 95. The adjacent uses to the north, south and east are commercial; the uses to the west are primarily single family residential. Concurrent with approval of the Off-Premise Sign, the City Council approved a Variance (VAR-39433) to allow the sign at a height of 65 feet.

During a field check of the site, staff noted the sign faces and supporting structure were in good condition, with no graffiti or bird droppings present on the pole or ground near the sign. There has been no significant change in development or land use in this area since the previous review of the Off-Premise Sign in 2014. A building permit was issued for the subject Off-Premise Sign in 2011 and a final inspection was completed 06/07/11. Therefore, staff recommends approval of this request.

## FINDINGS (RQR-74667)

Title 19.12.120(B) states that “After conducting a review, the City Council may require removal of [an Off-Premise] sign if it is demonstrated that conditions in the surrounding area have changed in such a manner that the sign no longer meets the standards established in LVMC 19.16.110(L).” Staff has determined that there have been no significant changes in land use in the surrounding area since the previous review. The site remains suitable for an Off-Premise Sign use, with adequate access to the site. A building permit was issued for the sign in 2011 and all inspections have been completed. The off-premise sign is in compliance with Title 19 requirements and the sign remains compatible with the adjacent land uses. Therefore, staff recommends approval with conditions requiring a three-year review. If denied, the off-premise sign must be removed.

**BACKGROUND INFORMATION**

| *Related Relevant City Actions by P&D, Fire, Bldg., etc.* | |
|---|---|
| 03/28/62 | The Board of City Commissioners approved a request for Rezoning (Z-0014-62) from R-1 (Single Family Residential) to C-1 (Limited Commercial) on property generally located east of Jones Boulevard and north of Harmony Avenue, which includes the subject site. |
| 03/16/11 | The City Council approved a request for a Variance (VAR-39433) to allow a 65-foot tall Off-Premise Sign where 50 feet is the maximum height allowed at 120 North Jones Boulevard. The Planning Commission recommended approval; staff recommended denial. |
| | The City Council approved a related request for a Special Use Permit (SUP-39432) for a proposed 65-foot tall, 14-foot by 48-foot Off-Premise Sign at 120 North Jones Boulevard. The Planning Commission recommended approval; staff recommended denial. |
| 08/09/11 | Department of Planning staff administratively approved a request for a Minor Site Development Plan Review (SDR-42015) to convert an existing 65-foot tall, 14-foot by 48-foot Off-Premise Sign (east facing side) to a digital display unit (LED) at 120 North Jones Boulevard. |
| 08/13/13 | A Final Map (FMP-48278) for a one-lot commercial subdivision on 14.53 acres at 240 North Jones Boulevard was recorded. |
| 08/01/14 | A Final Map (FMP-54049) for a one-lot commercial subdivision on 13.06 acres at the northeast corner of U.S. 95 and Jones Boulevard was recorded. |
| 11/03/14 | A Record of Survey creating a 341 square-foot parcel for the off-premise sign ground structure and related mechanical equipment was recorded. |
| 03/19/14 | The City Council approved a Three-Year Required Review (RQR-52386) of the approved Special Use Permit (SUP-39432) for a 65-foot tall, 14-foot by 48-foot Off-Premise Sign use at 120 North Jones Boulevard, subject to review in five years. Staff recommended approval. |

| *Most Recent Change of Ownership* | |
|---|---|
| 08/13/15 | A deed was recorded for a change in ownership on APN 138-25-417-004. |
| 06/30/16 | A deed was recorded for a change in ownership on APN 138-25-417-003. |

| *Related Building Permits/Business Licenses* | |
|---|---|
| 04/05/11 | A building permit (184961) was issued for a 65-foot tall, 14-foot by 48-foot Off-Premise Sign at 120 North Jones Boulevard. The permit was finalized on 06/07/11. |
| 07/06/11 | A building permit (190737) was issued for the conversion of an existing 65-foot tall, 14-foot by 48-foot Off-Premise Sign (east facing side only) to a digital display unit (LED) at 120 North Jones Boulevard. The permit was finalized on 02/16/12. |
| 07/11/11 | A building permit (191432) was issued for a 100-amp meter for a 65-foot tall, 14-foot by 48-foot Off-Premise Sign at 120 North Jones Boulevard. The permit was finalized on 12/22/11. |
| 01/17/12 | A building permit (202682) was issued for the installation of a 20-amp circuit for wait time display for a 65-foot tall, 14-foot by 48-foot Off-Premise Sign at 120 North Jones Boulevard. The permit was finalized on 02/15/12. |
| 12/23/14 | A building permit (276234) was issued for movement of an electrical meter for an Off-Premise Sign at 120 North Jones Boulevard. The permit was finalized on 12/30/14. |

| ***Pre-Application Meeting*** |
|---|
| A pre-application meeting is not required, nor was one held. |

| ***Neighborhood Meeting*** |
|---|
| A neighborhood meeting is not required, nor was one held. |

| ***Field Check*** | |
|---|---|
| 02/07/19 | The sign faces and supporting structure were in good condition, with no graffiti or bird droppings present. Only the east-facing sign face contains a digital display. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Net Acres | 1.12 (across two Assessor's Parcel Numbers) |

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Land Use Designation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | Shopping Center<br>Off-Premise Sign | SC (Service Commercial) | C-1 (Limited Commercial) |
| North | Multi-Family Residential (Condominiums) | M (Medium Density Residential) | R-PD13 (Residential Planned Development – 13 Units per Acre) |
| South | U.S. 95 Freeway | Right-of-Way | Right-of-Way |
| East | Multi-Family Residential (Apartments) | M (Medium Density Residential) | R-4 (High Density Residential) |
| West | NDOT right-of-way<br>Single Family, Detached | L (Low Density Residential) | R-1 (Single Family Residential) |

| ***Master Plan Areas*** | ***Compliance*** |
|---|---|
| No Applicable Master Plan Area | N/A |
| ***Special Purpose and Overlay Districts*** | ***Compliance*** |
| A-O (Airport Overlay) District (175 Feet) | Y |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Trails (Bonanza Trail – constructed) | Y |
| Las Vegas Redevelopment Plan Area | N/A |
| Project of Significant Impact (Development Impact Notification Assessment) | N/A |
| Project of Regional Significance | N/A |

**DEVELOPMENT STANDARDS**

***Pursuant to Title 19.12.120, the following standards apply:***

| ***Standards*** | ***Code Requirements*** | ***Provided*** | ***Compliance*** |
|---|---|---|---|
| | | | SS |

| | | | |
|---|---|---|---|
| Location | No off-premise sign may be located within public right-of-way | Not in public ROW<br><br>Not in Off-Premise Sign Exclusionary Zone | Y |
| Zoning | Permitted only in the C-1, C-2, C-M and M zoning districts, except permitted in the C-V district if the parcel is operated or controlled by an agency of local, state or federal government. | Located in a C-1 (Limited Commercial) zoning district | Y |
| Setback | Off-premise signs shall not be located closer than 10 feet to the right-of-way line of a freeway nor closer than 50 feet to the intersection of the present or future rights-of-way of any two public roads, streets or highways. | Set back 20 feet from U.S. 95 right-of-way and approximately 190 feet from the intersection of Jones Blvd. and U.S. 95. | Y |
| Area | No off-premise sign shall have a surface area greater than 672 square feet, except that an embellishment of not to exceed five feet above the regular rectangular surface of the sign may be added if the additional area contains no more than 128 square feet. | Each display face contains 672 SF. There are no embellishments. | Y |
| Height | No taller than 40 feet from grade at the point of construction; may be raised a maximum of 30 feet above an adjacent elevated freeway or to 55 feet if a significant portion of the display surface is obscured from view from the travel lanes of the freeway. | 65 feet tall from grade to top of sign.<br><br>Freeway is not elevated, but the sign is at a lower grade than the roadway surface of the freeway. | Y* |
| Screening | All structural elements of an off-premise sign to which the display panels are attached shall be screened from view. | All structural elements of the sign are screened from public view. | Y |
| Distance Separation | At least 750 feet to another off-premise sign along freeway frontage or at least 300 feet to another off-premise Sign (if not freeway) | Sign is approximately 875 feet east of the nearest off-premise sign along the northern frontage of U.S. 95. | Y |
| | At least 300 feet to the nearest property line of a lot in any “R” or U” zoned districts. | Sign is approximately 305 feet from the nearest property line zoned either “R” or “U.” | Y |
| Other | All off-premise Signs shall be detached and permanently secured to the ground and shall not be located on property used for residential purposes. | Sign is permanently attached to the ground and detached from any other structures. | Y |

*A Variance (VAR-39433) was approved 03/16/11 to allow a 65-foot tall Off-Premise Sign.

# DEPARTMENT OF PLANNING

**Application / Petition Form & Statement of Financial Interest**

| Department Use | |
|---|---|
| Case # | RQR-74667 |
| Meeting Date | 3/20/19 |
| Total Fee | 800.00 |
| Received By/Date | 1/23/19 |

**Case Type** (Special Use Permit, Rezoning, Variance, Site Development Plan Review, etc) Required Review

**Project Address** (Location) 120 N. Jones Blvd.

**Project Name** Jones/95 Required Review **Proposed Use**

**Assessor's Parcel #(s)** 138-25-417-004 **Ward #** 1

**General Plan:** Existing _____ Proposed _____ **Zoning:** Existing C-1 Proposed _____

**Additional Information** Required review for an existing off premise sign

**Property Owner** Jones 95 2015 Holdings, LLC **Contact** Matt Huss

Address 8350 W. Sahara Ave. ste 210 City Las Vegas State NV Zip 89117

E-mail matt@greatac.com Phone _____

**Applicant** Lamar Central Outdoor, LLC **Contact** Scott Naftzger

Address 1863 Helm Drive City Las Vegas State NV Zip 89119

E-mail snaftzger@lamar.com Phone 702-870-4600

**Representative** _____ **Contact** _____

Address _____ City _____ State _____ Zip _____

E-mail _____ Phone _____

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ Yes ☒ No

**If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.**

**City Official** _____ **Partner(s)** _____

**Partner(s)** _____

- I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in the application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.
- Application will not be deemed complete until the submitted materials have been reviewed by Department of Planning for consistency with the Zoning Ordinance.

**Property Owner Signature** _____

An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps and Parcel Maps

**Print Name** Matthew Huss

Subscribed and sworn before me

This 22nd day of January, 20 19

_____

Notary Public in and for said County and State

N. HOVLAND
Notary Public-State of Nevada
APPT. NO. 17-1477-1
My Appt. Expires 02-28-2021

# DEPARTMENT OF PLANNING

**Application / Petition Form & Statement of Financial Interest**

| Department Use | |
|---|---|
| Case # | ROR-74667 |
| Meeting Date | 3/20/19 |
| Total Fee | $1800.00 |
| Received By/Date | 12/18/18 |

**Case Type** (Special Use Permit, Rezoning, Variance, Site Development Plan Review, etc) Required Review

**Project Address** (Location) 120 N. Jones Blvd.

**Project Name** Jones/95 Required Review **Proposed Use** _____

**Assessor's Parcel #(s)** 138-25-417-003 **Ward #** 1

**General Plan:** Existing _____ Proposed _____ **Zoning:** Existing C-1 Proposed _____

**Additional Information** Required Review for existing billboard

**Property Owner** John Square, LLC Contact Matt Huss

Address 8350 W. Sahara Ave ste 210 City Las Vegas State NV Zip 89117

E-mail Matt@greatac.com Phone _____

**Applicant** Lamar Central Outdoor, LLC Contact Scott Naftzger

Address 1863 Helm Dr. City Las Vegas State NV Zip 89119

E-mail snaftzger@lamar.com Phone 702 873-4600

**Representative** _____ Contact _____

Address _____ City _____ State _____ Zip _____

E-mail _____ Phone _____

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ Yes ☒ No

**If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.**

**City Official** _____ **Partner(s)** _____

**Partner(s)** _____

- I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in the application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.
- Application will not be deemed complete until the submitted materials have been reviewed by Department of Planning for consistency with the Zoning Ordinance.

**Property Owner Signature** _____

An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps and Parcel Maps

**Print Name** Christopher Prickett (authorized agent)

Subscribed and sworn before me

This 28th day of November, 20 18

Michelle McFadden

Notary Public in and for said County and State

MICHELLE McFADDEN
NOTARY PUBLIC
STATE OF NEVADA
CLARK COUNTY
APPT. No. 08-7309-1
MY APPT. EXPIRES JULY 9, 2020

PL 69.15'

PL 39.3'

PL 38.18'

PL 119.02'

JONES BLVD.

McDonalds

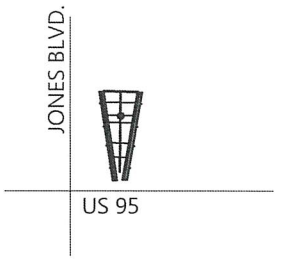
PL 166.75'

PL 110'

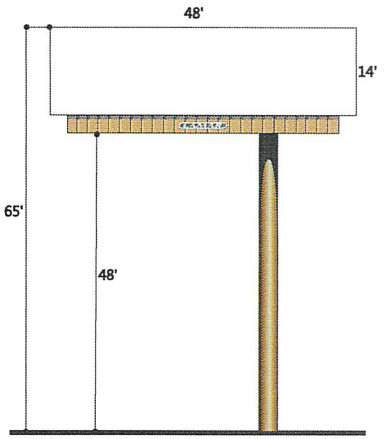
APN 138-25-417-003

SUBJECT BILLBOARD

US 95 OFF-RAMP TO JONES BLVD.




VICINITY MAP (NO SCALE)




ELEVATION (NO SCALE)

| | | |
|---|---|---|
| LAMAR CENTRAL OUTDOOR, LLC | | |
| SCALE: NO SCALE | DATE: 01/22/14 | DRAWN BY: S.NAFTZGER |
| JONES 95, LLC SITE PLAN | | |
| APN 138-25-417-003 | | DRAWING NUMBER: |

Dept of Planning
DEC 18 2018
RECEIVED

RQR-74667

LAS VEGAS CITY COUNCIL

CAROLYN G. GOODMAN
MAYOR

STAVROS S. ANTHONY
MAYOR PRO TEM

STEVE WOLFSON
LOIS TARKANIAN
STEVEN D. ROSS
RICKI Y. BARLOW
BOB COFFIN

ELIZABETH N. FRETWELL
CITY MANAGER

**CORRECTED LETTER**

May 29, 2014

Mr. Matt Huss
D&W, Inc.
c/o Great American Capital
8350 West Sahara Avenue, Suite #210
Las Vegas, Nevada 89117

RE: RQR-52386 – REQUIRED REVIEW
CITY COUNCIL MEETING OF MARCH 19, 2014

Dear Mr. Huss:

The City Council at a regular meeting held **March 19, 2014**, APPROVED request for a Required Review of an approved Special Use Permit (SUP-39432) Permit FOR A 65-FOOT TALL, 14-FOOT BY 48-FOOT OFF-PREMISE SIGN at 120 North Jones Boulevard (APN 138-25-416-003), C-1 (Limited Commercial) Zone. The Notice of Final Action was filed with the Las Vegas City Clerk on **March 20, 2014**. This approval is subject to:

Planning

1. Conformance to the Conditions of Approval for Special Use Permit (SUP-39432).

2. This Special Use Permit shall be reviewed in five (5) years, at which time the City Council may require the Off-Premise Sign be removed. The applicant shall be responsible for notification costs of the review. Failure to pay the City for these costs may result in a requirement that the Off-Premise Sign be removed.

3. The Off-Premise Sign and its supporting structure shall be properly maintained and kept free of graffiti at all times. Failure to perform the required maintenance may result in fines and/or removal of the Off-Premise Sign.

4. The property owner shall keep the property properly maintained and graffiti-free at all times. Failure to perform required maintenance may result in fines and/or removal of the Off-Premise Sign.

5. If the existing Off-Premise Sign is voluntarily demolished, this Special Use Permit shall be expunged and a new Off-Premise Sign shall not be permitted in the same location unless a Special Use Permit is approved for the new structure by the City Council.

CITY OF LAS VEGAS
400 STEWART AVENUE
LAS VEGAS, NEVADA 89101

VOICE 702.229.6011
TTY 702.386.9108
www.lasvegasnevada.gov

6. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

Sincerely,

Beverly K. Bridges, MMC, City Clerk

cc: Mr. Scott Naftzger
Lamar Central Outdoor, LLC
1863 Helm Drive
Las Vegas, Nevada 89119




RQR-74667 - APPLICANT: LAMAR CENTRAL OUTDOOR, LLC - OWNER: JONES 95 2015 HOLDINGS, LLC, ET AL

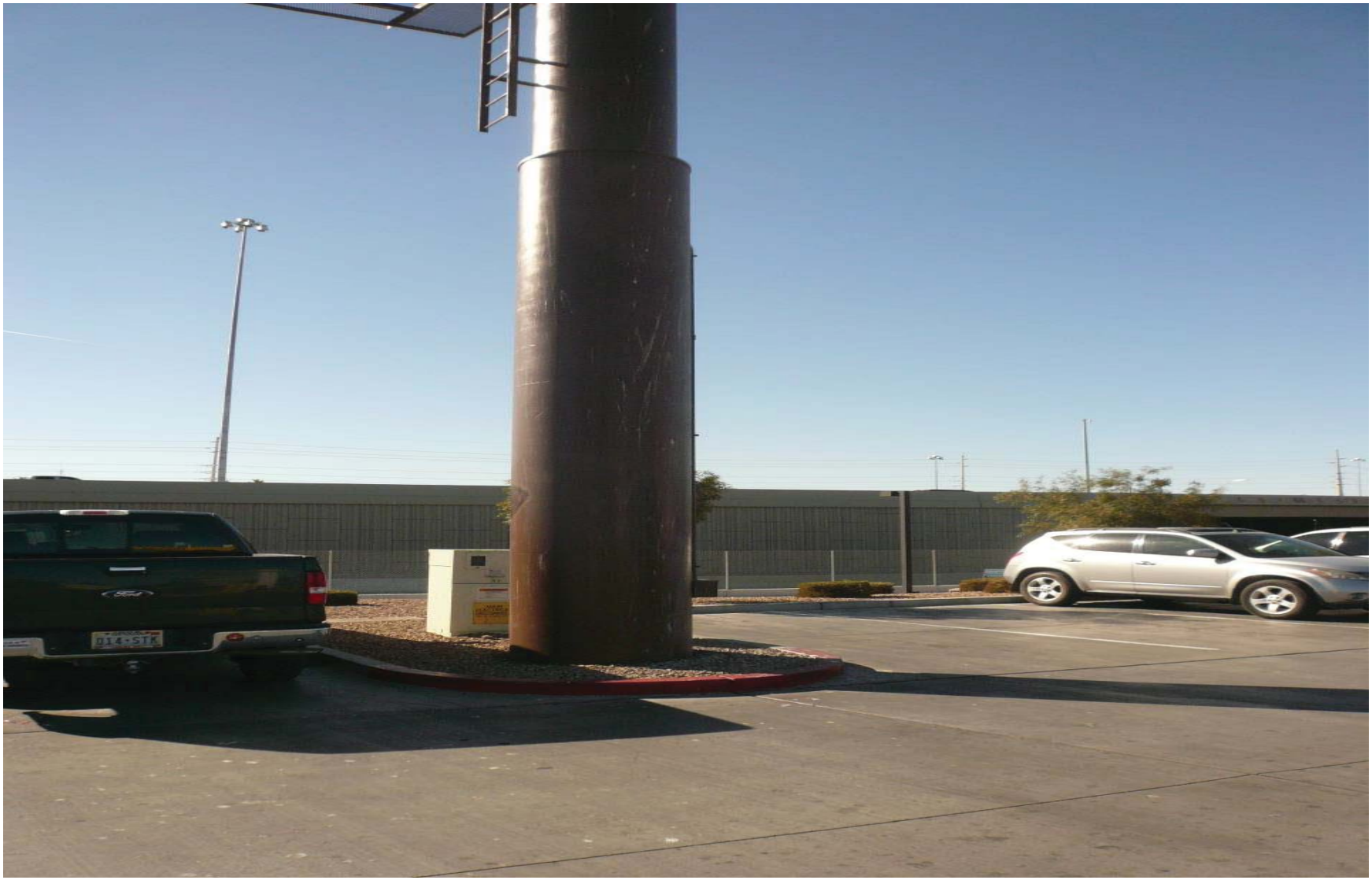
120 NORTH JONES BOULEVARD

02/07/19




RQR-74667 - APPLICANT: LAMAR CENTRAL OUTDOOR, LLC - OWNER: JONES 95 2015 HOLDINGS, LLC, ET AL
120 NORTH JONES BOULEVARD

02/07/19



RQR-74667 - APPLICANT: LAMAR CENTRAL OUTDOOR, LLC - OWNER: JONES 95 2015 HOLDINGS, LLC, ET AL
120 NORTH JONES BOULEVARD

02/07/19




RQR-74667 - APPLICANT: LAMAR CENTRAL OUTDOOR, LLC - OWNER: JONES 95 2015 HOLDINGS, LLC, ET AL

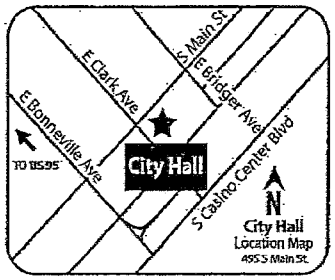
120 NORTH JONES BOULEVARD

02/07/19

City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

**Return Service Requested**

**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☑ I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

PRSRT
FIRST CLASS MAIL
U.S. Postage
PAID
Las Vegas, NV
Permit No. 1630

RECEIVED
CITY CLERK
2019 MAR 11 A 8:37

RQR-74667
13825316064
WILSON YVONNE
501 WESTRIDGE DR
LAS VEGAS NV 89107-1516

97 LRDFNP1 89107

BankofAmerica-WestRL 3/11/2019 10:24:30 AM PAGE 1/001 888-294-5658

# CITY OF LAS VEGAS

## ONE MOTION / ONE VOTE

*Department of Planning*
*333 North Rancho Drive, 3rd Floor*
*Las Vegas, Nevada 89106*
*(702) 229-6301 Phone (702) 464-7499 Fax*

**SUBJECT:** RQR-74667 - APPLICANT: LAMAR CENTRAL OUTDOOR, LLC - OWNER: JONES 95 2015 HOLDINGS, LLC, ET AL

The above item has been placed on the One Motion/One Vote portion of the City Council Agenda for the ***MARCH 20, 2019 City Council*** meeting. All of these items will be placed at the beginning of the agenda. The Mayor will open them at the same time.

Enclosed please find the proposed conditions of approval. If you agree to these conditions, please sign this form and fax it to ***Carman Burney*** at *(702)464-7499* or e-mail to ***cburney@lasvegasnevada.gov***. If there is no one present at the City Council meeting who wants to discuss this item, you will not be called to the podium to discuss the case. However, you must be present in case any City Councilperson or member of the public wants to discuss the item. If you have any questions, please contact my office at (702) 229-6301.

Please sign and date that you have read and agree to the conditions and return to our office by 5:00PM ***MARCH 19, 2019.***

Signature

3/14/19
Date

Scott Naftzger
Please Print Name

Lamar Central Outdoor, LLC
Company Name

Sincerely,

Robert Summerfield, AICP
Director
Department of Planning

SUBMITTED AFTER FINAL AGENDA

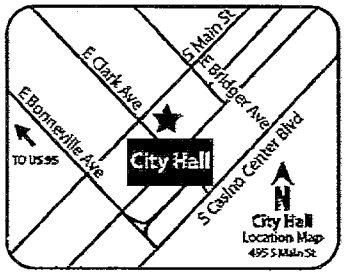
**AGENDA ITEM #74**
**RECEIVED 03.18.19**

#3235 P 1/ 1

7023846899

City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

**Return Service Requested**
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

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Las Vegas, NV
Permit No. 1630

RQR-74667
13826811094
CURRAN WILLIAM
6216 PARSIFAL PL
LAS VEGAS NV 89107-1336

RECEIVED
CITY CLERK
2019 MAR 14 A 10:54

97 LRDFNP1 89107

Submitted after final agenda
Date 3/14/19
Item 74

2019.03.14 10:16 AM EM 23

City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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U.S. Postage
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Las Vegas, NV
Permit No. 1630

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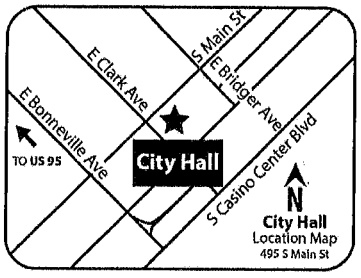
2019 MAR 19 A 11:48

**Return Service Requested**
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

If signs are bigger than what is already there.

89107 LRDFNP1

RQR-74667
13825402001
WAGNER WOODROW W JR 2006 TRUST
WAGNER WOODROW W JR TRS
240 KIPLING ST
LAS VEGAS NV 89107-1602

Submitted after final agenda

Date 3/19/19 Item 74

City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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FIRST CLASS MAIL
U.S. Postage
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Las Vegas, NV
Permit No. 1630

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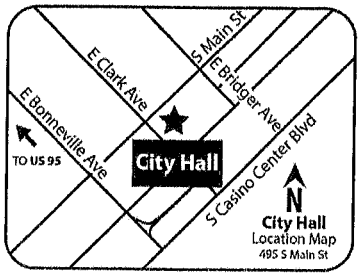
CITY CLERK

2019 MAR 14 A 11: 18

**Return Service Requested**
**Official Notice of Public Hearing**

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

RQR-74667
13825411048
RAMIREZ FAMILY TRUST ETAL
RAMIREZ-SAMAYOA JOSE A TRS
3283 PHANTOM ROCK ST
LAS VEGAS NV 89135

133 LADFMP1 89135

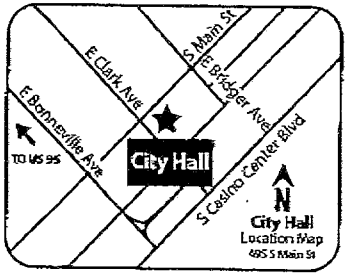
Submitted after final agenda

Date 3/14/19 Item 74

PAGE 01
LUK
091-702-9148984
03/19/2019 12:17

City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

**Return Service Requested**
**Official Notice of Public Hearing**

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

Submitted after final agenda
Date 3/19/19 Item 74

PRSRT
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U.S. Postage
**PAID**
Las Vegas, NV
Permit No. 1630

2019 MAR 19 P 12:37
RECEIVED
CITY CLERK

RQR-74667
13825310012
BLUE HORIZON BAY L L C
10313 POMPEI PL
LAS VEGAS NV 89144-1208

03/19/2019 12:17 091-702-9148984 LUK PAGE 01

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**75**

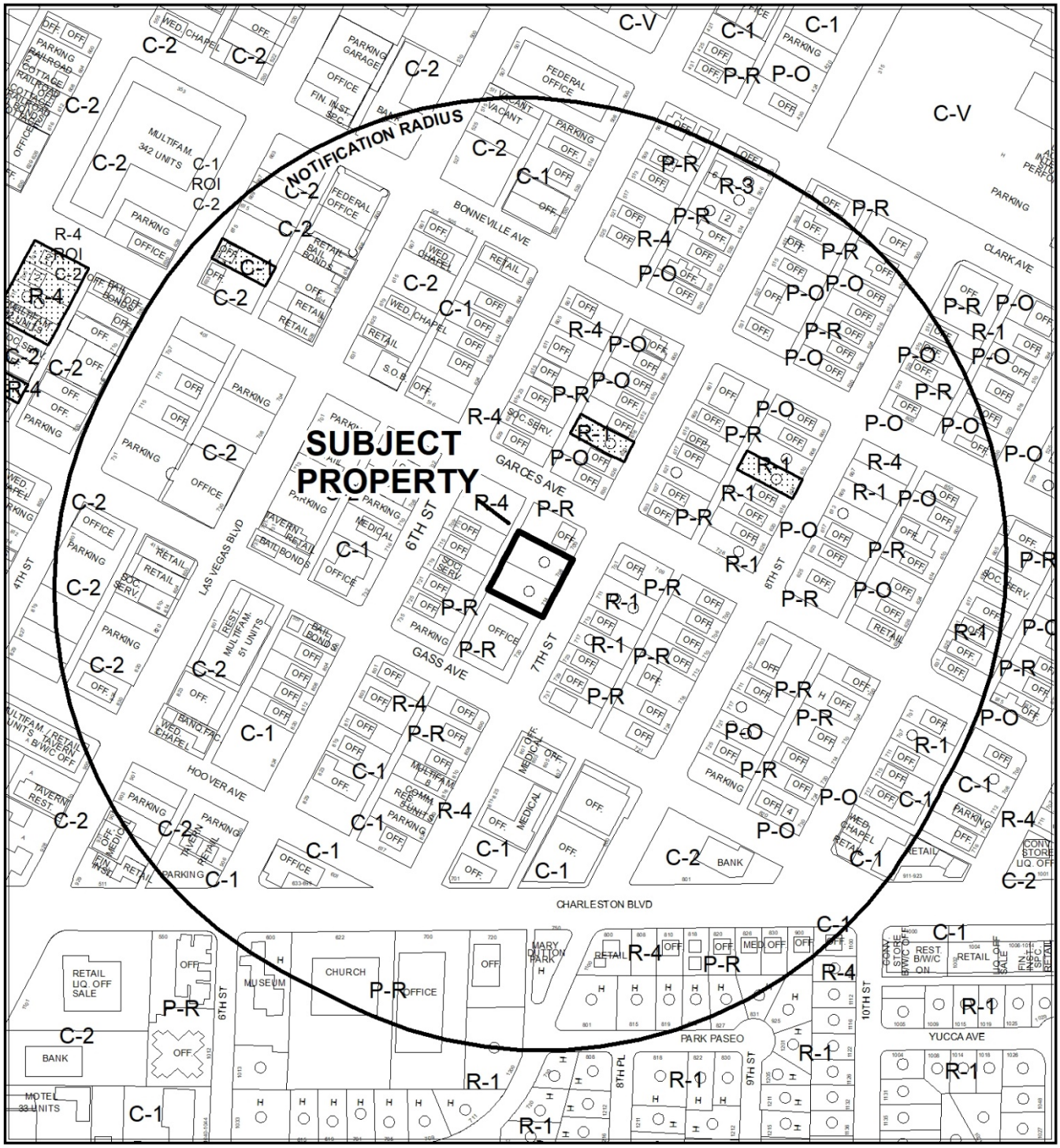
**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
ROC-75706 - REVIEW OF CONDITION - PUBLIC HEARING - APPLICANT/OWNER: 7TH STREET MANAGEMENT, LLC - For possible action on a request for a Review of Condition of an approved Site Development Plan Review (SDR-74080) TO MODIFY CONDITION #6 WHICH STATES, "A WAIVER FROM APPENDIX F, INTERIM DOWNTOWN LAS VEGAS DEVELOPMENT STANDARDS IS HEREBY APPROVED TO ALLOW 46 PARKING SPACES WHERE 54 ARE REQUIRED" on 0.48 acres at 708 and 714 South 7th Street (APNs 139-34-410-227 and 228), P-O (Professional Office) Zone, Ward 3 (Coffin) [PRJ-75264]. Staff recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 0 | Planning Commission Mtg. | 0 |
| City Council Meeting | 3 | City Council Meeting | 5 |

**RECOMMENDATION:**
Staff recommends APPROVAL, subject to conditions:

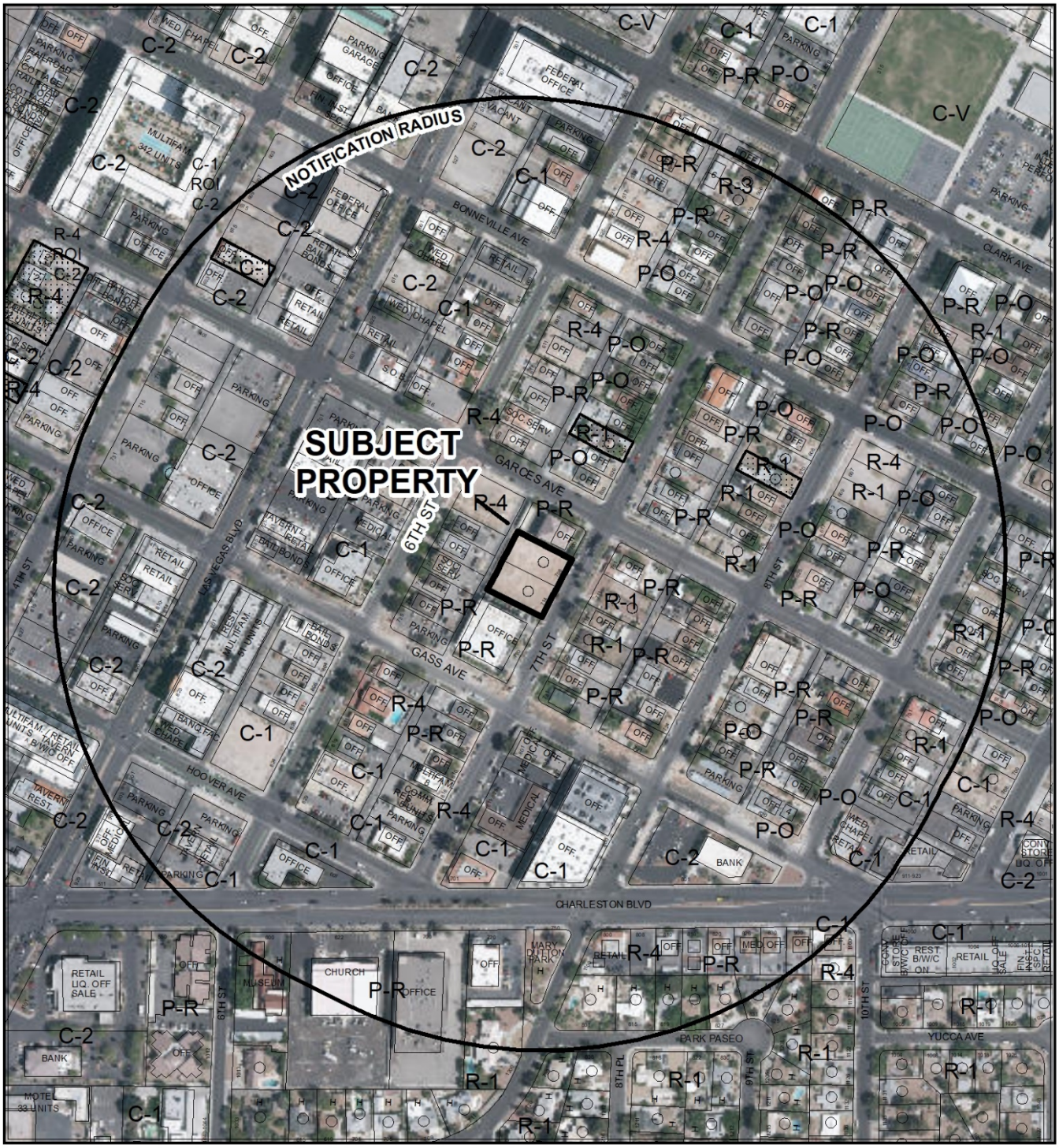
**BACKUP DOCUMENTATION:**
1. Location and Aerial Maps
2. Conditions and Staff Report
3. Supporting Documentation
4. Photo(s)
5. City Council Approval Letter - SDR-74080 [PRJ-73987]
6. Justification Letter
7. Protest/Support Postcards
8. Submitted after Final Agenda - Protest/Support Postcards




**CASE:** **ROC-75706 (PRJ-75264)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** P - O (PROFESSIONAL OFFICE)




**CASE:** **ROC-75706 (PRJ-75264)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** P - O (PROFESSIONAL OFFICE)

City of Las Vegas

*AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT/OWNER: 7TH STREET MANAGEMENT, LLC**

**** STAFF RECOMMENDATION(S) ****

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **ROC-75706** | Staff recommends APPROVAL, subject to conditions: | |

**** NOTIFICATION ****

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED**

**NOTICES MAILED** 374 (By Planning)

**APPROVALS** 0

**PROTESTS** 0

**** CONDITIONS ****

# ROC-75706 CONDITIONS

***Planning***

1. Condition Number 3 of Site Development Plan Review (SDR-74080) shall be amended to state, "All development shall be in conformance with the site plan, landscape plan and building elevations date stamped 01/08/19, except as amended by conditions herein."

2. Condition Number 6 of Site Development Plan Review (SDR-74080) shall be amended to state, "A Waiver from Appendix F, Interim Downtown Las Vegas Development Standards is hereby approved to allow 44 parking spaces where 54 spaces are required."

3. Conformance to the Conditions of Approval for Site Development Plan Review (SDR-74080) shall be required, except where amended herein.

4. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

JAB/SS

# ** STAFF REPORT **

## PROJECT DESCRIPTION

This request is for a Review of Condition to modify conditions of a previously approved Site Development Plan Review (SDR-74080) for a proposed office building at 708 and 714 South 7th Street. Condition #6 approved a waiver of Title 19 parking requirements to allow 46 parking spaces where 54 are required. The applicant is requesting to reduce parking by two spaces, from a total of 46 parking spaces to 44 parking spaces.

## ISSUES

- This site is located within Area 2 of the Downtown Las Vegas Overlay District, in which Title 19 development standards, including parking standards, may be waived as part of a Site Development Plan Review. Any subsequent request to reduce parking requirements beyond what the original waiver allows will require a Review of Condition of the Site Development Plan Review.

## ANALYSIS

The subject site is located in the Downtown Las Vegas Overlay District, Area 2 and part of the Founders District. All development occurring within Area 2 shall conform to Title 19 of the Las Vegas Municipal Code. Any deviation from Title 19 Development Standards that supports the City's goals as expressed in the Vision 2045 Downtown Las Vegas Masterplan and the Districts' goals and descriptions may only be granted by the City Council when supported through clear and convincing evidence, and shall require the approval of a Waiver.

On 10/17/18, City Council approved a Site Development Plan Review (SDR-74080) for a proposed 15,912 square-foot office building with a Waiver to allow 46 parking spaces where 54 are required. The applicant is requesting a Review of Condition in order to modify Condition #6, which states: "A Waiver from Appendix F, Interim Downtown Las Vegas Development Standards is hereby approved to allow 46 parking spaces where 54 are required." The applicant is requesting to reduce parking by two spaces, from a total of 46 parking spaces to 44 parking spaces.

Following approval of Site Development Plan Review (SDR-74080), there was a code change regarding sprinklered buildings and safe egress. In order to comply with this updated code, the applicant must reduce parking by two stalls to make room for exit stairs and a double door that opens outward. In the justification letter stamped 01/08/19, the applicant must—by code—extend the opening of the north exterior doors into the parking lot, thus eliminating two parking spaces. The reduction of two parking spaces is less than five percent of the approved parking on site. Moreover, as compensation for less parking, the applicant is still providing five spaces for bicycle parking. There is adequate street parking available in the Downtown area around the subject site.

## FINDINGS (ROC-75706)

The subject site is in the Live-Work Overlay District with a stated purpose to reduce vehicular traffic by integrating living and work quarters in commercial areas. The applicant proposes a less than five percent reduction in parking because of new building codes, provides bicycle parking, and is located in a district with ample street parking. Therefore staff supports this request.

## BACKGROUND INFORMATION

| ***Related Relevant City Actions by P&D, Fire, Bldg., etc.*** | |
|---|---|
| 10/01/03 | The City Council approved a General Plan Amendment (GPA-2497) to amend the City of Las Vegas Downtown Development Plan Map (Map 9) of the Las Vegas Redevelopment Plan from Industrial to Commercial and from Industrial to Mixed Use for properties bounded by Charleston Boulevard to the north, Third Street to the east, Commerce Street to the west and Colorado Street to the south. The Planning Commission and staff recommended approval. |
| 10/17/18 | The City Council approved a Rezoning (ZON-74107) from R-1 (Single Family Residential) to P-O (Professional Office) at 708 and 714 South 7th Street. The Planning Commission and staff recommended approval. |
| | The City Council approved a Site Development Plan Review (SDR-74080) for a 15,912 square-foot office building with waivers for setback, landscape buffers and parking at 708 and 714 South 7th Street. The Planning Commission and staff recommended approval. |

| ***Most Recent Change of Ownership*** | |
|---|---|
| 04/17/15 | A deed was recorded for a change in ownership. |

| ***Related Building Permits/Business Licenses*** | |
|---|---|
| 06/28/16 | A demolition permit (R-320944) was issued for 708 South 7th Street. The permit received its final inspection on 03/21/17. |
| | A demolition permit (R-320934) was issued for 714 South 7th Street. The permit received its final inspection on 03/21/17. |

| ***Pre-Application Meeting*** | |
|---|---|
| 12/10/18 | Staff conducted a pre-application meeting, where the submittal requirements for an administrative Site Development Plan Review were discussed. On 01/31/19 staff determined that this application must be changed to a Review of Condition as a public hearing. |

| ***Neighborhood Meeting*** |
|---|
| A neighborhood meeting is not required, nor was one held. |

| ***Field Check*** | |
|---|---|
| 01/14/19 | During a routine field check, staff observed an undeveloped site. There was minor wind-blown trash along the perimeter. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Net Acres | 0.48 |

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Land Use Designation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | Undeveloped | MXU (Mixed Use) | R-1 (Single Family Residential) |
| North | Office, Other Than Listed | MXU (Mixed Use) | P-R (Professional Office and Parking) |
| South | Office, Other Than Listed | MXU (Mixed Use) | P-R (Professional Office and Parking) |
| East | Single Family, Detached | MXU (Mixed Use) | R-1 (Single Family Residential) |
| West | Office, Other Than Listed | MXU (Mixed Use) | P-R (Professional Office and Parking) |

| ***Master Plan Areas*** | ***Compliance*** |
|---|---|
| Vision 2045 Downtown Master Plan Area | Y |
| ***Special Purpose and Overlay Districts*** | ***Compliance*** |
| Live/Work Overlay District | Y |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Appendix F Interim Downtown Las Vegas Development Standards (Area 2) | Y* |
| Las Vegas High School Neighborhood District | Y |
| Trails | N/A |
| Las Vegas Redevelopment Plan Area | Y |
| Project of Significant Impact (Development Impact Notification Assessment) | N/A |
| Project of Regional Significance | N/A |

**The City Council approved SDR-74080 with several Waivers of Appendix F Interim Downtown Las Vegas Development Standards.*

## DEVELOPMENT STANDARDS

***Pursuant to Title 19.08 and 19.12, the following parking standards apply:***

| ***Parking Requirement - Downtown*** | | | | | | | |
|---|---|---|---|---|---|---|---|
| ***Use*** | ***Gross Floor Area or Number of Units*** | ***Base Parking Requirement*** | | | ***Provided*** | | ***Compliance*** |
| | | ***Parking Ratio*** | *Parking* | | *Parking* | | |
| | | | Regular | Handi-capped | Regular | Handi-capped | |
| Office, Other Than Listed | 15,912 SF GFA | 1:300 SF | 54 | | | | |
| **TOTAL SPACES REQUIRED*** | | | 46 | | 44 | | N* |
| **Regular and Handicap Spaces Required** | | | 44 | 2 | 42 | 2 | N* |

**SDR-74080 included a waiver of parking requirements in Area 2 to allow 46 parking spaces where 54 are required.*

***Applicant is requesting a Review of Condition (ROC-75607) to reduce parking from 46 spaces to 44 spaces, with two handicapped spaces.*

# DEPARTMENT OF PLANNING

**Application / Petition Form & Statement of Financial Interest**

| Department Use | |
|---|---|
| Case # | |
| Meeting Date | |
| Total Fee | |
| Received By/Date | |

**Case Type** (Special Use Permit, Rezoning, Variance, Site Development Plan Review, etc) Administrative SDR:parking waiver

**Project Address** (Location) 708 & 714 7th Street

**Project Name** 7th Street Management, LLC **Proposed Use** Professional Office

**Assessor's Parcel #(s)** 139-34-410-227, 228 **Ward #** 3

**General Plan:** Existing MXU Proposed MXU **Zoning:** Existing P-O Proposed P-O

**Additional Information** Related Applications ZON-74107 & SDR-74080

This is a request to grant a waiver to further reduce the required parking by 2 spaces

**Property Owner** 7th Street Management, LLC **Contact** Peter S. Christiansen, Esq.

Address 700 South 7th Street City Las Vegas State NV Zip 89101

E-mail pete@christiansenlaw.com Phone 702-232-1920

**Applicant** Same as Property Owner **Contact**

Address City State Zip

E-mail Phone

**Representative** John David Burke, Architect **Contact** John David Burke

Address 6037 South Fort Apache Road City Las Vegas State NV Zip 89148

E-mail jburke@jburkearchitect.com Phone 702-876-4863

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company? ☐ Yes ☒ No

**If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.**

**City Official** **Partner(s)**

**Partner(s)**

- I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in the application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.
- Application will not be deemed complete until the submitted materials have been reviewed by Department of Planning for consistency with the Zoning Ordinance

**Property Owner Signature**

An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps and Parcel Maps

**Print Name** Peter S. Christiansen

Subscribed and sworn before me

This 11th day of December, 20 18

Chandi Melton Clark and Nevada

Notary Public in and for said County and State

NOTARY PUBLIC
State of Nevada County of Clark
CHANDI MELTON
Appointment Exp. 07-20-2020
Certificate No. 98-49100-1

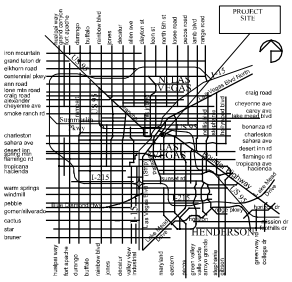
PRJ-75264
01/08/19

# Landscape Legend

| LARGE TREES | | | |
|---|---|---|---|
| SYMBOL | NAME | TYPE | SIZE |
| | PURPLE LEAF PLUM<br>Prunus cerasifera | SMALL DECIDUOUS | 24" box |
| | MEXICAN PALO VERDE<br>Parkinsonia | MEDIUM EVERGREEN | 24" box |
| | ARIZONA CYPRESS<br>Cupressus glabra | LARGE EVERGREEN | 24" box |
| | WILSON OLIVE<br>Olea europa 'Wilsoni' | MEDIUM EVERGREEN | 36" box |
| | DATE PALM<br>Pheonix dactilyfera | LARGE EVERGREEN | 48" box |
| | SHOESTRING ACACIA<br>Acacaia Stenophylla | MEDIUM EVERGREEN | 24" box |

| SHRUBS & GROUNDCOVER | | |
|---|---|---|
| SYMBOL | SHRUBS | SIZE |
| | EVERGREEN EUONYMOUS<br>Euonymous japonica | 5 GAL |
| | COMMON WINTER CREEPER<br>Euonymous fortunei | 5 GAL |
| | TEXAS RANGER<br>Leucophyllum Frutescens | 5 GAL |
| | FEATHERY CASSIAS<br>Cassia artemisioides | 5 GAL |
| SYMBOL | GROUND COVER | |
| | LANTANA<br>Oenothera barlandieri | 1 GAL @ 18" o.c.e.w. |
| | PYRACANTHA<br>Pyracantha coccinea 'Lowboy' | 1 GAL @ 36" o.c.c.o.w. |
| | CREEPING FIG<br>Ficus pumila | 1 GAL @ 36" o.c. |

# Project Location




# Project Data

EXISTING ZONING: R1
REQUIRED ZONING: PO

BUILDING AREA: 15,912 S.F.
BUILDING COVERAGE AREA: 13,868 S.F.
SITE AREA: 21,072 S.F., .48 Acres (net)
BUILDING COVERAGE: 64.6%
APN#: 139-34-410-227, 228

PARKING REQUIREMENTS

| USE | AREA | FACTOR | PARKING REQUIRED |
|---|---|---|---|
| OFFICE | 13,298 S.F. | | |
| GARAGE LOBBY | 1,147 S.F. | | |
| TOTAL OFFICE | 14,445 S.F. | 1/300 GFA | 49 SPACES |
| ROOF DECK | 1,467 S.F. | NA | |

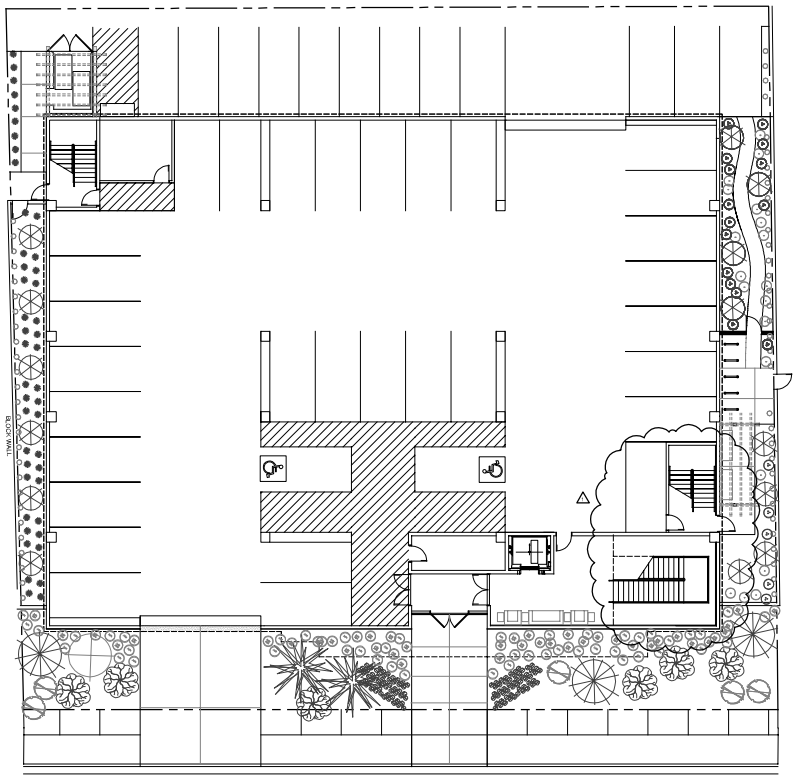
PARKING PROVIDED:
(30) 9' X 18' STANDARD SPACES
(12) 8' X 16' COMPACT SPACES
(2) 9' X 18' VAN ACCESSIBLE SPACE
TOTAL (44) PARKING SPACES
(10) BICYCLE RACK SPACES

HANDICAP SPACES REQUIRED: ONE SPACE FOR 1-25 STANDARD SPACES
(1) VAN ACCESSIBLE PER 8 HC SPACES

# Keynotes

| # | description |
|---|---|
| 1 | TRASH ENCLOSURE WITH ROOF - REQUIRES SEPARATE PERMIT |
| 2 | 5" BLACK CONCRETE PAVING - SEE CIVIL DRAWINGS & SOILS REPORT |
| 3 | LANDSCAPED AREA |
| 4 | EXISTING CONCRETE SIDEWALK, CURB & GUTTER AS PER CITY OF LAS VEGAS |
| 5 | 4" COLORED/TEXTURED CONCRETE SIDEWALK & CURB |
| 6 | HANDICAP ACCESSIBLE AISLE |
| 7 | CONCRETE TIRE BUMPERS |
| 8 | EXISTING CONCRETE BLOCK WALL |
| 9 | BICYCLE RACK - BELSON BIKE COIL BICYCLE RACK BRBC-10 (OR EQUAL) |
| 10 | OVERHANG OF BALCONY ABOVE |
| 11 | NOT USED |
| 12 | BENCHES |
| 13 | NEW 6'-0" HIGH SPLIT FACE CONCRETE BLOCK WALL |
| 14 | CONCRETE ACCESSIBLE ROUTE |
| 15 | DECORATIVE STEEL TUBE MANGATE |
| 16 | LINE OF TRELLIS ABOVE |

Alley

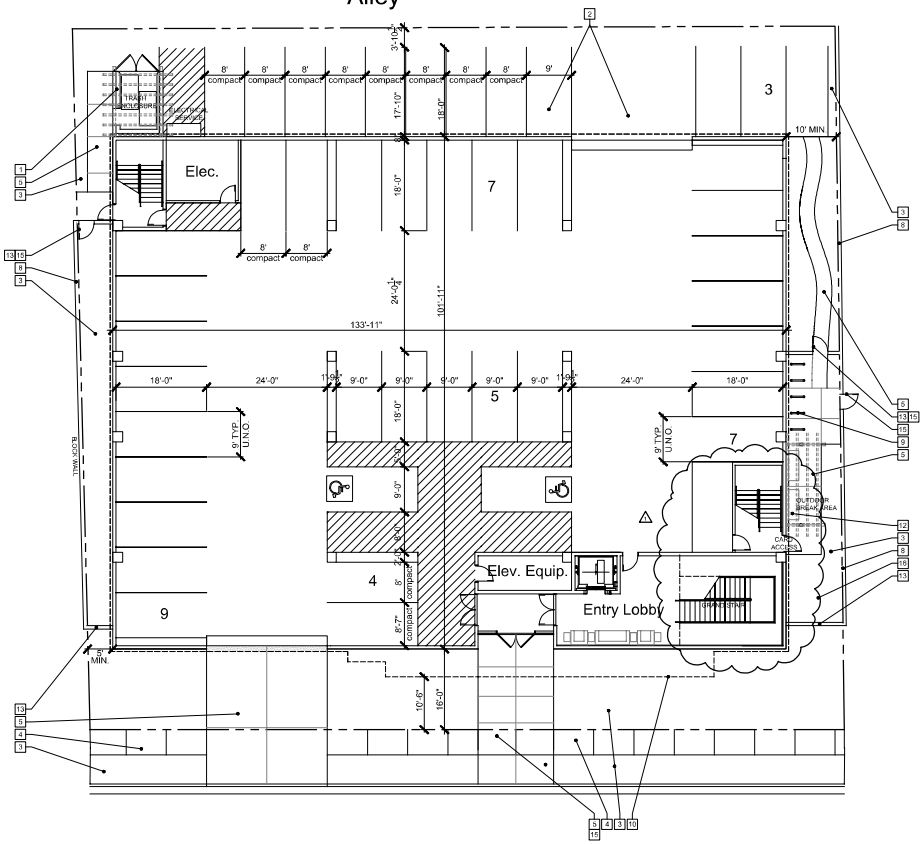



7th Street

## 2 Landscape Plan

scale: 1" = 10'-0"

Alley




7th Street

PRJ-75264
01/08/19

## 1 Site Plan

scale: 1" = 10'-0"

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- John David Bubb, Architect

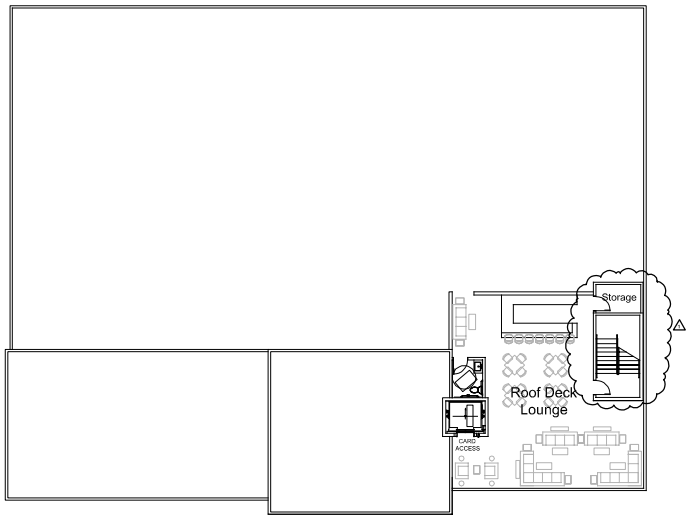
revisions
date
description

jdB architect
John David Bubb, Architect, 3411 West Oquendo Road, #201, Las Vegas, NV 89118 (702)914-2863, jbubb@jdbarchitect.com

Professional Offices
708 & 714 South Seventh Street
for: Peter S. Christiansen, Esq.& L. Colby Williams, Esq.
City of Las Vegas Nevada

| date | 11/13/2018 |
|---|---|
| proj. no. | 2018-18 |
| drwn. by | |
| chkd. by | |

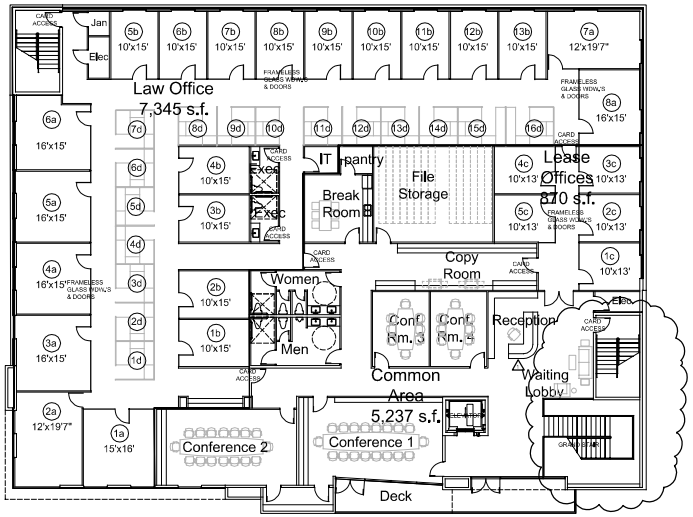
sheet no. ST1




## 3 Roof Plan

scale: 3/32" = 1'-0"

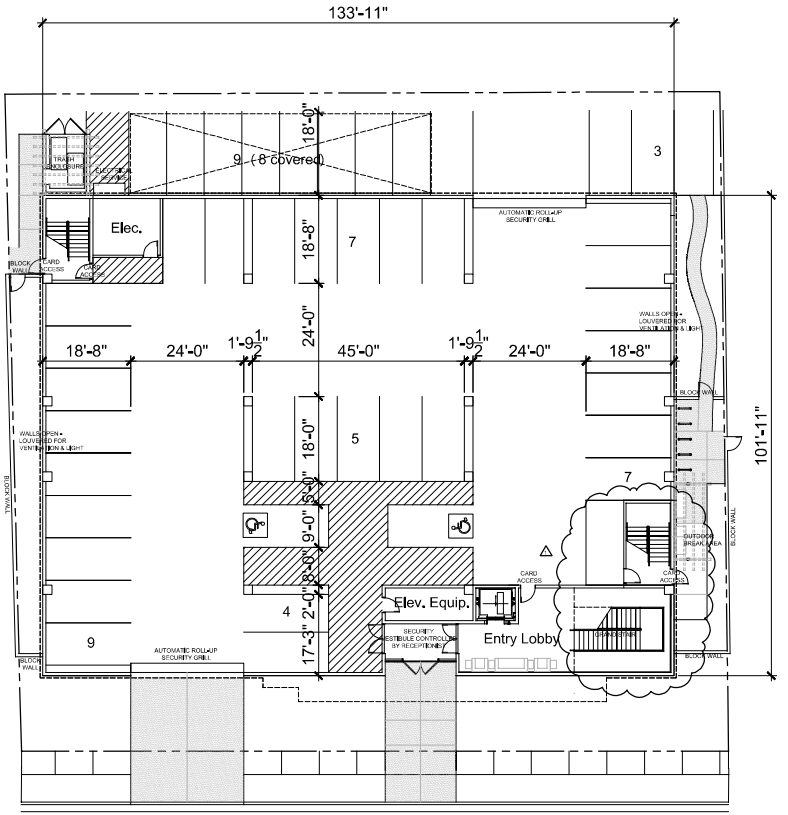
Roof deck area: 1,467 s.f.




## 1 1st Floor/ Site Plan

scale: 3/32" = 1'-0"

Lobby area: 1,147 s.f.
Garage area: 12,461 s.f.
Total coverage: 13,608 s.f.




## Keynotes

| # | description |
|---|---|
| 1 | GLASS WALL AND DOORS |
| 2 | 8'X8' MODULAR WORK STATION |

PRJ-75264
01/08/19

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John David Burke Architect

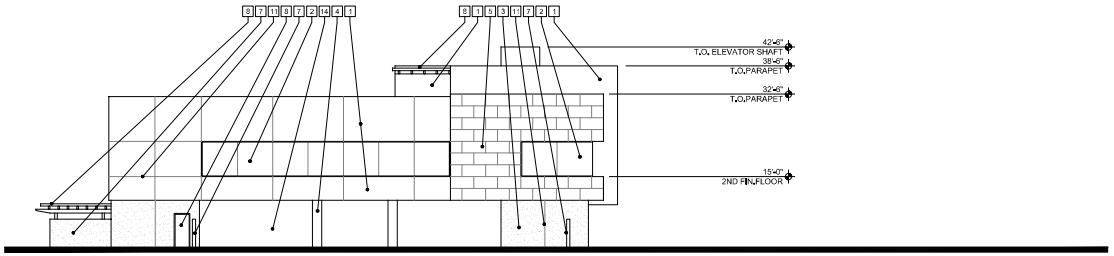
revisions
date | description
11/13/2018 | ADDENDUM 2 - ADDITIONAL DOOR AND WINDOW SCHEDULE

jdB architect
John David Burke, Architect, 3471 West Oquendo Road, #241, Las Vegas, NV 89118 (702)875-4843, jburke@jdbarchitect.com

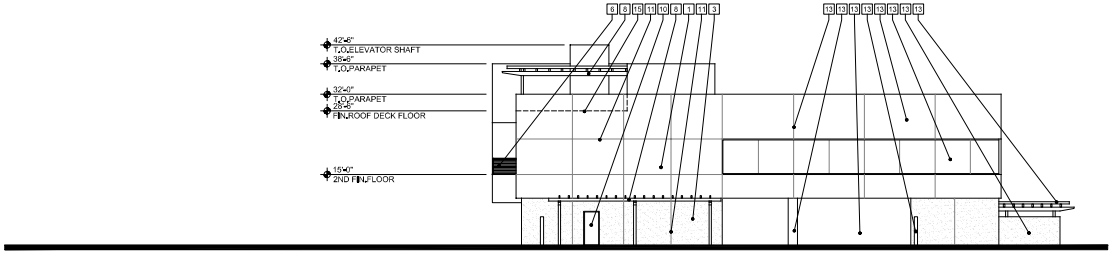
Professional Offices
708 & 714 South Seventh Street
for: Peter S. Christiansen, Esq.& L. Colby Williams, Esq.
City of Las Vegas Nevada

| date | 11/13/2018 |
|---|---|
| proj. no. | 2018-38 |
| drwn. by | |
| chkd. by | |

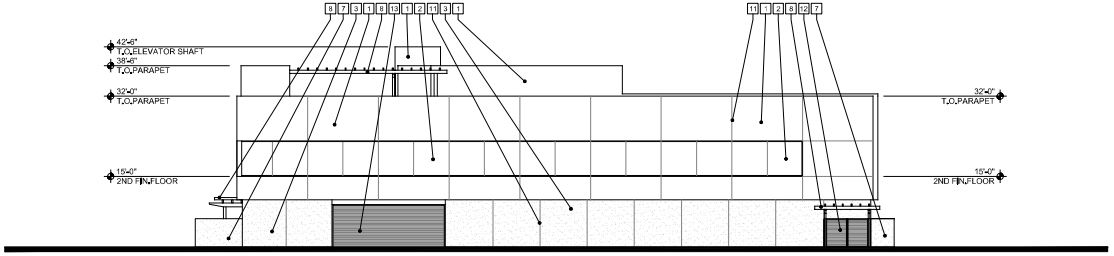
sheet no. A1



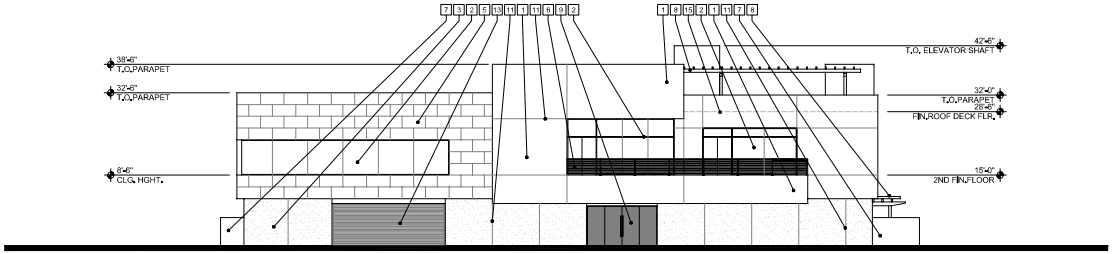

SOUTH




NORTH




WEST




EAST

# Keynotes

| # | description |
|---|---|
| 1 | EXTERIOR INSULATION & FINISH SYSTEM |
| 2 | ALUMINUM STOREFRONT GLAZING |
| 3 | TEXTURED CAST-IN-PLACE CONCRETE WALLS |
| 4 | CONCRETE COLUMNS |
| 5 | LIMESTONE VENEER |
| 6 | STAINLESS STEEL CABLE RAILING |
| 7 | SPLIT FACE CONCRETE BLOCK |
| 8 | PAINTED METAL TRELLIS |
| 9 | CUSTOM WOOD DOORS |
| 10 | H.M.DOORS |
| 11 | CONTROL JOINT |
| 12 | PAIR STEEL TUBE TRASH ENCLOSURE GATES |
| 13 | AUTOMATIC STAINLESS STEEL ROLL-UP SECURITY GRILL |
| 14 | OPEN TO BEYOND |
| 15 | LINE OF DECK BEYOND |

PRJ-75264
01/08/19

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revisions
date | description

jdB architect
John David Burke, Architect, 3471 West Oquendo Road, #201, Las Vegas, NV 89118 (702)875-4833, jburke@jdbarchitect.com

Professional Offices
708 & 714 South Seventh Street
for: Peter S. Christiansen, Esq.& L. Colby Williams, Esq.
City of Las Vegas Nevada

| | |
|---|---|
| date | 8/13/2018 |
| proj. no. | 2018-38 |
| drwn. by | |
| chkd. by | |

sheet no. A2

1 Exterior Elevations
Scale: 3/32" = 1'-0"




ROC-75706 [PRJ-75264] - APPLICANT/OWNER: 7TH STREET MANAGEMENT, LLC
708 & 714 SOUTH 7TH STREET

01/14/19



ROC-75706 [PRJ-75264] - APPLICANT/OWNER: 7TH STREET MANAGEMENT, LLC
708 & 714 SOUTH 7TH STREET

01/14/19

**LAS VEGAS CITY COUNCIL**
CAROLYN G. GOODMAN
*Mayor*
LOIS TARKANIAN
*Mayor Pro Tem*
STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

DEPARTMENT OF PLANNING
**ROBERT SUMMERFIELD**
DIRECTOR

**DEVELOPMENT SERVICES CENTER**
DEPARTMENT OF PLANNING
333 N. RANCHO DRIVE
3RD FLOOR
LAS VEGAS, NV 89106
702.229.6301 | VOICE
702.474.7463 | FAX
711 | TTY

cityoflasvegas
lasvegasnevada.gov

**October 18, 2018**

7th Street Management, LLC
700 South 7th Street
Las Vegas, Nevada 89101

***RE: SDR-74080 [PRJ-73987] - SITE DEVELOPMENT PLAN REVIEW RELATED TO ZON-74107***
***CITY COUNCIL MEETING OF OCTOBER 17, 2018***

Dear Applicant:

The City Council at a regular meeting held on October 17, 2018 voted to ***APPROVE*** a request for Site Development Plan Review FOR A PROPOSED 15,912 SQUARE-FOOT OFFICE BUILDING WITH WAIVERS TO ALLOW A FRONT YARD SETBACK OF 10 FEET WHERE 20 FEET IS REQUIRED; A ZERO-FOOT WIDE LANDSCAPE BUFFER ALONG THE WEST PROPERTY LINE WHERE EIGHT FEET IS REQUIRED; 46 PARKING SPACES WHERE 54 ARE REQUIRED; A THREE-STORY, 43-FOOT TALL BUILDING WHERE TWO STORIES OR 35 FEET IS THE MAXIMUM HEIGHT ALLOWED; A RESIDENTIAL ADJACENCY SETBACK OF 90 FEET WHERE 128 FEET IS REQUIRED; AND A LOT COVERAGE OF 65 PERCENT WHERE 50 PERCENT IS THE MAXIMUM ALLOWED on 0.48 acres at 708 and 714 South 7th Street (APNs 139-34-410-227 and 228), R-1 (Single Family Residential) Zone [PROPOSED: P-O (Professional Office)], Ward 3 (Coffin) [PRJ-73987].

This approval is subject to the following conditions:

***Planning***

1. Approval of Rezoning (ZON-74107) shall be required, if approved.

2. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

3. All development shall be in conformance with the site plan and landscape plan date stamped 08/01/18, and building elevations date stamped 08/01/19/8 and 08/13/18, except as amended by conditions herein.

PRJ-75264
01/31/19

4. A Waiver from Appendix F, Interim Downtown Las Vegas Development Standards is hereby approved to allow a front yard setback of 10 feet where 20 feet is required.

5. Waiver from Appendix F, Interim Downtown Las Vegas Development Standards is hereby approved to allow a two-foot wide landscape buffer along the south property line where eight feet is required.

6. A Waiver from Appendix F, Interim Downtown Las Vegas Development Standards is hereby approved to allow 46 parking spaces where 54 are required.

7. A Waiver from Appendix F, Interim Downtown Las Vegas Development Standards is hereby approved to allow a three-story, 43-foot tall building where two stories, 35 feet is the maximum height allowed.

8. A Waiver from Appendix F, Interim Downtown Las Vegas Development Standards is hereby approved to allow Residential Adjacency Setback of 90 feet where 128 feet is required.

9. A Waiver from Appendix F, Interim Downtown Las Vegas Development Standards is hereby approved to allow 65 percent lot coverage where 50 percent is the maximum allowed.

10. A Waiver from Appendix F, Interim Downtown Las Vegas Development Standards is hereby approved to allow the hours of operation from 6:00 a.m. to 11:00 p.m. where the hours of operation are limited to 7:00 a.m. to 9:00 p.m.

11. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

12. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

13. The applicant shall coordinate with the City Surveyor and other city staff to determine the most appropriate mapping action necessary to consolidate the existing lots. The mapping action shall be completed and recorded prior to the issuance of any building permits.

14. All utility or mechanical equipment shall comply with the provisions of the Downtown Las Vegas Overlay, Appendix F, Interim Downtown Las Vegas development Standards, unless approved by a separate Waiver.

PRJ-75264
01/31/19

15. A technical landscape plan, signed and sealed by a Registered Architect, Landscape Architect, Residential Designer or Civil Engineer, must be submitted prior to or at the same time application is made for a building permit. A permanent underground sprinkler system is required, and shall be permanently maintained in a satisfactory manner; the landscape plan shall include irrigation specifications. Installed landscaping shall not impede visibility of any traffic control device.

16. A fully operational fire protection system, including fire apparatus roads, fire hydrants and water supply, shall be installed and shall be functioning prior to construction of any combustible structures.

17. All City Code requirements and design standards of all City Departments must be satisfied, except as modified herein.

***Public Works***

18. Correct all American's with Disabilities Act (ADA) deficiencies on the sidewalks adjacent to this site in accordance with code requirements of Title 13.56.040, if any, to the satisfaction of the City Engineer concurrent with development of this site. A "pan style" driveway on 7th Street may be used as long as the sidewalk path along 7th Street complies with Americans with Disabilities Act (ADA) guidelines.

19. Landscape and maintain all unimproved rights-of-way adjacent to this site. All landscaping and private improvements installed with this project shall be situated and maintained so as to not create sight visibility obstructions for vehicular traffic at all development access drives and abutting street intersections.

20. Submit a License Agreement for landscaping and private improvements in the 7th Street public right of way prior to this issuance of permits for these improvements. The applicant must carry an insurance policy for the term of the License Agreement and add the City of Las Vegas as an additionally insured entity on this insurance policy. If requested by the City, the applicant shall remove property encroaching in the public right-of-way at the applicant's expense pursuant to the terms of the City's License Agreement. The installation and maintenance of all private improvements in the public right of way shall be the responsibility of the applicant and any successors in interest to the property and assigns pursuant to the terms of the License Agreement. Coordinate all requirements for the License Agreement with the Land Development Section of the Department of Building and Safety (229-4836).

PRJ-75264
01/31/19

21. Gated entries shall remain open during normal business hours.

22. Prior to the approval of Construction drawings for this site, sign a Covenant Running with Land agreement for the possible future installation of any off-site improvements per requirements of the Downtown Master Plan that are deferred by this action including undergrounding of all existing overhead utility lines adjacent to this site not placed underground with this development. The Covenant agreement must be recorded with the County Recorder and a copy of the recorded document must be provided to the City prior to the issuance of building permits for this site.

23. Meet with the Flood Control Section of the Department of Public Works for assistance with establishing finished floor elevations and drainage paths for this site prior to submittal of construction plans, the issuance of any building or grading permits or the submittal of a map for this site, whichever may occur first. Provide and improve all drainage ways as recommended.

The Notice of Final Action was filed with the Las Vegas City Clerk on October 18, 2018.

Sincerely,

Robert Summerfield

Robert Summerfield, AICP
Director
Department of Planning

RTS:PL:clb

cc: Mr. John David Burke, Architect
3471 West Oquendo Road, Suite #301
Las Vegas, Nevada 89118

PRJ-75264
01/31/19

John David Burke, Architect
a Professional Corporation

November 15, 2018

**CITY OF LAS VEGAS**
**DEPARTMENT OF PLANNING & DEVELOPMENT**
333 North Rancho Drive
Las Vegas, Nevada

**Re: Justification Letter**
**Request for an Amendment to an approved Site Plan Development Review**
**For a Professional Office Building at 708/714 Seventh Street;**
**APN #: 139-34-410-227, 228**

**Amendment to a Site Plan Development Review**

In doing my building code analysis for this project, I found that there has been a code change since the time I submitted another similar office design to the City. Previously, if two exit stairs were required, one of them could be open if the building was sprinklered. With the current code, now both stairs need to be fully enclosed and be continuous all the way to an exit at grade. The open lobby stair is then permitted as being over and above this requirement.

Per the attached revised plans – I need to continue the lobby exit stair enclosure down into the park except that we are now asking to allow 44 spaces (previously 46 spaces were shown) where 49 spaces are required. This is now a request for a total of a 10% reduction in parking that is offset by facilities being provided for bicycle parking. Additionally, the 4 extra spaces are required by the requirement to count the garage lobby as floor area. We would argue that this is a security lobby only and will be unoccupied except for tenants and clients passing through the space to get to the upstairs lobby. If this area is not counted, the parking space deficit is only 1 space short of meeting the 1 space per 300 square feet requirement. We feel this is a minor request that will result in still having sufficient parking for the project.

Otherwise, the plans are in conformance with the Unified Development Code,Title 19. We respectfully request your approval of this application. If you have any questions or comments, please call.

**Sincerely,**

**JOHN DAVID BURKE, Architect**

PRJ-75264
01/08/19

6037 S. Fort Apache Rd., Suite 110, Las Vegas, Nevada 89148, (702)876-4863, fax (702)876-9355, jburke@jburkearchitect.com

City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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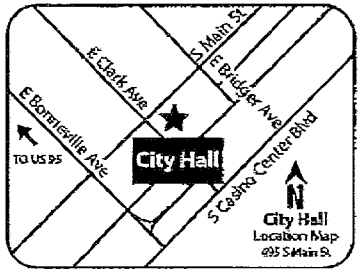
**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

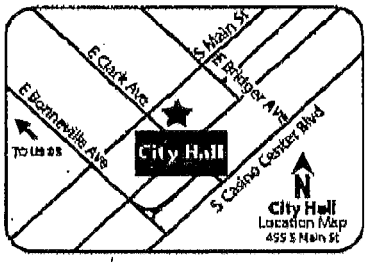
City Council Meeting of **03/20/2019**

ROC-75706 (PRJ-75264)
13934801005
MARSHALL ROBERT E
625 S 8TH ST
LAS VEGAS NV 89101-7004

89101 LRDFMPI 07

ity of Las Vegas
ffice of The City Clerk
95 South Main Street, 2nd Floor
as Vegas, Nevada 89101

**Return Service Requested**
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request
☒ I OPPOSE this Request

lease use available blank space on card for your comments.

ity Council Meeting of **03/20/2019**

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ROC-75706 (PRJ-75264)
13934810019
MCRIMMON S ARCHIE JR
FLEMING PAMELA H
6859 S EASTERN AVE #102
LAS VEGAS NV 89119-0003

# CITY OF LAS VEGAS

## ONE MOTION / ONE VOTE

*Department of Planning*
*333 North Rancho Drive, 3rd Floor*
*Las Vegas, Nevada 89106*
*(702) 229-6301 Phone (702) 464-7499 Fax*

**SUBJECT:** **ROC-75706 - APPLICANT/OWNER: 7TH STREET MANAGEMENT, LLC**

The above item has been placed on the One Motion/One Vote portion of the City Council Agenda for the ***MARCH 20, 2019 City Council*** meeting. All of these items will be placed at the beginning of the agenda. The Mayor will open them at the same time.

Enclosed please find the proposed conditions of approval. If you agree to these conditions, please sign this form and fax it to ***Carman Burney*** at ***(702)464-7499*** or e-mail to ***cburney@lasvegasnevada.gov***. If there is no one present at the City Council meeting who wants to discuss this item, you will not be called to the podium to discuss the case. However, you must be present in case any City Councilperson or member of the public wants to discuss the item. If you have any questions, please contact my office at (702) 229-6301.

Please sign and date that you have read and agree to the conditions and return to our office by 5:00PM ***MARCH 19, 2019.***

Signature — Date: 3/19/2019

JOHN DAVID BURKE

Please Print Name

JOHN DAVID BURKE, ARCHITECT

Company Name

Sincerely,

Robert Summerfield, AICP
Director
Department of Planning

SUBMITTED AFTER FINAL AGENDA
**AGENDA ITEM #75**
**RECEIVED 3.19.19**

City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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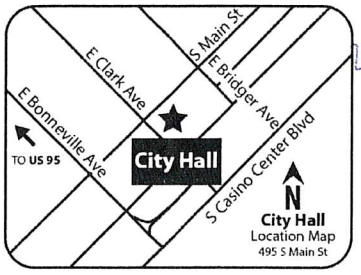


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

Parking is a problem.

City Council Meeting of **03/20/2019**

ROC-75706 (PRJ-75264)
13934410222
CHRISTENSEN FAMILY TRUST
CHRISTENSEN JAMES R & DAWN M TRS
601 S 6TH ST
LAS VEGAS NV 89101-6919

67 LRDFNP1 89101

City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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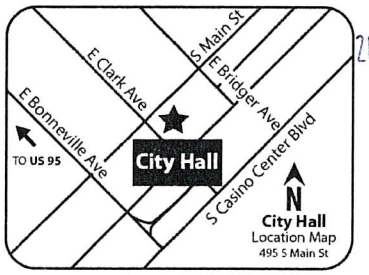
**Return Service Requested**
**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

Parking is a problem.

City Council Meeting of **03/20/2019**

ROC-75706 (PRJ-75264)
13934310072
CHRISTENSEN FAMILY TRUST
CHRISTENSEN JAMES R & DAWN M TRS
601 S 6TH ST
LAS VEGAS NV 89101-6919

Submitted after final agenda

Date 3/14/19 Item 75

67 LRDFNP1 89101

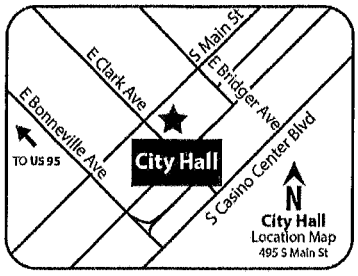
City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

PRSRT
FIRST CLASS MAIL
U.S. Postage
**PAID**
Las Vegas, NV
Permit No. 1630

RECEIVED
CITY CLERK

2019 MAR 14 A 11:17

**Return Service Requested**
**Official Notice of Public Hearing**

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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

ROC-75706 (PRJ-75264)
13934710041
SAKEN JOEL SANFORD TRUST
SAKEN JOEL SANFORD TRS
7360 ATOLL AVE
NORTH HOLLYWOOD CA 91605

98 LRDFNP1 S1605

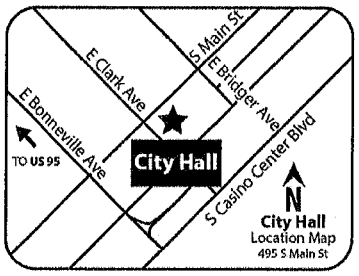
City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

PRSRT
FIRST CLASS MAIL
U.S. Postage
**PAID**
Las Vegas, NV
Permit No. 1630

RECEIVED
CITY CLERK

2019 MAR 14 A 11:17

**Return Service Requested**
**Official Notice of Public Hearing**

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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

ROC-75706 (PRJ-75264)
13934710046
SAKEN JOEL SANFORD TRUST
JOEL SAKEN
7360 ATOLL AVE
NORTH HOLLYWOOD CA 91605

Submitted after final agenda

Date 3/14/19 Item 75

98 LRDFNP1 S1605

City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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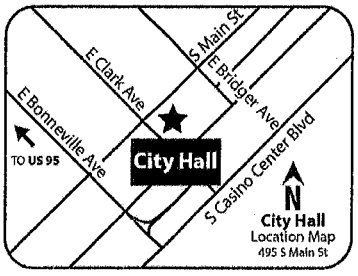
Las Vegas, NV
Permit No. 1630

RECEIVED
CITY CLERK

2019 MAR 14 A 11: 17

**Return Service Requested**
**Official Notice of Public Hearing**

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

ROC-75706 (PRJ-75264)
13934710045
SAKEN JOEL SANFORD TRUST
SAKEN JOEL SANFORD TRS
7360 ATOL AVE
NORTH HOLLYWOOD CA 91605

98 LRDFNP1 91605

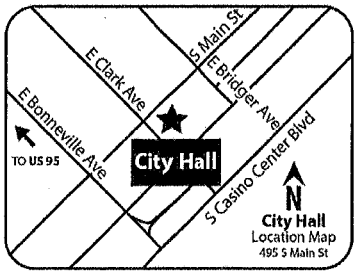
City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

PRSRT
FIRST CLASS MAIL
U.S. Postage
PAID
Las Vegas, NV
Permit No. 1630

RECEIVED
CITY CLERK

2019 MAR 14 A 11: 17

**Return Service Requested**
**Official Notice of Public Hearing**

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

ROC-75706 (PRJ-75264)
13934810044
SAKEN JOEL SANFORD TRUST
SAKEN JOEL SANFORD TRS
7360 ATOLL AVE
NORTH HOLLYWOOD CA 91605

98 LRDFNP1 91605

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**76**

**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
VAC-75532 - VACATION - PUBLIC HEARING - APPLICANT/OWNER: 3000MW, LLC - For possible action on a request for a Petition to Vacate a Public Sewer Easement generally located south of Redberry Street, east of Michael Way (APN 138-13-512-001), Ward 5 (Crear) [PRJ-75346]. The Planning Commission (4-0 vote) and Staff recommend APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 0 | Planning Commission Mtg. | 0 |
| City Council Meeting | 0 | City Council Meeting | 0 |

**RECOMMENDATION:**
The Planning Commission (4-0 vote) and Staff recommend APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Location and Aerial Maps
2. Conditions and Staff Report
3. Supporting Documentation
4. Photo(s)
5. Justification Letter
6. Submitted after Final Agenda - Executed One Motion One Vote Documentation
7. Backup Submitted at the February 26, 2019 Planning Commission Meeting




**CASE: VAC-75532 (PRJ-75346)**

0 120 240 Feet

N




**CASE: VAC-75532 (PRJ-75346)**

City of Las Vegas

## *AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT/OWNER: APPLICANT/OWNER: 3000MW, LLC**

## ** STAFF RECOMMENDATION(S) **

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **VAC-75532** | Staff recommends APPROVAL, subject to conditions: | |

## ** NOTIFICATION **

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED** 12

**NOTICES MAILED** 10

**PROTESTS** 0

**APPROVALS** 0

JAB

**** CONDITIONS ****

# VAC-75532 CONDITIONS

1. The limits of this Petition of Vacation shall be the northern 10 feet of the existing public sewer easement granted as a "20.00 Wide Sewer Easement" as shown by recorded document #20000629:00742 on file at the Clark County, Nevada Recorder's Office excepting the east 30 feet and the west 30 feet of the easement.

2. Prior to recordation of the Order of Vacation, grant a 10-foot public sewer easement adjacent to the south side of the existing sewer easement.

3. All public improvements, if any, adjacent to and in conflict with this vacation application are to be modified, as necessary, at the applicant's expense prior to the recordation of an Order of Vacation.

4. All development shall be in conformance with code requirements and design standards of all City Departments.

5. The Order of Vacation shall not be recorded until all of the conditions of approval have been met provided, however, that conditions requiring modification of public improvements may be fulfilled for purposes of recordation by providing sufficient security for the performance thereof in accordance with the Subdivision Ordinance of the City of Las Vegas. City Staff is empowered to modify this application if necessary because of technical concerns or because of other related review actions as long as current City right-of-way requirements are still complied with and the intent of the vacation application is not changed. If applicable, a five foot wide easement for public streetlight and fire hydrant purposes shall be retained on all vacation actions abutting public street corridors that will remain dedicated and available for public use. Also, if applicable and where needed, public easement corridors and sight visibility or other easements that would/should cross any right-of-way or easement being vacated must be retained.

6. If the Order of Vacation is not recorded within one (1) year after approval by the City of Las Vegas or an Extension of Time is not granted by the Planning Director, then approval will terminate and a new petition must be submitted.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

The applicant is requesting a Petition to Vacate the north half of an existing public sewer easement generally located south of Redberry Street, east of Michael Way. The vacation would better align the sewer easement with the center of the drive aisle in the proposed multi-family development.

## ISSUES

- Petition to Vacate (VAC-75532) the northern half of an existing public sewer easement so it will coincide with the development of Crystal Park Apartments. Staff supports this request.

## ANALYSIS

This Vacation Application proposes to vacate the northern 10 feet of a public sewer easement granted per as a “20.00 Wide Sewer Easement” as shown in recorded document #20000629:00742 on file at the Clark County, Nevada Recorder’s Office.

The reason for the vacation is to vacate the northern 10 feet of an existing sewer easement which would otherwise conflict with a proposed apartment complex. As no right-of-way is proposed to be vacated, and thus no franchise rights are involved, it is not necessary to send this VAC request to the utility companies and franchise holders, nor wait for their responses.

## FINDINGS

The applicant is proposing to vacate 10 feet (or the northern half) of a 20-foot sewer easement. The easement runs east-west. The applicant will grant 10 feet to the south of the existing public sewer easement, so that easement remains 20 feet wide. Essentially, the sewer easement will move 10 feet to the south in order to better align with a drive aisle in a proposed multi-family development. Staff supports this request.

## BACKGROUND INFORMATION

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc*** | |
|---|---|
| 1962 | The City Council approved Annexation (A-0003-62), which included the property located at 3000 North Michael Way. |
| 12/15/76 | The Board of Adjustments approved Variance a (V-0091-76) to allow two horses per lot on property zoned R-D (Single Family Residential - Restricted District) at 3000 North Michael Way. Staff had no objection to the request. |
| 03/20/91 | The City Council approved Rezoning (Z-0009-91) from R-E (Residence Estates) and C-2 (General Commercial) to C-M (Commercial/Industrial) for an office commercial park at 3000 North Michael Way. The Planning Commission and staff recommended approval. The two-year Resolution of Intent expired without being exercised. |
| 12/20/95 | The City Council approved Rezoning (Z-0090-95) from R-E (Residence Estates) and C-2 (General Commercial) to C-M (Commercial/Industrial) for an office commercial park and mini-storage facility at 3000 North Michael Way. The Planning Commission and staff recommended approval. The one-year Resolution of Intent and several Extensions Of Time expired without being exercised. |
| 08/11/97 | The City Council approved Rezoning (Z-0036-97) from R-E (Residence Estates) to C-M (Commercial/Industrial) for an office park at 3000 North Michael Way. Condition 7 prohibited all but emergency access off of Michael Way. The Planning Commission recommended denial and staff recommended approval. |
| 10/05/11 | The City Council approved General Plan Amendment (GPA-41777) from O (Office) and LI/R (Light Industry/Research) to M (Medium Density Residential) at 3000 North Michael Way. The Planning Commission recommended approval and staff recommended denial. |
| | The City Council approved Rezoning (ZON-41778) from O (Office) and C-M (Commercial / Industrial) to R-3 (Medium Density Residential) at 3000 North Michael Way. The Planning Commission recommended approval and staff recommended denial. |
| | The City Council approved Site Development Plan Review (SDR-41779) for a 136-unit apartment complex with a Waiver to allow no landscape buffer along portions of the north perimeter, where six feet is required at 3000 North Michael Way. The Planning Commission recommended approval and staff recommended denial. |
| 11/06/13 | The City Council approved an Extension of Time (EOT-51343) for an Extension of Time of an approved Site Development Plan Review (SDR-41779) for a 136-unit apartment complex with a Waiver to allow no landscape buffer along portions of the north perimeter where six feet is required on 9.92 acres at 3000 North Michael Way. Staff recommended approval. |

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc*** | |
|---|---|
| 02/05/15 | The Department of Planning approved an administrative Site Development Plan Review (SDR-57685) to relocate the leasing office from the north entrance to the south entrance and to adjust the layout accordingly on a 136-unit apartment complex on 9.92 acres at 3000 North Michael Way. |
| 11/18/15 | The City Council approved an Extension of Time (EOT-60708) for an Extension of Time of an approved Site Development Plan Review (SDR-41779) for a 136-unit apartment complex with a Waiver to allow no landscape buffer along portions of the north perimeter where six feet is required on 9.92 acres at 3000 North Michael Way. Staff recommended approval. |
| 10/18/17 | The City Council approved an Extension of Time (EOT-71642) for an Extension of Time of an approved Site Development Plan Review (SDR-41779) for a 136-unit apartment complex with a Waiver to allow no landscape buffer along portions of the north perimeter where six feet is required on 9.92 acres at 3000 North Michael Way. Staff recommended approval. |
| 08/15/18 | The City Council approved an Extension of Time (EOT-71642) for an Extension of Time of an approved Site Development Plan Review (SDR-41779) for a 136-unit apartment complex with a Waiver to allow no landscape buffer along portions of the north perimeter where six feet is required on 9.92 acres at 3000 North Michael Way. Staff recommended approval. |
| 02/26/19 | The Planning Commission unanimously voted to recommend APPROVAL on a request for a Vacation (VAC-75532) Vacate a Public Sewer Easement generally located south of Redberry Street, east of Michael Way (APN 138-13-512-001), Ward 5 (Crear) [PRJ-75346]. |

| ***Related Building Permits/Business Licenses*** | |
|---|---|
| 11/29/18 | A building application (PRC18-00222) was processed for an apartment complex. The application is in review. |

| ***Most Recent Change of Ownership*** | |
|---|---|
| 05/31/12 | A deed was recorded for a change in ownership. |

| ***Pre-Application Meeting*** | |
|---|---|
| 12/18/18 | Staff conducted a pre-application meeting with the applicant where the submittal requirements and deadlines were reviewed for a proposed Petition to Vacate. |

| ***Neighborhood Meeting*** |
|---|
| A neighborhood meeting was not required or held. |

JAB

| ***Field Check*** | |
|---|---|
| 01/14/19 | During a routine field check, staff observed the undeveloped site and noted nothing of concern. |

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Land Use Designation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | Undeveloped | M (Medum Density Residential) | R-3 (Medium Density Residential) |
| North | Multi-Family Residential | M (Medum Density Residential) | R-3 (Medium Density Residential) |
| South | Single Family, Detached | L (Low Density Residential) | R-1 (Single Family Residential) |
| East | Retail | LI/R (Light Industrial / Research) | C-M (Commercial / Industrial) |
| West | Single Family, Detached | L (Low Density Residential) | R-1 (Single Family Residential) |

| ***Master and Neighborhood Plan Areas*** | ***Compliance*** |
|---|---|
| No Applicable Master Plan Area | N/A |
| ***Special Area and Overlay Districts*** | ***Compliance*** |
| A-O (Airport Overlay) District | Y |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Trails | N/A |
| Las Vegas Redevelopment Plan Area | N/A |
| Interlocal Agreement | N/A |
| Project of Significant Impact/Development Impact Notification Assessment | N/A |
| Project of Regional Significance | N/A |

JAB

# DEPARTMENT OF PLANNING

**Application / Petition Form & Statement of Financial Interest**

| Department Use | |
|---|---|
| Case # | |
| Meeting Date | |
| Total Fee | |
| Received By/Date | |

**Case Type** (Special Use Permit, Rezoning, Variance, Site Development Plan Review, etc) VACATION (SEWER EASEMENT)

**Project Address** (Location) 3000 NORTH MICHAELS WAY

**Project Name** CRYSTAL PARK APARTMENTS **Proposed Use** RESIDENTIAL

**Assessor's Parcel #(s)** 138-13-512-001 **Ward #** _____

**General Plan:** Existing _____ Proposed _____ **Zoning:** Existing R-3 Proposed R-3

**Additional Information** L18-02346

**Property Owner** 3000 M W LLC **Contact** ERNEST BECKER

Address 3065 NORTH RANCHO DRIVE, SUITE # 130 City LAS VEGAS State NV Zip 89130

E-mail building@eabinv.com Phone (702)331-9080

**Applicant** 3000 M W LLC **Contact** ERNEST BECKER

Address 3065 NORTH RANCHO DRIVE, SUITE # 130 City LAS VEGAS State NV Zip 89130

E-mail building@eabinv.com Phone (702)331-9080

**Representative** VTN-NEVADA **Contact** Jeffrey Armstrong

Address 2727 SOUTH RAINBOW BOULEVARD City LAS VEGAS State NV Zip 89146

E-mail jeffreya@vtnnv.com Phone (702)873-7550

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company? ☐ Yes ☒ No

**If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.**

**City Official** _____ **Partner(s)** _____

**Partner(s)** _____

• I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in the application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.

• Application will not be deemed complete until the submitted materials have been reviewed by Department of Planning for consistency with the Zoning Ordinance.

**Property Owner Signature** _____

An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps and Parcel Maps

**Print Name** Ernest A Becker V

Subscribed and sworn before me

This 18th day of December, 20 18

_____

Notary Public in and for said County and State

GINA M. MORAN
Notary Public-State of Nevada
APPT. NO. 17-1565-1
My Appt. Expires 02-15-2021

PRJ-75346
01/08/19

Inst #: 201205310004657
Fees: $19.00 N/C Fee: $0.00
RPTT: $0.00 Ex: #001
05/31/2012 04:34:04 PM
Receipt #: 1182670
Requestor:
3000MW LLC
Recorded By: RNS Pgs: 4
DEBBIE CONWAY
CLARK COUNTY RECORDER

| | |
|---|---|
| A.P.N. # | 138-13-512-001 |
| | |
| R.P.P.T. | EXEMPT 1 |
| Recording Requested By: | |
| National Title Co | |
| **Mail Tax Statements To:** | ***Same as below*** |
| When Recorded Mail To: | |
| 3000MW, LLC | |
| 8090 S. Durango Dr Ste 115 | |
| Las Vegas, NV 89113 | |

# GRANT, BARGAIN, SALE DEED

THIS INDENTURE WITNESSETH: That RANCHO PROPERTIES LLC, A NEVADA LIMITED LIABILITY COMPANY

for valuable consideration, the receipt of which is hereby acknowledged, does hereby Grant, Bargain Sell and Convey to

3000MW LLC, A NEVADA LIMITED LIABILITY COMPANY

all that real property situated in the County of Clark, State of Nevada, bounded and described as follows:

See Exhibit "A" attached hereto and by reference made a part hereof for complete legal description.

SUBJECT TO:

1. Taxes for fiscal year 2011-12;
2. Reservations, restrictions, conditions, rights, rights of way and easements, if any of record on said premises.

Together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, and any reversions, remainders, rents, issues or profits thereof.

SEE PAGE 2 FOR SIGNATURE AND NOTARY ACKNOWLEDGEMENT.

ASSESSOR'S COPY

PRJ-75346
01/08/19

Dated: 3/23/12

RANCHO PROPERTIES LLC,
A NEVADA LIMITED LIABILITY COMPANY

BY Kimberly B. Riggs
KIMBERLY B. RIGGS, MANAGER

State of Nevada }
} ss.
County of Clark }

This instrument was acknowledged before me on March 23, 2012
KIMBERLY B. RIGGS, MANAGER

Signature: Debra Alston
Notary Public

DEBRA S. ALSTON
Notary Public State of Nevada
No. 03-84766-1
My Appt. Exp. October 10, 2015

ASSESSOR'S COPY

PRJ-75346
01/08/19

Exhibit A
LEGAL DESCRIPTION

**PARCEL "F":**

PARCEL I:

Lot Two (2) as shown on the plat of CHEYENNE RANCHO PROFESSIONAL PLAZA, as shown by map thereof on file in Book 95 of Plats, Page 52, in the Office of the County Recorder of Clark County, Nevada.

PARCEL II:

A non-exclusive easement for ingress and egress by vehicular and pedestrian traffic and vehicular parking upon, over and across that portion of Common Areas, as shown on said map and further described in Declaration of Covenants, Conditions and Restrictions and Reciprocal Grant of Easements for CHEYENNE RANCHO PROFESSIONAL PLAZA recorded July 14, 2000 in Book 20000714 as Document No. 00185 of Official Records, Clark County, Nevada.

ASSESSOR'S COPY

PRJ-75346
01/08/19

**STATE OF NEVADA**
**DECLARATION OF VALUE**

1. Assessor Parcel Number(s)
   a) 138-13-512-001
   b) _____
   c) _____
   d) _____

| FOR RECORDER'S OPTIONAL USE ONLY | |
|---|---|
| Document/Instrument No. | |
| Book | Page |
| Date of Recording: | |
| Notes: | |

2. Type of Property
   a) [ ] Vacant Land  b) [ ] Single Family Residence
   c) [ ] Condo/Twnhse  d) [ ] 2-4 Plex
   e) [ ] Apartment Bldg.  f) [X] Commercial/Industrial
   g) [ ] Agricultural  h) [ ] Mobile Home
   i) [ ] Other _____

3. Total Value/Sales Price of Property 0.00
   Deed in Lieu of Foreclosure Only (Value of Property) ( _____ )
   Transfer Tax Value 0.00
   Real Property Transfer Tax Due: 0.00

4. **If Exemption Claimed:**
   a. Transfer Tax Exemption, per NRS 375.090, Section: Exempt 1
   b. Explain Reason for Exemption: transfer between affiliated business entities with* *identical common ownership

5. Partial Interest: Percentage being transferred: 100%

The undersigned declares and acknowledges, under penalty of perjury, pursuant to NRS 375.060 and NRS 375.110, that the information provided is correct to the best of their information and belief, and can be supported by documentation if called upon to substantiate the information provided herein. Furthermore, the parties agree the disallowance of any claimed exemption or other determination of additional tax due, may result in a penalty of 10% of the tax due plus interest at 1% per month.
Pursuant to NRS 375.030, the Buyer and Seller shall be jointly and severally liable for any additional amount owed.

**Signature:** _____ **Capacity:** Grantor
RANCHO PROPERTIES LLC

**Signature:** _____ **Capacity:** Grantee
3000MW, LLC

| SELLER (GRANTOR) INFORMATION | | BUYER (GRANTEE) INFORMATION | |
|---|---|---|---|
| Print Name: | RANCHO PROPERTIES LLC | Print Name: | 3000MW, LLC |
| Address: | 8090 S. Durango Dr #115 | Address: | 8090 S. Durango Dr #115 |
| City/State/Zip | Las Vegas, NV 89113 | City/State/Zip | Las Vegas, NV 89113 |

**COMPANY/PERSON REQUESTING RECORDING** (required if not the Seller or Buyer)
Company Name: National Title Co  Escrow No ACCOMMODATION
Address: 7251 West Lake Mead Blvd, Ste 350
City Las Vegas  State: NV  Zip 89128

AS A PUBLIC RECORD THIS FORM MAY BE RECORDED/MICROFILMED

PRJ-75346
01/08/19

ASSESSOR'S COPY

2727 SOUTH RAINBOW BOULEVARD * LAS VEGAS, NEVADA 89146-5148
PHONE 702-873-7550 * FAX 702-362-2597

# EXHIBIT "A"

W.O. 7844
November 30, 2018
PAGE 1 OF 4




____ Public right-of-way:

_X_ Easements: (SEWER)

____ Other:

Legally described as follows:

**SEWER EASEMENT TO BE VACATED:**

**DOCUMENT NUMBER: 20000629:00742, BOOK 95 OF PLATS, PAGE 52.**

BEING THE NORTH 10.00 FEET OF THAT 20.00 FOOT WIDE SEWER EASEMENT ON FILE IN THE OFFICE OF THE COUNTY RECORDER, CLARK COUNTY NEVADA RECORDED JUNE 29, 2000 IN BOOK 20000629, INSTRUMENT NUMBER 00742, LYING WITHIN LOT 2 OF THAT CERTAIN FINAL MAP TITLED "CHEYENNE RANCHO PROFESSIONAL PLAZA" RECORDED IN BOOK 95 OF PLATS, AT PAGE 52, LOCATED IN THE NORTHWEST QUARTER (NW 1/4) OF THE NORTHEAST QUARTER (NE 1/4) OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 60 EAST, M.D.M., CITY OF LAS VEGAS, CLARK COUNTY, NEVADA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**COMMENCING** AT THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER (NW 1/4) OF THE NORTHEAST QUARTER (NE 1/4) OF SAID SECTION 13; THENCE NORTH 06°36'51" WEST ALONG THE WEST LINE OF SAID NORTHWEST QUARTER (NW 1/4), A DISTANCE OF 210.89 FEET; THENCE NORTH 88°57'47" EAST DEPARTING SAID WEST LINE, 40.19 FEET TO THE EASTERLY RIGHT-OF-WAY OF MICHAEL WAY, ALSO BEING THE **POINT OF BEGINNING**;

THENCE CONTINUING NORTH 88°57'47" EAST DEPARTING SAID EASTERLY RIGHT-OF-WAY, 530.82 FEET TO THE EAST LINE OF SAID LOT 2; THENCE SOUTH 00°57'38" EAST ALONG SAID EAST LINE, 10.00 FEET; THENCE SOUTH 88°57'47" WEST DEPARTING SAID EAST LINE, 529.83 FEET TO THE EAST RIGHT-OF-WAY OF SAID MICHAEL WAY;

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THENCE NORTH 06°36'51" WEST ALONG SAID EAST RIGHT-OF-WAY, 10.05 FEET TO THE **POINT OF BEGINNING**, AS SHOWN ON THE "EXHIBIT TO ACCOMPANY LEGAL DESCRIPTION" ATTACHED HERETO AND BY REFERENCE MADE A PART HEREOF.

CONTAINING 5,303 SQUARE FEET, MORE OR LESS, AS DETERMINED BY COMPUTER METHODS.

**BASIS OF BEARINGS AND COORDINATES:**

GRID NORTH AS DEFINED BY THE CENTRAL MERIDIAN OF THE NEVADA COORDINATE REFERENCE SYSTEM (NCRS), LAS VEGAS ZONE, NORTH AMERICAN DATUM OF 1983; SAID MERIDIAN BEING COINCIDENT WITH 114°58' WEST OF THE GREENWICH MERIDIAN.

LINEAR UNIT: US SURVEY FOOT (FTUS)

DATUM (REFERENCE FRAME): NAD 83 (2011) EPOCH 2010.00
SYSTEM: NEVADA COORDINATE REFERENCE SYSTEM (NCRS)

ZONE: LAS VEGAS

PROJECTION: TRANSVERSE MERCATOR
STANDARD PARALLEL (AND LATITUDE OF GRID ORGIN):36°15'00"N
LONGITUDE OF CENTRAL MERIDIAN:114°58'00"W
NORTHING AT GRID ORIGIN: 200,000.000 M (656,166.6667 FTUS)
EASTING AT CENTRAL MERIDIAN: 100,000.000 M (328,083.3333 FTUS)
SCALE FACTOR ON CENTRAL MERIDIAN; 1.0001 (EXACT)

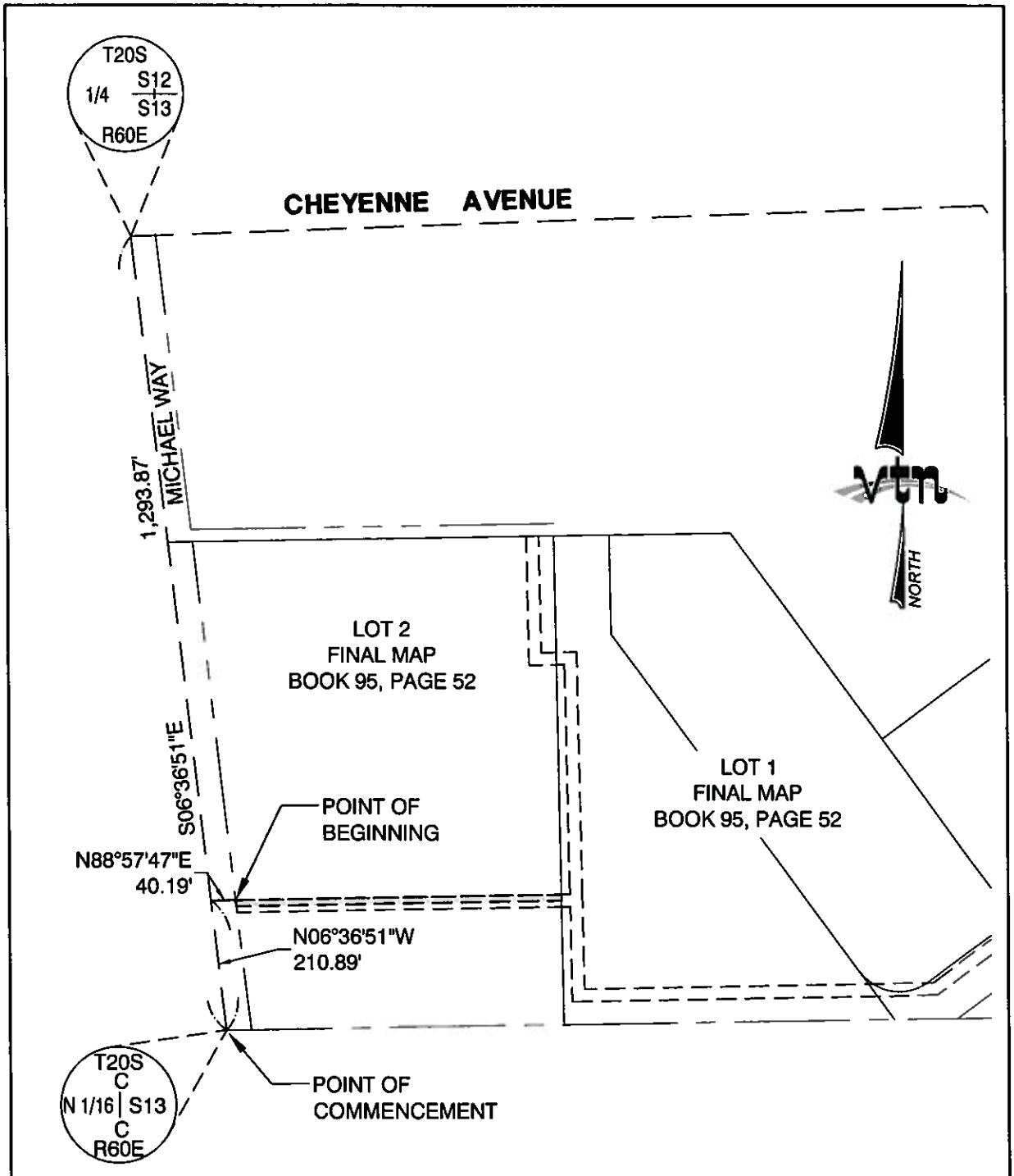
NOTES:

1. ALL DISTANCES AND BEARINGS SHOWN HEREON ARE PROJECTED (GRID) VALUES BASED ON THE PRECEDING PROJECTION DEFINITION. THE PROJECTION WAS DEFINED SUCH THAT PROJECTED (GRID) DISTANCES ARE EQUIVALENT TO "GROUND" DISTANCES IN THE PROJECT AREA.

2. GRID BEARINGS SHOWN HEREON (OR IMPLIED BY GRID COORDINATES) DO NOT EQUAL GEODETIC BEARINGS DUE TO MERIDIAN CONVERGENCE.

G:\7844\LEGALS\VACATIONS\7844-VAC-SEWER ESMT.DOC
G:\7844\LEGALS\ 7844-ESMT & VAC.DWG (SEWER VAC)

PRJ-75346
01/08/19

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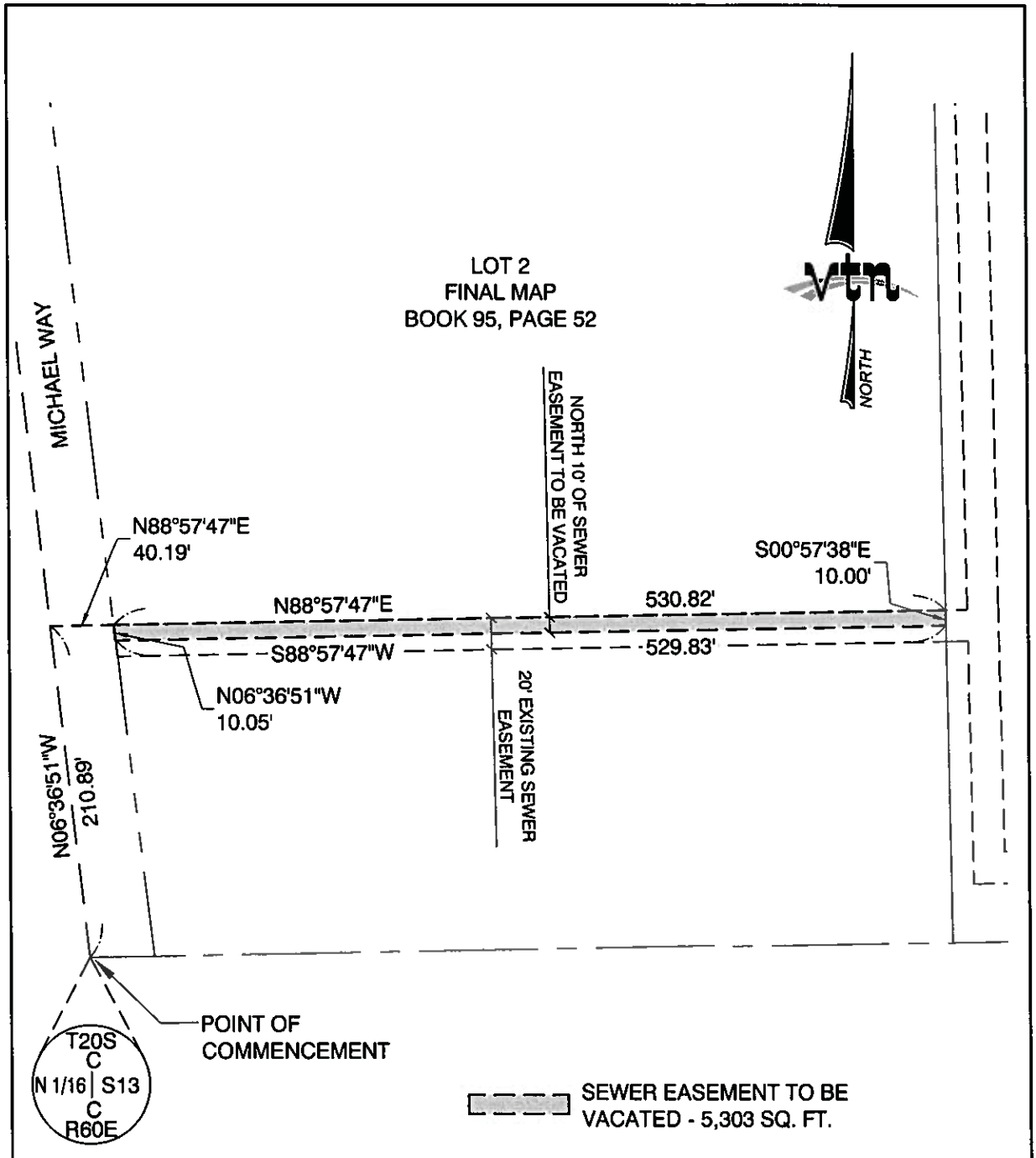
2727 SOUTH RAINBOW BOULEVARD
LAS VEGAS, NV 89146-5148

**EXHIBIT TO ACCOMPANY LEGAL DESCRIPTION**

**SEWER EASEMENT VACATION**

| | |
|---|---|
| SCALE | HORZ. 1"=250' |
| | VERT. |
| W.O. NO. | 7844 |
| DRAWN BY: | WLB |
| DATE: | DEC 2018 |
| SHEET | 3 OF 4 |

PRJ-75346
01/08/19




G:\7844\LEGALS\VAC\7844-VAC-SEWER ESMT G:\7844\Legals\7844-ESMT & VAC.dwg

2727 SOUTH RAINBOW BOULEVARD
LAS VEGAS, NV 89146-5148

**EXHIBIT TO ACCOMPANY LEGAL DESCRIPTION**

**SEWER EASEMENT VACATION**

| | |
|---|---|
| SCALE | HORZ. 1"=100' |
| | VERT. |
| W.O. NO. | 7844 |
| DRAWN BY: | WLB |
| DATE: | DEC 2018 |
| SHEET | 4 OF 4 |

PRJ-75346
01/08/19

# Parcel Map Check Report

| **Client:** | **Prepared by:** |
|---|---|
| Client | Preparer |
| Client Company | Your Company Name |
| Address 1 | 123 Main Street |

Date: 11/30/2018 12:54:56 PM

---

Parcel Name: SEWER VACATION - :1
Description:
Process segment order counterclockwise: False
Enable mapcheck across chord: False

North:643,165.6526' East:254,451.2460'

Segment# 1: Line
Course: N88°57'47"E Length: 530.82'
North: 643,175.2589' East: 254,981.9790'

Segment# 2: Line
Course: S0°57'38"E Length: 10.00'
North: 643,165.2603' East: 254,982.1467'

Segment# 3: Line
Course: S88°57'47"W Length: 529.83'
North: 643,155.6719' East: 254,452.4034'

Segment# 4: Line
Course: N6°36'51"W Length: 10.05'
North: 643,165.6550' East: 254,451.2458'

Perimeter: 1,080.69' Area: 5,303.23Sq.Ft.
Error Closure: 0.0024 Course: N2°32'50"W
Error North : 0.00243 East: -0.00011

Precision 1: 450,291.67

PRJ-75346
01/08/19

20000629 00742

THE PLAT OF

# CHEYENNE RANCHO PROFESSIONAL PLAZA

A COMMERCIAL SUBDIVISION

SITUATE IN THE CITY OF LAS VEGAS, CLARK COUNTY, NEVADA BEING A PORTION OF THE NORTH ONE-HALF OF THE NORTHEAST ONE-QUARTER OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 60 EAST, M.D.M.

## OWNER'S CERTIFICATE & DEDICATION

BECKER AND SONS, A NEVADA PARTNERSHIP DOES HEREBY CERTIFY THAT IT IS THE OWNER OF THE PARCEL OF LAND WHICH IS SHOWN UPON THE PLAT OF CHEYENNE RANCHO PROFESSIONAL PLAZA AND DO HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS PLAT AND DOES HEREBY OFFER AND DEDICATE ALL PUBLIC STREETS, EASEMENTS, AND RIGHTS-OF-WAY AS INDICATED AND OUTLINED HEREON FOR THE USE OF THE PUBLIC. NO PART OF THE PARCELS MARKED "NOT A PART OF THIS SUBDIVISION" IS OFFERED FOR DEDICATION.
FURTHER, THE UNDERSIGNED OWNER HEREBY GRANTS AND CONVEYS TO THE CITY OF LAS VEGAS AND TO ITS SUCCESSORS AND ASSIGNS A FIVE-FOOT WIDE EASEMENT ADJACENT TO ALL PROPERTY LINES WHERE LOTS OR COMMON AREAS ABUT STREETS FOR PURPOSES OF PLACING PUBLIC FIRE HYDRANTS AND PUBLIC STREETLIGHTS AND AN ADDITIONAL EASEMENT OF UP TO TWO FEET IN RADIUS FROM EACH FIRE HYDRANT AND STREETLIGHT TO EXTEND BEYOND THE FIVE-FOOT EASEMENT IF NECESSARY, TOGETHER WITH THE RIGHT OF INGRESS TO AND EGRESS FROM THESE EASEMENTS.
FURTHERMORE, THE UNDERSIGNED OWNER OF THE WITHIN PLATTED LANDS, HEREBY GRANT AND CONVEY TO NEVADA POWER COMPANY, SPRINT, SOUTHWEST GAS COMPANY, COX COMMUNICATIONS LAS VEGAS, INC., AND THE LAS VEGAS VALLEY WATER DISTRICT, JOINTLY AND SEVERALLY, AND TO THEIR SUCCESSORS AND ASSIGNS A PERMANENT EASEMENT UPON ALL AREAS NOT OCCUPIED BY ANY BUILDING STRUCTURE FOR THE CONSTRUCTION, MAINTENANCE, OPERATION, AND FINAL REMOVAL OF UNDERGROUND POWER, TELEPHONE, GAS, CABLE TV, AND WATER LINES AND APPURTENANCES, AND FOR ABOVE GROUND ELECTRIC TRANSFORMER PADS AND ABOVE GROUND TELEPHONE EQUIPMENT PADS, TOGETHER WITH THE RIGHT OF INGRESS THERETO AND EGRESS THEREFROM.

DATED THIS 16th DAY OF MAY 2000

BECKER & SONS, A NEVADA PARTNERSHIP

Barry J Becker
BARRY BECKER

WE, THE HEREIN NAMED EASEMENT RECIPIENTS, APPROVE THE GRANT OF THE DESIGNATED EASEMENTS.

Dee Ann Kirk — DEE ANN KIRK, NEVADA POWER COMPANY — 5-31-00 DATE

Sally Tackley — SALLY TACKLEY, SPRINT — 6/1/00 DATE

Chas G. McCarrell — CHARLES G. McCARRELL, SOUTHWEST GAS CORPORATION — 5/8/00 DATE

Charles Krajkowski — CHARLES KRAJKOWSKI, CITY OF LAS VEGAS — 6-21-2000 DATE

Sharon Daniel — SHARON DANIEL, COX COMMUNICATIONS LAS VEGAS, INC. — 5-22-00 DATE

Gary Lange — GARY LANGE, LAS VEGAS VALLEY WATER DISTRICT — 05/18/00 DATE

## ACKNOWLEDGEMENT

STATE OF NEVADA

COUNTY OF CLARK

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON MAY 16, 2000 BY BARRY BECKER AS BECKER AND SONS, A NEVADA PARTNERSHIP OR

E M Williamson
NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE
MY COMMISSION EXPIRES 1-10-2003

NOTARY PUBLIC STATE OF NEVADA County of Clark E M WILLIAMSON

## CITY SURVEYOR'S CERTIFICATE

I, RITA M. LUMOS, CITY SURVEYOR OF THE CITY OF LAS VEGAS, DO HEREBY CERTIFY THAT I HAVE EXAMINED THE PLAT OF CHEYENNE RANCHO PROFESSIONAL PLAZA AND AM SATISFIED THAT THE MAP IS TECHNICALLY CORRECT.

MONUMENTS HAVE NOT BEEN SET, BUT A PROPER PERFORMANCE BOND HAS BEEN DEPOSITED TO GUARANTEE THEIR SETTING ON OR BEFORE JUNE 8, 2001

Rita M. Lumos
RITA M. LUMOS, PLS 5094
CITY SURVEYOR — 6/8/00 DATE

## DIVISION OF WATER RESOURCES

THIS FINAL MAP IS APPROVED BY THE DIVISION OF WATER RESOURCES OF THE DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES CONCERNING WATER QUANTITY SUBJECT TO THE REVIEW OF APPROVAL ON FILE IN THIS OFFICE.
RECORDATION OF THIS SUBDIVISION MAP WILL ESTABLISH A LIMITED WATER COMMITMENT FROM THE LAS VEGAS VALLEY WATER DISTRICT AS FOLLOWS:

| LOT/BLOCK | ACRE-FEET/YEAR |
|---|---|
| 1 | 1.0 |
| 2 | 1.0 |

DIVISION OF WATER RESOURCES ROBERT CAMERE, P.E. — 6-21-00 DATE

## DISTRICT BOARD OF HEALTH CERTIFICATE

THIS FINAL MAP IS APPROVED BY THE CLARK COUNTY DISTRICT BOARD OF HEALTH. THIS APPROVAL CONCERNS SEWAGE DISPOSAL, WATER POLLUTION, WATER QUALITY, AND WATER SUPPLY FACILITIES AND IS PREDICATED UPON PLANS FOR A PUBLIC WATER SUPPLY AND A COMMUNITY SYSTEM FOR DISPOSAL OF SEWAGE.

CLARK COUNTY DISTRICT BOARD OF HEALTH — 6-21-00 DATE
EDMUND J. WERWICK

## APPROVAL

I CERTIFY THAT THIS FINAL MAP SUBSTANTIALLY COMPLIES WITH THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THERETO; THAT THE MAP COMPLIES WITH APPLICABLE STATUTORY AND ORDINANCE PROVISIONS; THAT ALL CONDITIONS IMPOSED UPON THE FINAL MAP HAVE BEEN MET AND THAT THE MAP WAS APPROVED AND THE PARCELS HEREIN WERE ACCEPTED BY THE PLANNING COMMISSION OF THE CITY OF LAS VEGAS, NEVADA ON THE 10th DAY OF FEBRUARY, 2000

W.T. Chow — 6-22-2000
W.T. CHOW
DIRECTOR OF THE PLANNING AND DEVELOPMENT DEPARTMENT AND SECRETARY OF THE PLANNING COMMISSION - CITY OF LAS VEGAS, NEVADA

## SURVEYOR'S CERTIFICATE

I, J EDWARD LEAVITT, A PROFESSIONAL LAND SURVEYOR LICENSED IN THE STATE OF NEVADA, ACTING AS AGENT FOR ALPHA ENGINEERING COMPANY, CERTIFY THAT:

1. THIS PLAT REPRESENTS THE RESULTS OF A SURVEY CONDUCTED UNDER MY DIRECT SUPERVISION AT THE INSTANCE OF BECKER & SONS.

2. THE LANDS SURVEYED LIE WITHIN THE NORTHEAST ONE-QUARTER OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 60 EAST, M.D.M., AND THE SURVEY WAS COMPLETED ON MARCH 18, 1998.

3. THIS PLAT COMPLIES WITH THE APPLICABLE STATE STATUTES AND ANY LOCAL ORDINANCES IN EFFECT ON THE DATE THAT THE GOVERNING BODY GAVE ITS FINAL APPROVAL.

4. THE MONUMENTS DEPICTED ON THE PLAT WILL BE OF THE CHARACTER SHOWN AND OCCUPY THE POSITIONS INDICATED BY JUNE 8, 2001 AND AN APPROPRIATE FINANCIAL GUARANTEE WILL BE POSTED WITH THE GOVERNING BODY BEFORE RECORDATION TO ASSURE THE INSTALLATION OF THE MONUMENTS.

J. EDWARD LEAVITT, NEVADA CERTIFICATE No. 5878 — 5-18-00

J EDWARD LEAVITT, PLS
NEVADA CERTIFICATE No. 5878

## DESCRIPTION

SITUATE IN THE CITY OF LAS VEGAS, CLARK COUNTY, NEVADA BEING A PORTION OF THE NORTH ONE-HALF OF THE NORTHEAST ONE-QUARTER OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 60 EASE, M.D.M. MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE THREE INCH BRASS CAP STAMPED RLS 3050 WHICH MARKS THE SOUTHWEST CORNER OF THE NORTHWEST ONE-QUARTER OF THE NORTHEAST ONE-QUARTER OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 60 EAST, M.D.M.; THENCE NORTH 88°55'30" EAST ALONG THE SOUTH LINE OF SAID NORTHWEST ONE-QUARTER, 40.20 FEET TO THE NORTHWEST CORNER OF COUNTRY LANE - PHASE 1 AS SHOWN IN THE OFFICE OF THE CLARK COUNTY, NEVADA RECORDER IN BOOK 65 OF PLATS ON PAGE 78, SAID POINT ALSO BEING THE POINT OF BEGINNING; THENCE, ALONG THE NORTH LINE OF SAID PLAT, NORTH 88°55'30" EAST, 1804.22 FEET TO THE NORTHEAST CORNER OF COUNTRY LANE - PHASE 2 AS SHOWN IN THE OFFICE OF THE CLARK COUNTY, NEVADA RECORDER IN BOOK 70 OF PLATS ON PAGE 70; THENCE NORTH 00°06'34" EAST, 61.40 FEET; THENCE SOUTH 88°38'13" EAST, 234.93 FEET TO A POINT ON THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF U.S. HIGHWAY 95 (RANCHO DRIVE); THENCE NORTH 36°26'48" WEST ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY LINE, 808.63 FEET TO THE MOST EASTERLY CORNER OF TONOPAH PLAZA AS SHOWN IN THE OFFICE OF THE CLARK COUNTY, NEVADA RECORDER IN BOOK 28 OF PLATS ON PAGE 67; THENCE SOUTH 53°33'13" WEST ALONG THE SOUTHEASTERLY LINE OF SAID TONOPAH PLAZA, 585.00 FEET; THENCE NORTH 36°26'48" WEST ALONG THE SOUTHWESTERLY LINE OF SAID TONOPAH PLAZA, 413.78 FEET; THENCE SOUTH 88°55'30" WEST, 875.99 FEET TO THE SOUTHWEST CORNER OF CHARLESTON HEIGHTS TRACT NO. 34-C AS SHOWN IN THE OFFICE OF THE CLARK COUNTY, NEVADA RECORDER IN BOOK 72 PLATS ON PAGE 21, SAID POINT ALSO BEING ON THE EASTERLY RIGHT-OF-WAY LINE OF MICHAEL WAY AS SHOWN IN THE OFFICE OF THE CLARK COUNTY, NEVADA RECORDER IN FILE 28 OF PARCEL MAPS ON PAGE 83; THENCE SOUTH 06°43'44" EAST ALONG SAID RIGHT-OF-WAY LINE, 794.93 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 30.23 ACRES, MORE OR LESS.

## BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE CENTERLINE OF U.S. HIGHWAY 95 (RANCHO DRIVE) WHICH BEARS SOUTH 36°26'48" EAST AS SHOWN IN THE OFFICE OF THE CLARK COUNTY, NEVADA RECORDER IN FILE 28 OF PARCEL MAPS ON PAGE 83.

CITY OF LAS VEGAS INCORPORATED APRIL 1911 NEVADA

ANY SUBSEQUENT CHANGES TO THIS MAP SHOULD BE EXAMINED AND MAY BE DETERMINED BY REFERENCE TO THE COUNTY RECORDER'S CUMULATIVE MAP INDEX
NRS 278.5695

SHEET 1 OF 2 SHEETS

FM-0002-00
No. 00742
FILED AT THE REQUEST OF
ALPHA ENGINEERING COMPANY
DATE 6-29-2000 AT 11:40 A.M.
BOOK 96 PAGE 57
OF PLATS
OFFICIAL RECORDS BOOK NO. 20000629
CLARK COUNTY, NEVADA RECORDS
ANN A. VANDERVER, RECORDER
FEE 35.35 DEPUTY CPO

BOOK 96 PAGE 57

PRJ-75346
01/08/19

20000629

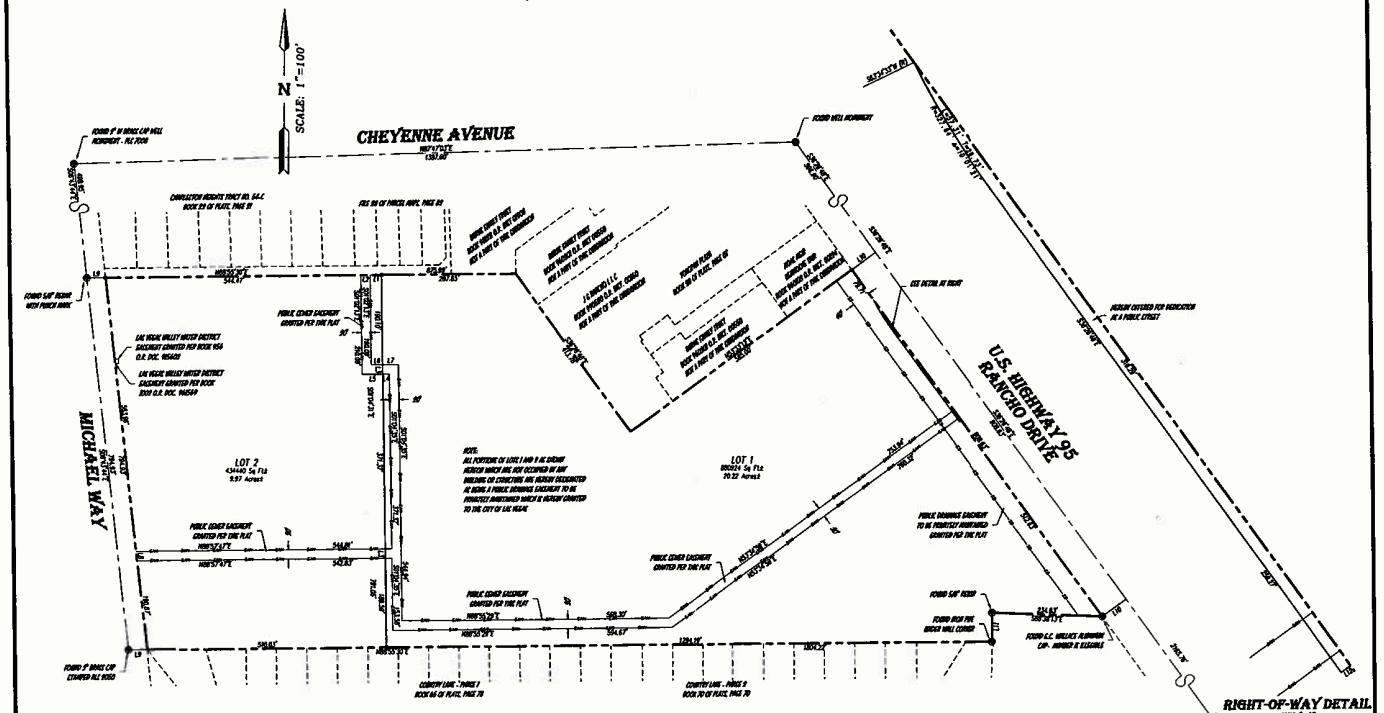
00742

THE PLAT OF

# CHEYENNE RANCHO PROFESSIONAL PLAZA

A COMMERCIAL SUBDIVISION

SITUATE IN THE CITY OF LAS VEGAS, CLARK COUNTY, NEVADA BEING A PORTION OF THE NORTH ONE-HALF OF THE NORTHEAST ONE-QUARTER OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 60 EAST, M.D.M.




## LEGEND

| | |
|---|---|
| • | SET 5/8" REBAR W/ ALUM. CAP - PLS 5878 |
| ● | FOUND MONUMENT AS INDICATED |
| | OVERALL PARCEL BOUNDARY LINE |
| | INTERIOR PROPERTY OR RIGHT-OF-WAY LINE |
| | STREET CENTERLINE |
| | ADJOINING LOT OR RIGHT-OF-WAY LINE (NOT A PART) |
| | EXISTING EASEMENT LINE |
| | PUBLIC DRAINAGE EASEMENT LINE |
| | PUBLIC SEWER EASEMENT LINE |
| C19 | CURVE TABLE REFERENCE NUMBER |
| L1 | LINE TABLE REFERENCE NUMBER |
| LOT 1 | LOT NUMBER DESIGNATOR |

## LINE DATA TABLE

| No. | BEARING | DISTANCE |
|---|---|---|
| L1 | N88°55'39"E | 23.67 |
| L2 | N88°55'30"E | 20.00 |
| L3 | N01°04'36"W | 20.00 |
| L4 | N88°57'47"E | 13.99 |
| L5 | N88°57'47"E | 44.01 |
| L6 | S88°57'47"W | 24.00 |
| L7 | S88°57'47"W | 33.99 |
| L8 | S00°43'44"E | 20.10 |
| L9 | N88°55'30"E | 48.20 |
| L10 | S53°33'12"W | 62.50 |
| L11 | N00°08'34"E | 81.40 |
| L12 | N53°33'12"E | 5.00 |

SHEET 2 OF 2 SHEETS

Book 95 page 52

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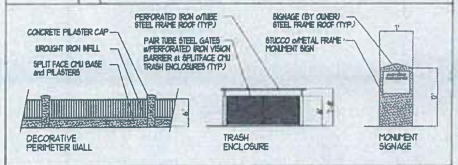
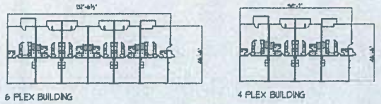
01/08/19

## VICINITY PLAN

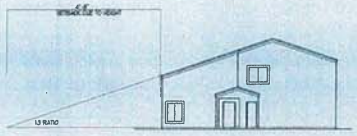



## SITE ELEMENTS




## BUILDING CONFIGURATION




(2) R1 ADJACENCY SETBACK

## PROJECT DATA

REQUIRED ZONING: R3
EXISTING ZONING: C2

TOTAL UNITS: 64 UNITS

| | | |
|---|---|---|
| (8) 2 BED UNITS | | 868 SF INCLUDING GARAGE) |
| (28) 2 BED UNITS (FRONT) | | 953 SF INCLUDING GARAGE) |
| (28) 3 BED UNITS (BACK) | | 1055 SF INCLUDING GARAGE) |
| MANAGER OFFICE | | 350 SF |
| PARKING REQUIRED: | (56) 2 BED AT 1.5/UNIT | 112 |
| | (28) 3 BED AT 2.0/UNIT | 56 |
| | VISITOR AT 1/5 UNITS | 13 |
| | MANAGER OFFICE AT 1/300 | 3 |
| | TOTAL | 184 |
| PARKING PROVIDED: | 58 OPEN SPACES | |
| | 72 GARAGE SPACES | |
| | 4 @ TOTAL (INCLUDES 1 VAN ACCESSIBLE SPACE) | |

(NOTE: ONLY ONE ACCESSIBLE SPACE REQUIRED FOR MANAGER OFFICE ONLY - ALL LIVING UNITS ARE 2 STORY and THERE ARE NO ELEVATORS - THEREFORE NO REQUIREMENT FOR AN ACCESSIBLE UNIT EXISTS PER FAIR HOUSING ACT DESIGN MANUAL GUIDELINES)

DENSITY: 1.92 GROSS SF / 1.631 ACRES = 39.3 UNITS PER ACRE

## PLANT LEGEND

| TREES | SIZE | QUANTITY (perimeter) | QUANTITY (interior) |
|---|---|---|---|
| LAVENDER BLUEBERRY ELAEOCARPUS decipiens | 24" BOX | 40 | 5 |
| SHOESTRING ACACIA ACACIA stenophylla | 24" BOX | 31 | 18 |
| MODESTO ASH FRAXINUS velutina | 24" BOX | 12 | 3 |
| SWEET ACACIA ACACIA farnesiana | 24" BOX | 6 | 5 |
| MEXICAN FAN PALM WASHINGTONIA robusta | 8 FT. | 6 | 3 |
| PURPLE LEAF PLUM PRUNUS cerasifera | 24" BOX | 13 | 7 |
| MEXICAN FELD VERDE RANGERSIANA acacia | 24" BOX | 26 | 13 |
| | TOTAL | 134 (124 REQ'D) | 59 |

NOTE: PERIMETER TREES SHALL BE PROVIDED AT A RATE OF 1 TREE PER EVERY 30' - PROVIDED TREES MAY BE PLACED IN GROUPS TO MAINTAIN AVERAGE AT LOCATIONS WHERE TREE PLACEMENT IS CONFLICTED

| SHRUBS and GROUND COVER | | | |
|---|---|---|---|
| BAILS PALM CYCAS revoluta | 10 GAL | 1 | 3 |
| TEXAS RANGER LEUCOPHYLLUM frutescens | 5 GAL | 85 | 15 |
| TEXAS RANGER 'GREEN CLOUD' LEUCOPHYLLUM frutescens | 1 GAL | 35 | 65 |
| MEXICAN GRASS NOLINA MEXICANA | 5 GAL | 70 | 30 |
| DESERT SPOON DASYLIRION acrotrichae | 5 GAL | 11 | 64 |
| ROSEMARY ROSEMARINUS officinalis | 5 GAL | 29 | 41 |
| DESERT SPOON DASYLIRION wheeler | 5 GAL | 41 | 52 |
| TEXAS PRIVET LIGUSTRUM japonicum | 5 GAL | 15 | 60 |
| DWARF YUCCA YUCCA PANTMA linearl | 5 GAL | 171 | 57 |
| DWARF YUCCA YUCCA PANTMA linearl | 5 GAL | 126 | 109 |
| | TOTAL | 549 (536 REQ'D) | 569 |

NOTE: PERIMETER SHRUBS SHALL BE PROVIDED AT A RATE OF 4 SHRUBS FOR EVERY REQUIRED TREE

| | | | |
|---|---|---|---|
| TRAILING LANTANA LANTANA montevidensis | 1 GAL | 83 | 65 |
| DECORATIVE LANDSCAPE BOULDERS | | | |

NOTE: ALL INORGANIC LANDSCAPE GROUND COVER TO BE ¾" TAN BANDED GRAVEL - FINAL COLOR SELECTION BY OWNER

IRRIGATION

EMITTERS

TREES - (3) HARDIE TURBO-NC (GPH-GAL) PER TREE

SHRUBS - (1) HARDIE TURBO-NC (GPH-GAL) PER SHRUB

NOTES:

1. ALL 24-VOLT WIRING SHALL BE #14 UF DIRECT BURIAL SOLID COPPER.
2. ALL PIPING AND DIRECT BURIAL WIRING UNDER PAVEMENT SHALL BE SLEEVED IN SCHEDULE 40 PVC SLEEVES. SLEEVES SHALL BE TWICE THE DIAMETER OF PIPE BEING SLEEVED
3. CONTRACTOR SHALL INSTALL ALL 24-VOLT WIRING FROM CONTROLLERS TO ALL VALVES IN MAIN LINE TRENCH. IF WIRING LEAVES MAIN LINE TRENCH, ENCLOSED IN 1020 CLASS PVC PIPE.
4. INDIVIDUAL EMITTERS ARE NOT SHOWN ON DRAWINGS FOR CLARITY. SEE SCHEDULE FOR NUMBER OF EMITTERS PER PLANT AND COORDINATE WITH LANDSCAPE INSTALLER TO DETERMINE TOTAL QUANTITY OF EMITTERS.
5. DISTRIBUTION PIPE FOR DRIP EMITTER SYSTEM SHALL BE ¾" CLASS 200 PVC (MIN.)




(1) SITE PLAN (SHOWING LANDSCAPE)
SCALE: 1" = 40'-0"

KC CAMIS ARCHITECT
REVISIONS
JOB: CN09211 DATE: 4/28/11
CRYSTAL PARK APARTMENTS
for: BIRCH GROUP
CITY OF LAS VEGAS NEVADA
SHEET

VAR-41780
GPA-41777
ZON-41778

PRJ-75346
01/08/19

SCANNED

RECEIVED
MAY 12 2011

NOTES

This map is for assessment use only and does NOT represent a survey.

No liability is assumed for the accuracy of the data deliniated herein. Information on roads and other non-assessed parcels may be obtained from the Road Document Listing in the Assessor's Office.

This map is compiled from official records, including surveys and deeds, but only contains the information required for assessment. See the recorded documents for more detailed legal information.

USE THIS SCALE(FEET) WHEN MAP REDUCED FROM 11X17 ORIGINAL

0 100 200 400 600 800

MAP LEGEND

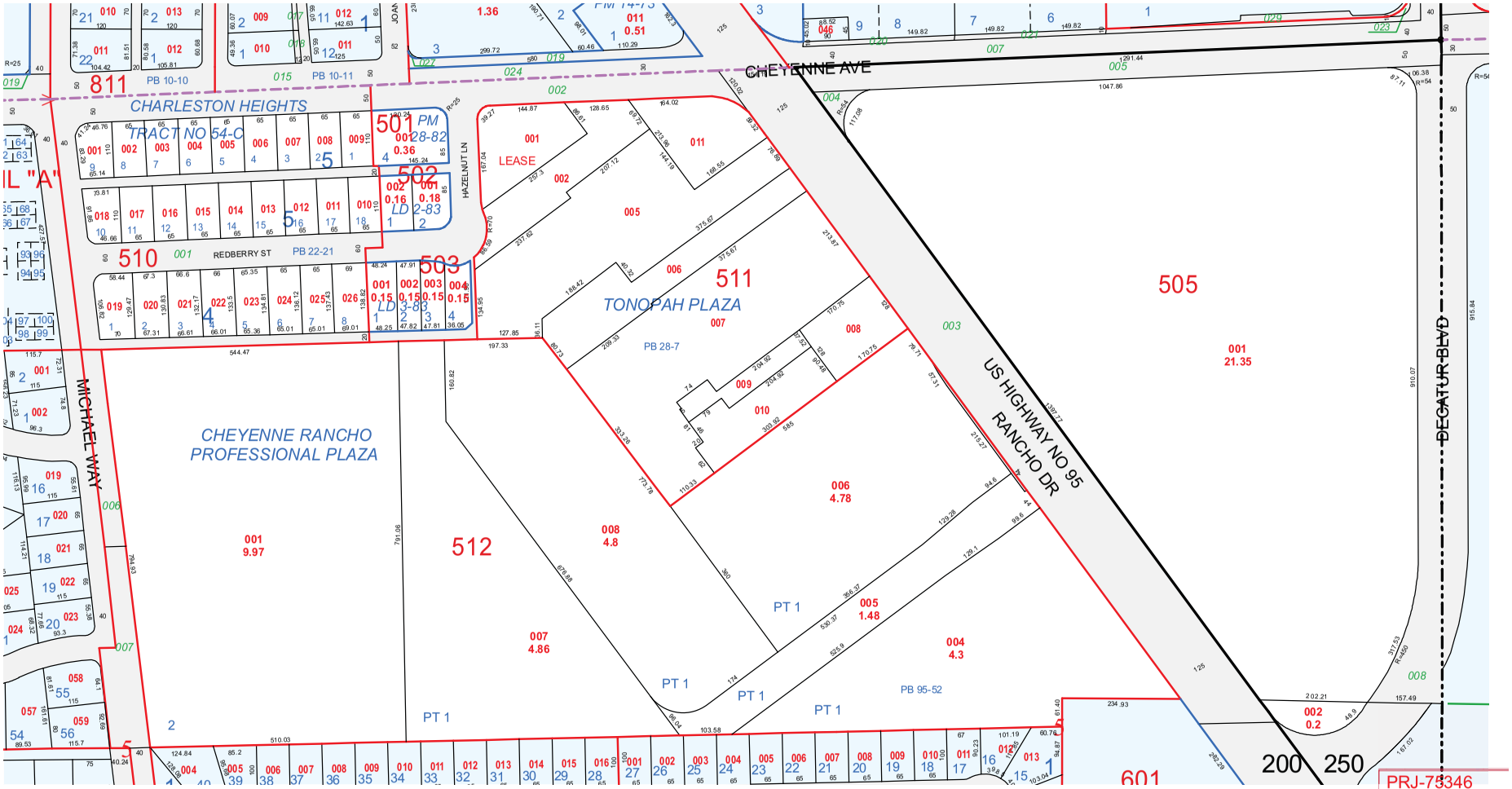
# ASSESSOR'S PARCELS - CLARK CO., NV.
## Michele W. Shafe - Assessor

- PARCEL BOUNDARY
- SUB BOUNDARY
- PM/LD BOUNDARY
- ROAD EASEMENT
- MATCH / LEADER LINE
- HISTORIC LOT LINE
- HISTORIC SUB BOUNDARY
- HISTORIC PM/LD BOUNDARY
- SECTION LINE
- CONDOMINIUM UNIT
- AIR SPACE PCL
- RIGHT OF WAY PCL
- SUB-SURFACE PCL
- 001 ROAD PARCEL NUMBER
- 001 PARCEL NUMER
- 1.00 ACREAGE
- 202 PARCEL SUB/SEQ NUMBER
- PB 24-45 PLAT RECORDING NUMBER
- 5 BLOCK NUMBER
- 5 LOT NUMBER
- GL5 GOV. LOT NUMBER

BOOK T20S R60E | SEC. 13 | MAP N 2 NE 4 | 138-13-5

Scale: 1" = 200 ' | Rev: 02/09/2011

CLARK COUNTY ASSESSOR ASSESSMENT DIVISION NEVADA




PRJ-73346
01/08/19

TAX DIST 250,200

PROVIDING QUALITY PROFESSIONAL SERVICE SINCE 1960

December 11, 2018
W.O. 7844

**City of Las Vegas**
**Planning Department**
333 North Rancho Drive
Las Vegas, NV 89106

Attention: Planning Department

**Subject:** **Justification Letter for a Vacation Request of Sewer Easement**
**Crystal Park Apartments**
**APN #138-13-512-001**

Planning Department,

On behalf of our client 3000 MW LLC, VTN Nevada is requesting the approval of a Vacation for portions of an existing sanitary sewer easement, in conjunction with the approved Crystal Park Apartments. The proposed property is located East of Michael Way, and South of Cheyenne Avenue, specifically AP # 138-13-512-001.

***Vacation Request***

The applicant is requesting to vacate approximately 10 feet (the north half) of an existing sanitary sewer easement. The vacation of this sewer easement will coincide with the development of Crystal Park Apartments which will provide an additional 10 feet of sewer easement directly south of the existing sewer easement.

We thank you in advance for your time and consideration. If you have any questions or comments please feel free to contact me at 702-873-7550.

Sincerely,
**VTN Nevada**

*Jeffrey Armstrong*

Jeffrey Armstrong
Planning Manager

PRJ-75346
01/08/19

# *CITY OF LAS VEGAS*

## *ONE MOTION / ONE VOTE*

*Department of Planning*
*333 North Rancho Drive, 3rd Floor*
*Las Vegas, Nevada 89106*
*(702) 229-6301 Phone (702) 464-7499 Fax*

**SUBJECT:** **VAC-75532 - APPLICANT/OWNER: 3000MW, LLC**

The above item has been placed on the One Motion/One Vote portion of the City Council Agenda for the ***MARCH 20, 2019 City Council*** meeting. All of these items will be placed at the beginning of the agenda. The Mayor will open them at the same time.

Enclosed please find the proposed conditions of approval. If you agree to these conditions, please sign this form and fax it to ***Carman Burney*** at ***(702)464-7499*** or e-mail to ***cburney@lasvegasnevada.gov***. If there is no one present at the City Council meeting who wants to discuss this item, you will not be called to the podium to discuss the case. However, you must be present in case any City Councilperson or member of the public wants to discuss the item. If you have any questions, please contact my office at (702) 229-6301.

Please sign and date that you have read and agree to the conditions and return to our office by 5:00PM ***MARCH 19, 2019.***

Signature

3.14.19
Date

Sallie Becker
Please Print Name

3000 MW, LLC
Company Name

Sincerely,

Robert Summerfield, AICP
Director
Department of Planning

Submitted after Final Agenda

**AGENDA ITEM #76**
**RECEIVED 03.14.19**

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

# CITY OF LAS VEGAS

## ONE MOTION / ONE VOTE

**Planning and Development Department**
*Case Planning Division*
*333 North Rancho Drive, 3rd Floor*
*Las Vegas, Nevada 89106*
*(702) 229-6301 Phone (702) 464-7499 Fax*

RECEIVED
FEB 2 0 2019
Dept of Planning
City of Las Vegas

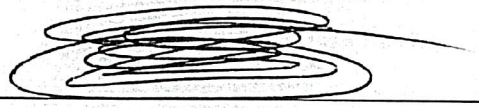
**CASE:** VAC-75532 [PRJ-75346] - VACATION

**SUBJECT:** APPLICANT/OWNER: 3000MW, LLC

The above item has been placed on the One Motion/One Vote portion of the Planning Commission Agenda for the ***FEBRUARY 26, 2019*** Planning Commission meeting. All of these items will be placed at the beginning of the agenda. The Chairman of the Planning Commission will open them at the same time.

Enclosed please find the proposed conditions of approval. If you agree to these conditions, please sign this form and fax it to ***Nora Lares*** at ***(702)464-7499*** or e-mail to ***nlares@lasvegasnevada.gov***. If there is no one present at the Planning Commission meeting who wants to discuss this item, you will not be called to the podium to discuss the case. However, you must be present in case any Planning Commissioner or member of the public wants to discuss the item. If you have any questions, please contact my office at (702) 229-6301.

Please sign and date that you have read and agree to the conditions and return to our office by 5:00PM ***MONDAY, FEBRUARY 25, 2019.***



Signature

2/20/19

Date

ERNEST A. BECKER V

Please Print Name MANAGER

3000MW, LLC

Company Name

Sincerely,

Eric McCammond
Senior Management Analyst
Case Planning Division

Submitted after final agenda

**Item 15**

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**77**

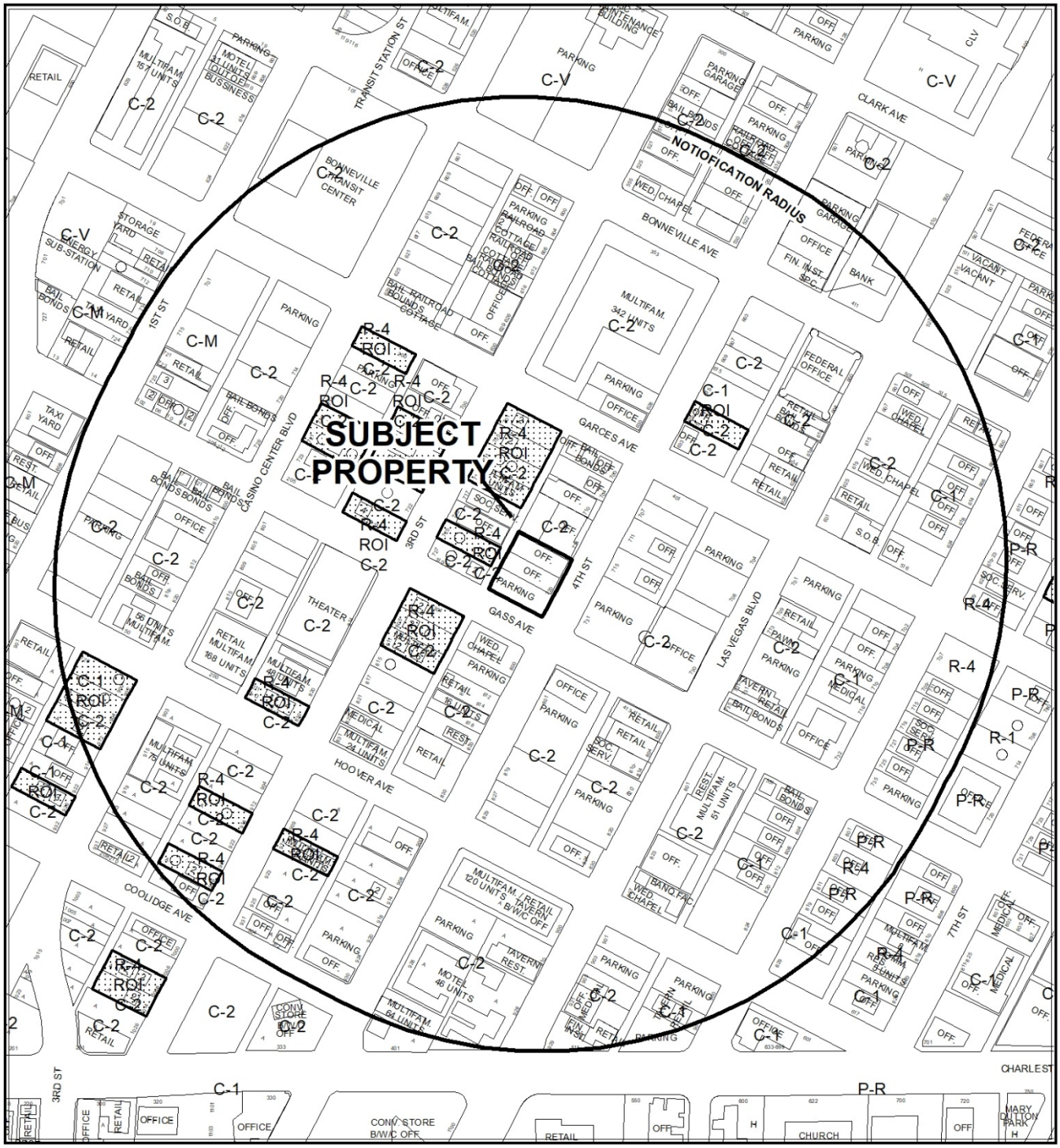
**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
RENOTIFICATION - VAR-75086 - VARIANCE - PUBLIC HEARING - APPLICANT: DHS SIGNS - OWNER: TRIBUCA, LLC - For possible action on a request for a Variance TO ALLOW A PROPOSED 47 SQUARE-FOOT PROJECTING SIGN WHERE 32 SQUARE FEET IS ALLOWED AND TO EXTEND SEVEN FEET FROM THE BUILDING WHERE SIX FEET IS ALLOWED on 0.48 acres at 720 South 4th Street (APN 139-34-401-024), C-2 (General Commercial) Zone, Ward 3 (Coffin) [PRJ-74463]. Staff recommends DENIAL. The Planning Commission (7-0 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 2 | Planning Commission Mtg. | 0 |
| City Council Meeting | 6 | City Council Meeting | 2 |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (7-0 vote) recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Location and Aerial Maps
2. Conditions and Staff Report
3. Supporting Documentation
4. Photo(s)
5. Justification Letter
6. Protest Postcard
7. Submitted after Final Agenda - Protest/Support Postcards
8. Backup Submitted at the January 22, 2019 Planning Commission Meeting



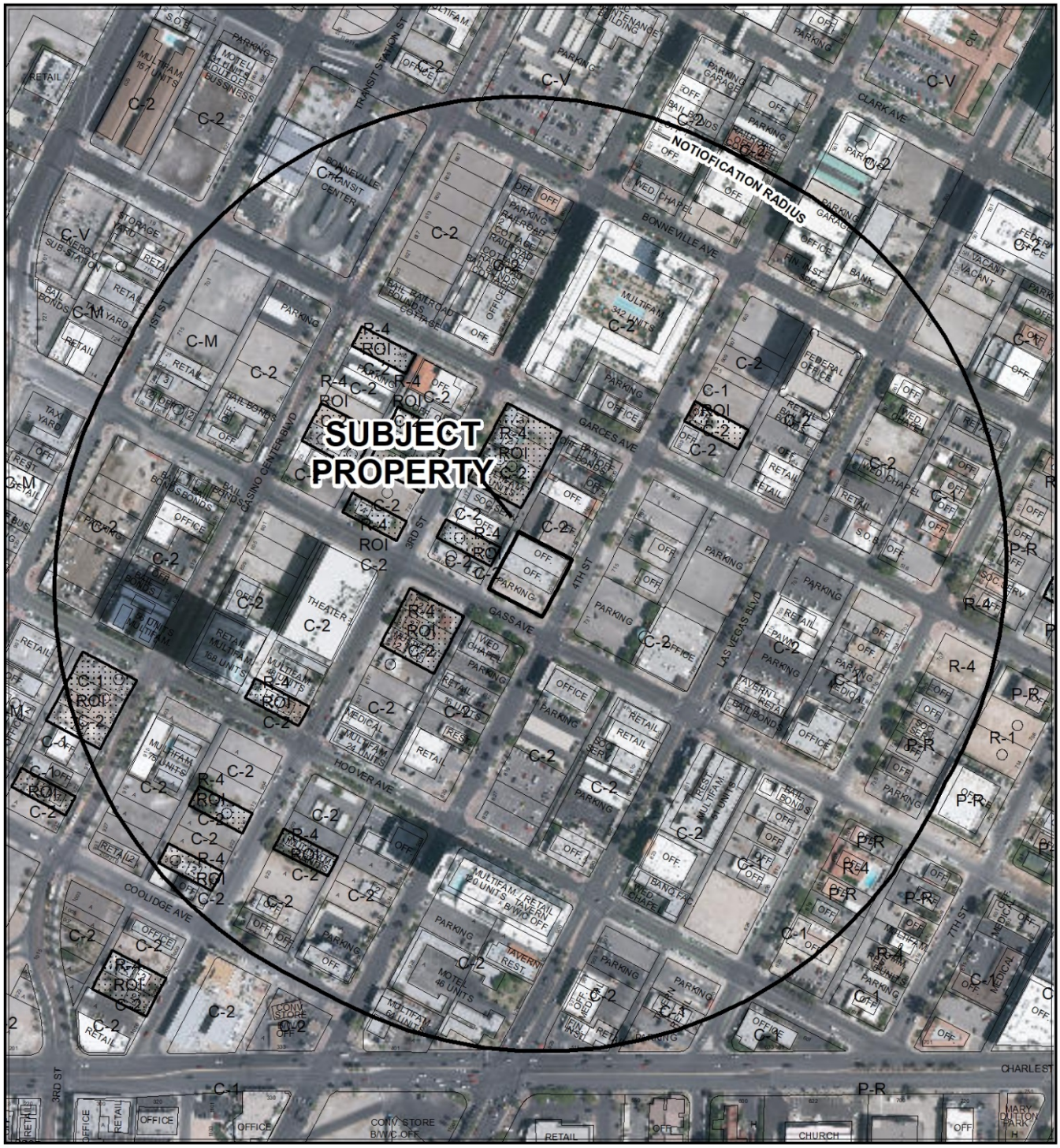

0 262.5 525 Feet

**CASE:** **VAR-75086 (PRJ-74463)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** C-2 (GENERAL COMMERCIAL)

N




0 262.5 525 Feet

**CASE:** **VAR-75086 (PRJ-74463)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** C-2 (GENERAL COMMERCIAL)

N

City of Las Vegas

## *AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT: DHS SIGNS - OWNER: TRIBUCA, LLC**

## ** STAFF RECOMMENDATION(S) **

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **VAR-75086** | Staff recommends DENIAL, if approved subject to conditions: | |

## ** NOTIFICATION **

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED** 32

**NOTICES MAILED** 838 (By City Clerk)

**PROTESTS** 0

**APPROVALS** 2

JAB

**** CONDITIONS ****

# VAR-75086 CONDITIONS

***Planning***

1. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

2. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

3. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

4. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

This is a request for a Variance to allow a projecting sign to extend seven feet from the building where six feet is the maximum and to allow the sign to be 47 square feet where 32 feet is the maximum for an existing office building.

## ISSUES

- A Variance is requested to allow a projecting sign to extend seven feet from the building where six feet is the maximum allowed. Staff does not support this request.
- A Variance is requested to allow a projecting sign to be 47 square feet where 32 square feet is the maximum allowed. Staff does not support this request.

## ANALYSIS

The subject site is zoned C-2 (General Commercial) and is located in Area 1 of the Downtown Las Vegas Overlay – Civic and Business District. Consequently, the site is subject to Title 19 Appendix F Interim Downtown Las Vegas Development Standards, which indicate that all signage must comply with Title 19.08.120 development standards. Per Title 19.08.120(F)(24), projecting signs in C-2 (General Commercial) zoning are limited to 32 square feet and cannot project more than six feet from the building elevation to which they are attached.

The applicant is proposing to install a 47 square-foot projecting sign on the west side of an existing office building. This is 47 percent larger than allowed in Title 19.08. The sign will also project seven feet from the building where six feet is the maximum allowed. In the justification letter stamped 11/14/18, the applicant states that the size and projection of the sign are necessary to "be clearly visible from a distance in either direction on S. 4th Street and Gas Avenue."

There are no impediments to visibility along South 4th street. Staff determined that the proposed signage is inconsistent with the intent of Title 19.08 sign development standards; therefore, staff recommends denial of this project.

## FINDINGS (VAR-75086)

In accordance with the provisions of Title 19.16.140(B), Planning Commission and City Council, in considering the merits of a Variance request, shall not grant a Variance in order to:

1. Permit a use in a zoning district in which the use is not allowed;
2. Vary any minimum spacing requirement between uses;
3. Relieve a hardship which is solely personal, self-created or financial in nature.

Additionally, Title 19.16.140(L) states:

> "Where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property at the time of enactment of the regulation, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the piece of property, the strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property, a variance from that strict application may be granted so as to relieve the difficulties or hardship, if the relief may be granted without substantial detriment to the public good, without substantial impairment of affected natural resources and without substantially impairing the intent and purpose of any ordinance or resolution."

No evidence of a unique or extraordinary circumstance has been presented, in that the applicant has created a self-imposed hardship by requesting to install signage that exceeds maximums allowed by Title 19.08 projecting sign standards for the C-2 (General Commercial) zoning district. Alternative design would allow conformance to the Title 19 requirements. In view of the absence of any hardships imposed by the site's physical characteristics, it is concluded that the applicant's hardship is preferential in nature, and it is thereby outside the realm of NRS Chapter 278 for granting Variances.

## BACKGROUND INFORMATION

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc*** | |
|---|---|
| 12/16/64 | The City Council approved a request for Rezoning (Z-0100-64) from R-1 (Single Family Residential), R-4 (High Density Residential), C-1 (Limited Commercial), C-2 (General Commercial) and C-V (Civic) to C-2 (General Commercial) for approximately 230 acres generally located on property bounded by Main Street to the west, Bonanza Road to the north, Las Vegas Boulevard to the east and Charleston Boulevard to the south. The Planning Commission recommended approval. |

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc*** | |
|---|---|
| 10/19/17 | A Parcel Map (PMP-70919) was recorded for a three-lot merger and resubdivision at the northwest corner of 4th Street and Gass Avenue. |
| 01/22/18 | The Planning Commission unanimously voted to recommend APPROVAL on a Variance (VAR-75086) request TO ALLOW A PROPOSED 47 SQUARE-FOOT PROJECTING SIGN WHERE 32 SQUARE FEET IS ALLOWED AND TO EXTEND SEVEN FEET FROM THE BUILDING WHERE SIX FEET IS ALLOWED on 0.48 acres at 720 South 4th Street (APN 139-34-401-024), C-2 (General Commercial) Zone, Ward 3 (Coffin) [PRJ-74463]. |

| ***Most Recent Change of Ownership*** | |
|---|---|
| 01/31/17 | A deed was recorded for a change in ownership. |

| ***Related Building Permits/Business Licenses*** | |
|---|---|
| 05/06/03 | A building permit (#I-20674) was issued for an office complex (4th Street Professional Center) at 720 South 4th Street. The permit has not been finalized. |
| 03/13/17 | A building permit (#C-337695) was issued for demolition of an office complex at 720 South 4th Street. The permit has not been finalized. |
| 06/20/18 | A building permit (#C18-02580) was processed for a projecting sign at 720 South 4th Street. The permit has not been issued pending approval of a Variance. |

| ***Pre-Application Meeting*** | |
|---|---|
| 09/04/18 | Staff conducted a pre-application meeting with the applicant where submittal requirements and deadlines were reviewed for a variance. |

| ***Neighborhood Meeting*** |
|---|
| A Neighborhood meeting was not required or held. |

| ***Field Check*** | |
|---|---|
| 12/13/18 | During a routine field check, staff observed a well-maintained commercial building. No signs of trash, graffiti or debris. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Net Acres | 0.48 |

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Land Use Designation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | Office, Other than Listed | MXU (Mixed Use) | C-2 (General Commercial) |
| North | Office, Other than Listed | MXU (Mixed Use) | C-2 (General Commercial) |
| South | Wedding Chapel | MXU (Mixed Use) | C-2 (General Commercial) |
| East | Office, Other than Listed | C (Commercial) | C-2 (General Commercial) |
| West | Duplex | MXU (Mixed Use) | C-2 (General Commercial) |
| | Office, Other than Listed | | |
| | Single Family Detached Dwelling | | R-4 (High Density Residential) |

| ***Master and Neighborhood Plan Areas*** | ***Compliance*** |
|---|---|
| Downtown Master Plan – Area 1 | Y |
| ***Special Area and Overlay Districts*** | ***Compliance*** |
| DTLV-O (Downtown Las Vegas Overlay) – Civic & Business District | Y |
| LW-O (Live/Work Overlay) District | Y |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Trails | N/A |
| Las Vegas Redevelopment Plan Area 1 | Y |
| Interlocal Agreement | N/A |
| Project of Significant Impact (Development Impact Notification Assessment) | N/A |
| Project of Regional Significance | N/A |

## DEVELOPMENT STANDARDS

***Pursuant to 19.08.120, the following standards apply:***

| ***Projecting Sign*** | | | |
|---|---|---|---|
| ***Standards*** | ***Allowed*** | ***Provided*** | ***Compliance*** |
| Maximum Number | 1 per sign entrance | 1 per sign entrance | Y |
| Maximum Area | 32 SF | 46.54 SF | N* |
| Maximum Height | 1 foot above eave or rafter line, whichever is higher | Below the rafter line | Y |
| Minimum Setback | 3 feet from back of curb | 20 feet from back of curb | Y |
| Maximum Projection | 6 feet from building elevation | 7.00 feet from the building | N* |
| Minimum Clearance | 8 feet from ground to bottom of sign | 22 feet from the ground to bottom of sign | Y |
| Other | Cannot be located on same property as a freestanding sign | No freestanding signs on the subject site | Y |
| Illumination | Internal, external, animated and EMU | Internally illuminated channel letters | Y |

**Applicant is requesting a Variance (VAR-75086).*

| ***Street Name*** | ***Functional Classification of Street(s)*** | ***Governing Document*** | ***Actual Street Width (Feet)*** | ***Compliance with Street Section*** |
|---|---|---|---|---|
| 4th Street | Local Street | Planned Streets and Highways | 80 | Y |

# DEPARTMENT OF PLANNING

## STATEMENT OF FINANCIAL INTEREST

Case Number: VAR-75086 APN: 139-34-410-120

Name of Property Owner: Tribuca LCC

Name of Applicant: Office1

Name of Representative: DHS Signs c/o Maria Van Den Ouden

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ **Yes** ☒ **No**

If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.

City Official: _____

Partner(s): _____ _____

APN: _____

Signature of Property Owner: _____

Print Name: Todd Rogers

Subscribed and sworn before me

This 04th day of September, 2018

Angelo Esteban

Notary Public in and for said County and State

ANGELO ESTEBAN
NOTARY PUBLIC
STATE OF NEVADA
COUNTY OF CLARK
My Comm. Exp. 02-13-2021
Certificate No. 17-1639-1

PRJ-74463
11/14/18

# DEPARTMENT OF PLANNING

## APPLICATION / PETITION FORM

**Application/Petition For:** Tribuca, LLC

**Project Address (Location)** 720 S. 4th Street

**Project Name** Office 1 **Proposed Use** _____

**Assessor's Parcel #(s)** 139-34-410-120 **Ward #** _____

**General Plan:** existing _____ proposed _____ **Zoning:** existing _____ proposed _____

**Commercial Square Footage** _____ **Floor Area Ratio** _____

**Gross Acres** .048 **Lots/Units** 1 **Density** _____

**Additional Information** _____

**PROPERTY OWNER** Tribuca, LLC **Contact** Mr. Todd Rogers

**Address** 3930 W. Ali Baba Lane **Phone:** 7026839727 **Fax:** _____

**City** Las Vegas **State** NV **Zip** 89118

**E-mail Address** _____

**APPLICANT** DHS Sign Service **Contact** Maria Van Den Ouden

**Address** 3350 W. Ali Baba Lane Ste. A **Phone:** 7027989995 **Fax:** _____

**City** Las Vegas **State** NV **Zip** 89118

**E-mail Address** _____

**REPRESENTATIVE** Same as applicant **Contact** Maria Van Den Ouden

**Address** _____ **Phone:** _____ **Fax:** _____

**City** _____ **State** _____ **Zip** _____

**E-mail Address** electricsignlady@yahoo.com

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.

**Property Owner Signature*** _____

*An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps, and Parcel Maps

**Print Name** Todd Rogers

Subscribed and sworn before me

This 04 th day of Septimbir, 20 2018

Angelo Esteban

Notary Public in and for said County and State

ANGELO ESTEBAN
NOTARY PUBLIC
STATE OF NEVADA
COUNTY OF CLARK
My Comm. Exp. 02-13-2021
Certificate No. 17-1639-1

Revised 03/28/16

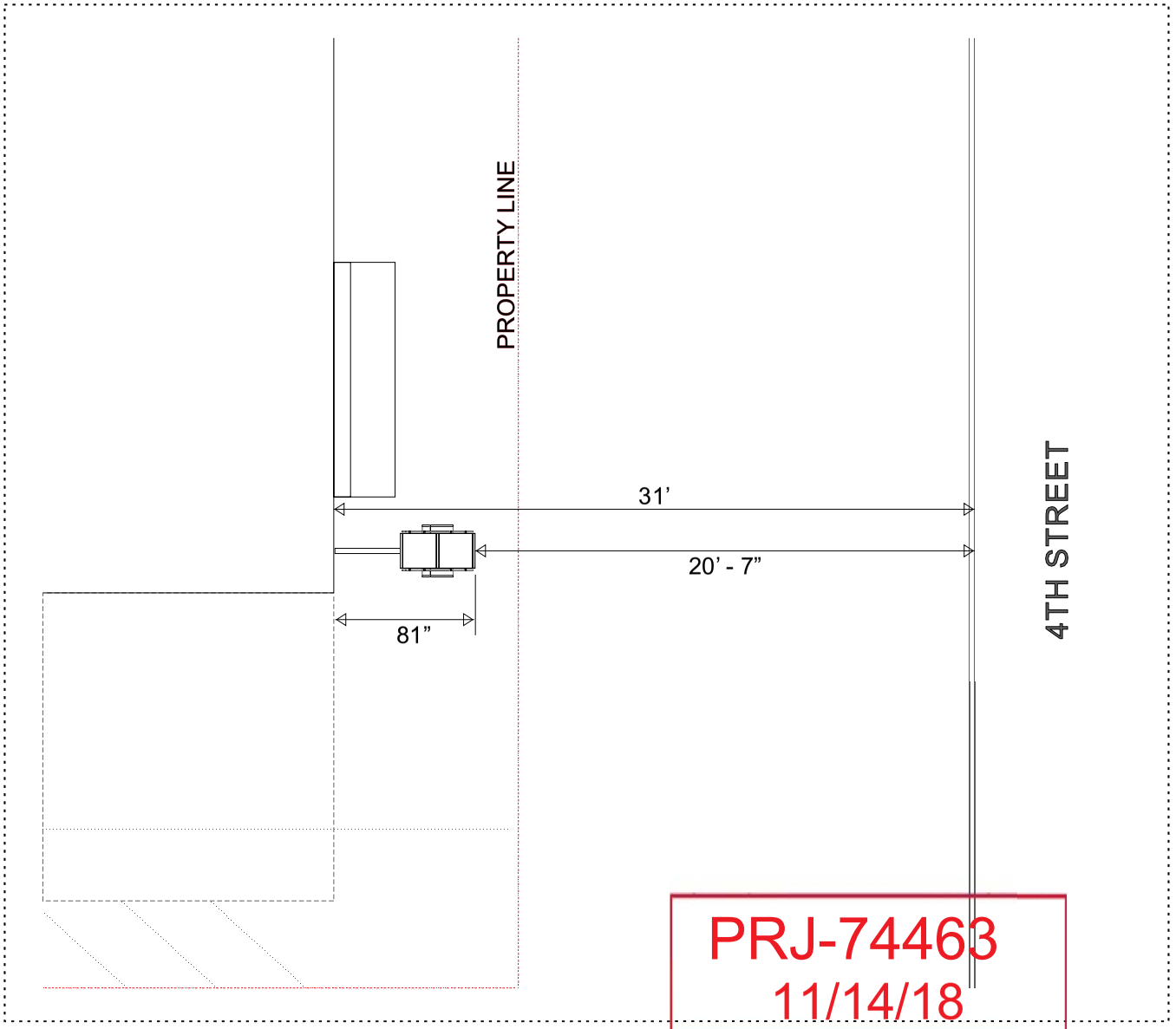
*FOR DEPARTMENT USE ONLY*

| | |
|---|---|
| Case # | VAR-75086 |
| Meeting Date: | |
| Total Fee: | |
| Date Received:* | |
| Received By: | |

*The application shall be deemed incomplete until the submitted material have been reviewed by the Department of Planning staff for compliance with applicable sections of the Zoning Ordinance.

PRJ-74463
11/14/18

A-DRAWINGSPRJ-74473_SP001




PRJ-74463
11/14/18

**VAR-75086**

SITE PLAN - ENLARGED

N

DLS SIGNS
FULL SERVICE ELECTRICAL SIGN COMPANY
3350 W Ali Baba Lane, Las Vegas, NV 89118
Ph# (702) 798-9995 Fx# (702) 798-9993
NV Contractors. Lic. # 0082304

**OFFICE 1 _ BLADE SIGN**
720 SOUTH 4TH STREET
LAS VEGAS, NV 89101

Drawings and specifications remain the property of the design professional. Copies of the drawings and specifications retained by the client may be utilized only for his use and for occupying the project for which they are prepared, and not for construction of any other project.

delta date description

DESIGN: JMULLICA
SALES: BILL
LOC: BILL/OFFICE 1

SITE PLAN
SIGNAGE
PLACEMENT

project number
10/01/2018

A-DRAWINGSPRJ-74473_SP001


DHS SIGNS
FULL SERVICE ELECTRICAL SIGN COMPANY
3350 W Ali Baba Lane, Las Vegas, NV 89118
Ph# (702) 798-9995 Fx# (702) 798-9993
NV Contractors. Lic. # 0082304


**OFFICE 1 _ BLADE SIGN**

720 SOUTH 4TH STREET
LAS VEGAS, NV 89101

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delta date description

DESIGN: JMULLICA
SALES: BILL
LOC: BILL/OFFICE 1

SITE PLAN
SIGNAGE PLACEMENT

project number
10/01/2018

ENLARGED VIEW PG 2

4TH STREET

PRJ-74463
11/14/18

VAR-75086

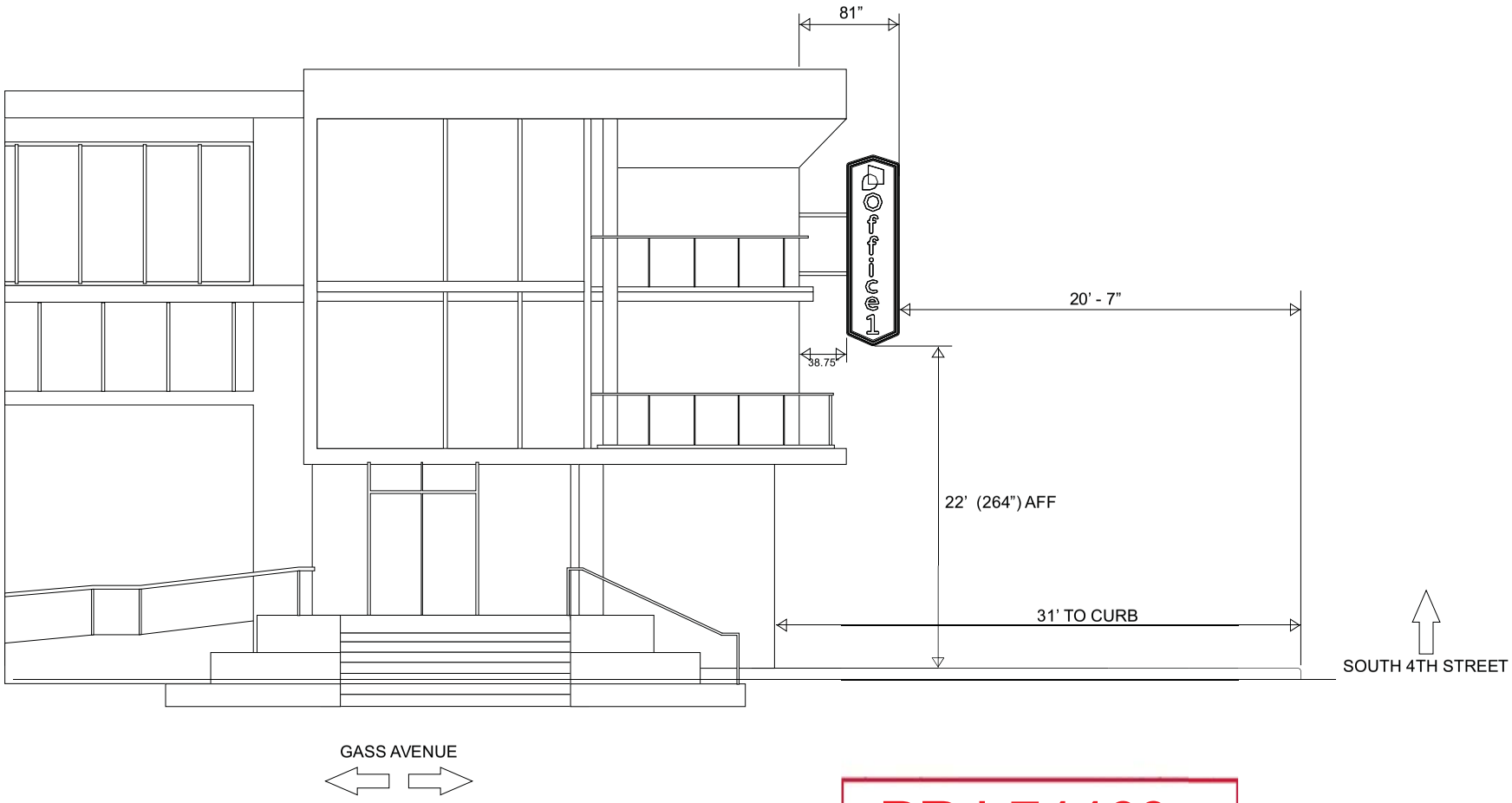
GASS AVENUE

EXISTING ALLEY

N

SITE PLAN

A-DRAWINGSPRJ-74463_EV001




PRJ-74463
11/14/18

VAR-75086

**ELEVATION**

DLS SIGNS
FULL SERVICE ELECTRICAL SIGN COMPANY
3350 W Ali Baba Lane, Las Vegas, NV 89118
Ph# (702) 798-9995 Fx# (702) 798-9993
NV Contractors. Lic. # 0082304

**OFFICE 1 _ BLADE SIGN**
720 SOUTH 4TH STREET
LAS VEGAS, NV 89101

Drawings and specifications remain the property of the design professional. Copies of the drawings and specifications retained by the client may be utilized only for his use and for occupying the project for which they are prepared, and not for construction of any other project.

delta date description

DESIGN: JMULLICA
SALES: BILL
LOC: BILL/OFFICE 1

SITE PLAN
SIGNAGE
PLACEMENT

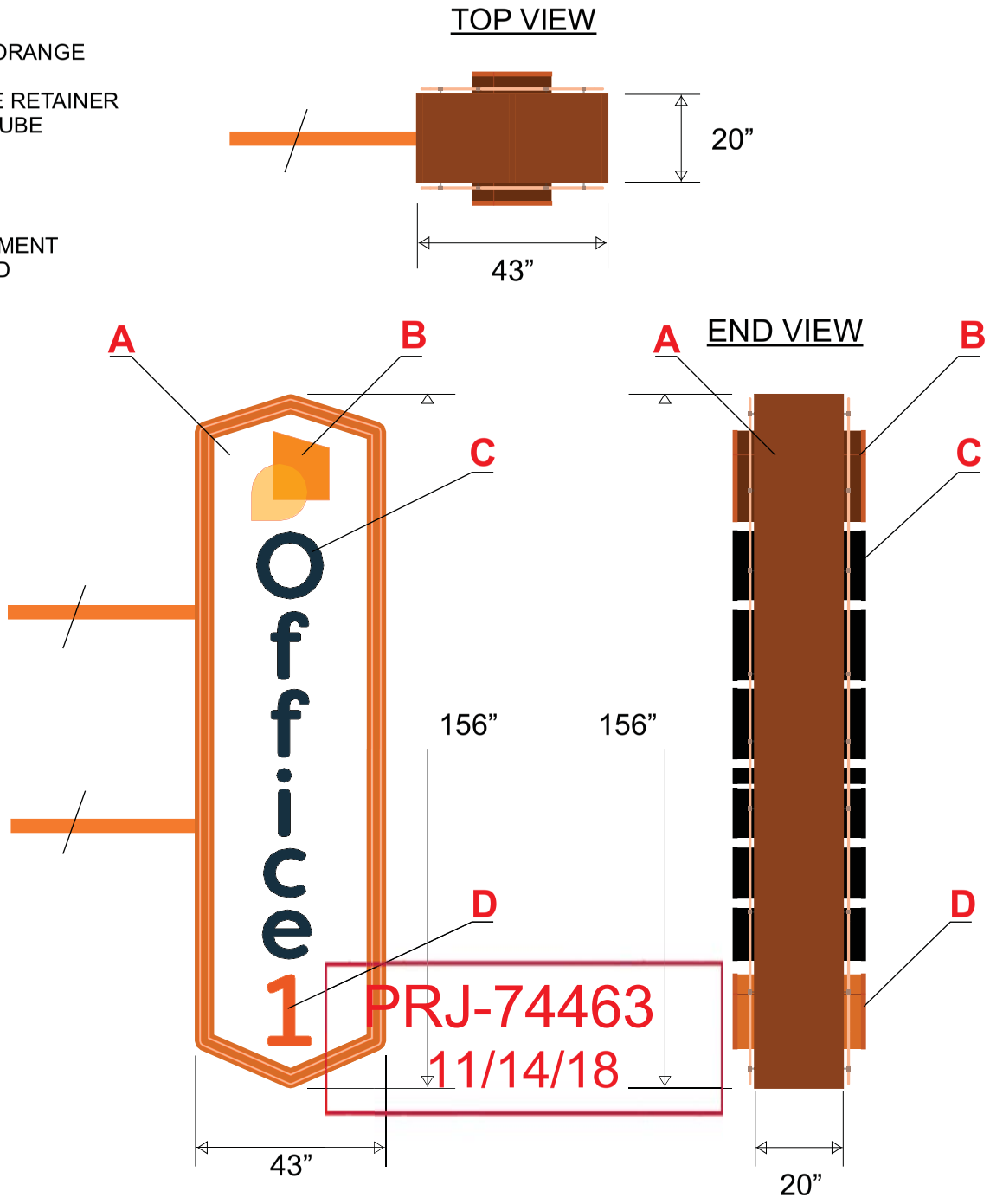
project number
10/01/2018

**A: BLADE SIGN CABINET**
- DOUBLE SIDED
- ALUMINUM FABRICATED SIGN CABINET
- ALUMINUM RETAINERS AND RETURNS PAINTED ORANGE
- ALUMINUM FACE BAKED ENAMEL WHITE FINISH
- DOUBLE STROKE ORANGE NEON TUBE to FRAME RETAINER
- INSTALLED TO BUILDING via 3" x 3" x .25" METAL TUBE w/ STEEL PLATES

**B: LOGO IMAGE**
- FRONT & HALO(BACK) LIT CHANNEL LETTER ELEMENT
- 3/16" WHITE ACRYLIC FACE w/ DIGITALLY PRINTED TRANSLUCENT VINYL GRAPHICS APPLIED
- 5" DEEP RETURNS PAINTED ORANGE
- 1" ORANGE TRIM-CAP
- STUD MOUNTED 1" OFF SIGN FACE
- ILLUMINATED VIA WHITE LED MODULES

**C: CHANNEL LETTERS**
- FRONT & HALO(BACK) LIT CHANNEL LETTERS
- 3/16" DAY/NIGHT ACRYLIC FACES
- 5" DEEP RETURNS PAINTED BLACK
- 1" BLACK TRIM-CAP
- STUD MOUNTED 1" OFF SIGN FACE
- ILLUMINATED VIA WHITE LED MODULES

**D: CHANNEL LETTER**
- FRONT & HALO(BACK) LIT CHANNEL LETTERS
- 3/16" WHITE ACRYLIC FACE w/ ORANGE TRANSLUCENT VINYL APPLIED
- 5" DEEP RETURNS PAINTED ORANGE
- 1" ORANGE TRIM-CAP
- STUD MOUNTED 1" OFF SIGN FACE
- ILLUMINATED VIA WHITE LED MODULES




**VAR-75086**

**Sq Ft: 46.58**

**SIGN DETAIL**

DTS SIGNS
FULL SERVICE ELECTRICAL SIGN COMPANY
3350 W Ali Baba Lane, Las Vegas, NV 89118
Ph# (702) 798-9995 Fx# (702) 798-9993
NV Contractors. Lic. # 0082304

**OFFICE 1 _ BLADE SIGN**
720 SOUTH 4TH STREET
LAS VEGAS, NV 89101

Drawings and specifications remain the property of the design professional. Copies of the drawings and specifications retained by the client may be utilized only for his use and for occupying the project for which they are prepared, and not for construction of any other project.

| delta | date | description |
|---|---|---|

DESIGN: JMULLICA
SALES: BILL
LOC: BILL/OFFICE 1

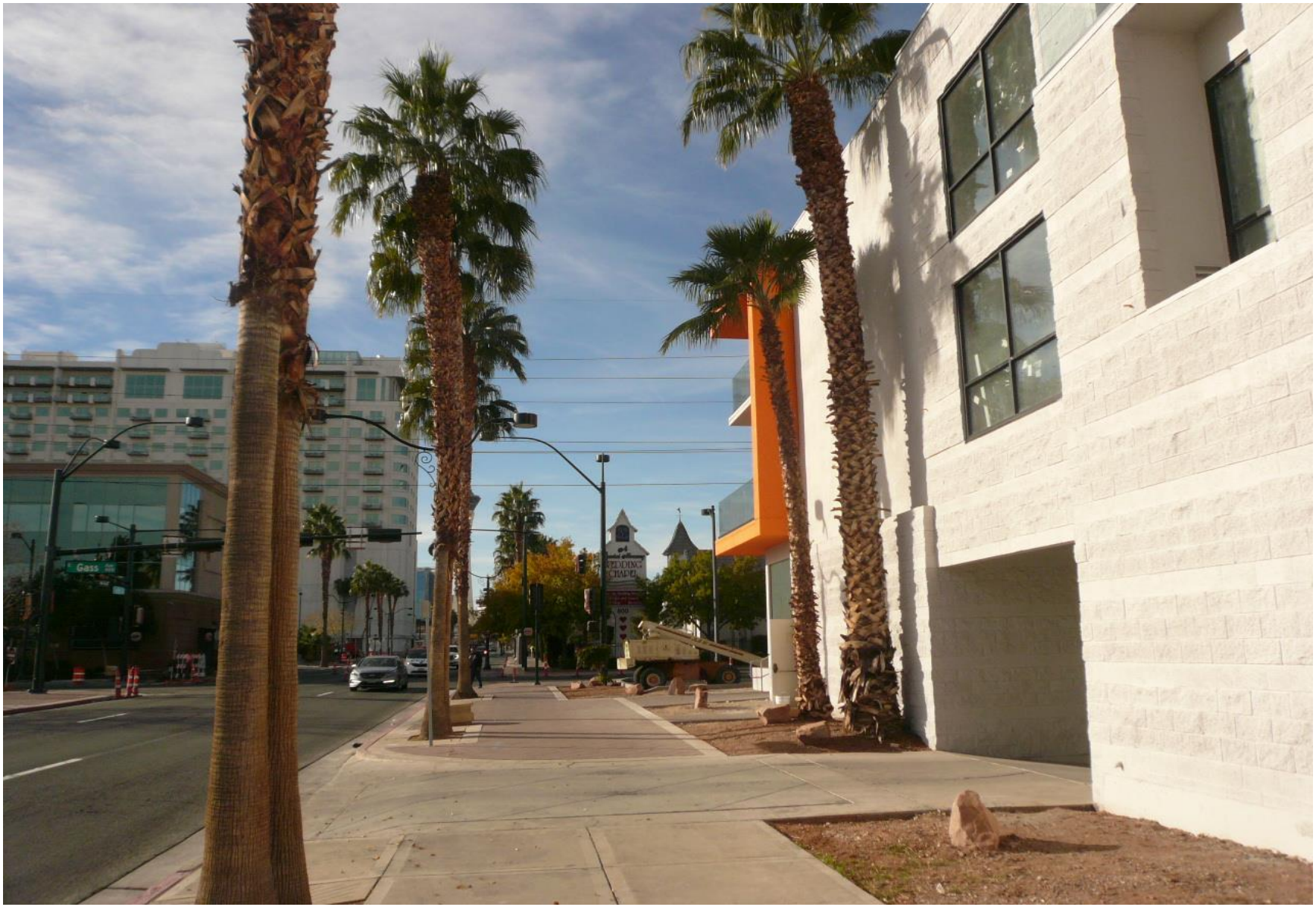
**SITE PLAN**
SIGNAGE PLACEMENT

project number
10/01/2018




**VAR-75086 [PRJ-74463] - VARIANCE - APPLICANT: DHS SIGNS - OWNER: TRIBUCA, LLC**
**720 SOUTH 4TH STREET**

12/13/18




**VAR-75086 [PRJ-74463] - VARIANCE - APPLICANT: DHS SIGNS - OWNER: TRIBUCA, LLC**
**720 SOUTH 4TH STREET**

12/13/18




**VAR-75086 [PRJ-74463] - VARIANCE - APPLICANT: DHS SIGNS - OWNER: TRIBUCA, LLC**
**720 SOUTH 4TH STREET**

12/13/18

Ph. # (702) 798-9995 | 3350 W. Ali Baba Lane Ste. A | Fax: (702) 798-9993
Las Vegas, NV. 89118
NV Contractor's License #0082304

**August 22, 2018**

**To: CILV**
**RE: Office 1-Project pre-application PREAPP2018-009638**
**720 S. 4TH Street Las Vegas, NV 89101**
**APN: 139-34-410-120**

**Justification Letter**

**Dear Committee:**

**Office 1 is new business located downtown. The building is owner operated by Mr. Todd Rogers.**

**There is minimal property at this location for advertising the new business utilizing a freestanding ground sign. With that said, the building owner would like to have a projecting blade sign that will emanate the retro look and feel of the downtown district. The sign, if designed at the allowable 32 square feet would not allow for the business name to be large enough to be visible for advertising purposes.**
**With that said, the letters on the designed sign are 15" high will be clearly visible from a distance in either direction on S. 4th Street and Gass Avenue.**

**We respectfully ask that a review of our request be considered for the approval of a variance to allow for the sign to be 14.54 square feet over the allowable square footage which is 32 square feet.**

**If approved, the Sign Contractor will apply for a sign permit and comply to the requirements of the City of Las Vegas Building Dept.**

**Respectfully,**

**Maria Van Den Ouden**
**Contractor/Owner**
**DHS Signs**

PRJ-74463
11/14/18

**VAR-75086**

City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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2019 MAR 11 P 1:49

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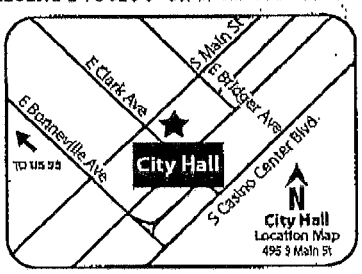


If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

PRJ-74463
13934410151
KOPPE GREGORY A SEPARATE FAM TR
KOPPE GREGORY A TRS
711 S 4TH ST #205
LAS VEGAS NV 89101-6763

Renotification VAR-75086

City Council Meeting of **03/20/2019**

My existing sign, which complied with the rules, will look comparatively smaller.

87 LADFNP1 89101

70

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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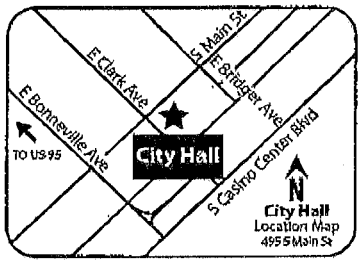
# Return Service Requested
# Official Notice of Public Hearing

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2019 FEB 25 P 3:25

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

Case: VAR-75086

13934410151
KOPPE GREGORY A SEPARATE FAM TR
KOPPE GREGORY A TRS
711 S 4TH ST #205
LAS VEGAS NV 89101-6763

**VAR-75086 [PRJ-74463]**
City Council Meeting of **3/6/2019**

RETURN TO SENDER

after final agenda

2/25/19 Item 77

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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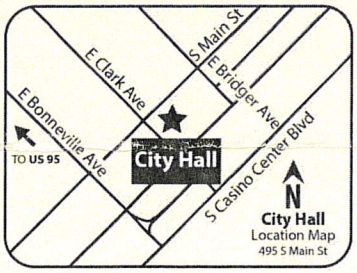


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75086 [PRJ-74463]**
City Council Meeting of **3/6/2019**

Case: VAR-75086
13934411050
PRITCHARD JASON C & KIMBERLY L
900 S LAS VEGAS BLVD #1002
LAS VEGAS NV 89101-6850

87 LRDFNP1 89101

Submitted after final agenda
Date 3/4/19 Item 77

77

Mar. 13. 2019 2:13PM No. 3568 P. 1/1

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2019 MAR 13 P 2:19

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of Las Vegas
ce of The City Clerk
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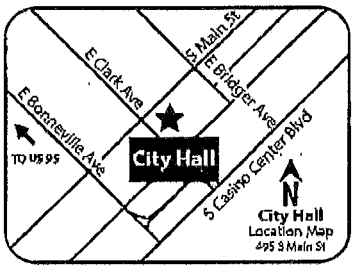


ou wish to file your protest or support on this request, check the opriate box below and return this card in an envelope with postage to the ce Of The City Clerk at the address listed above or fax this side of this to (702) 382-4803. If you would like to contact your Council esentative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

ise use available blank space on card for your comments.

Council Meeting of **03/20/2019**

PRJ-74463
13934410149
LAS VEGAS BOULEVARD DEV L L C
6050 S FORT APACHE RD #200A
LAS VEGAS NV 89148

107 LRDFNP1 89148

Submitted after final agenda

Date 3/14/19 Item 77

pg 1 of 2
→ 17023824803
17022976561
) 03/12/2019 8:42 AM

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Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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2019 MAR 12 A 9:09

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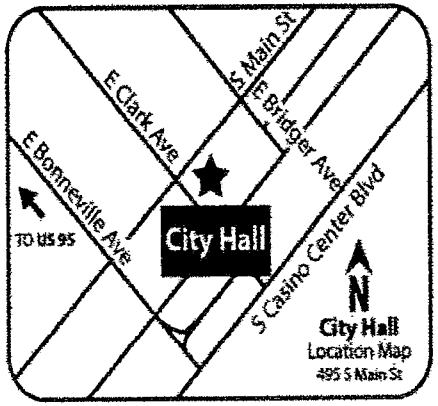


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☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

PRJ-74463
13934410133
T & N INVESTMENTS L L C
2340 PASEO DEL PRADO #D-307
LAS VEGAS NV 89102-4342

89 LRDFNP1 89102

pg 2 of 2
→ 17023824803
17022976561
) 03/12/2019 8:42 AM

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Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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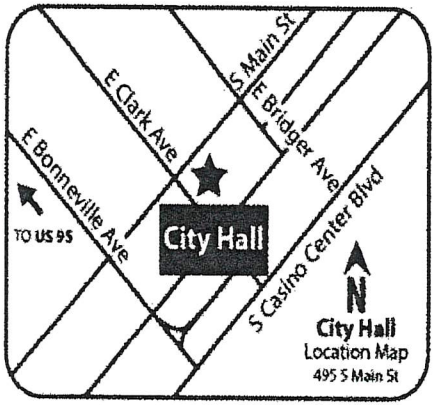
**Return Service Requested**
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

PRJ-74463
13934410132
T & N INVESTMENTS L L C
2340 PASEO DEL PRADO #D-307
LAS VEGAS NV 89102-4342

89 LRDFNP1 89102

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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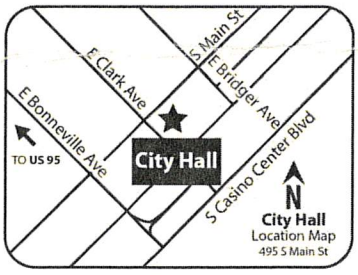


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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75086 [PRJ-74463]**

City Council Meeting of **3/6/2019**

Case: VAR-75086

13934410070
TRINAYSTICH CATHERINE
FITZGERALD WILLIAM
693 TYNEDALE CT
LAS VEGAS NV 89123

95 LRDFNP1 89123

Submitted after final agenda

Date 2/26/19 Item 77

City of Las Vegas
Office of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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Permit No. 1630

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**Official Notice of Public Hearing**

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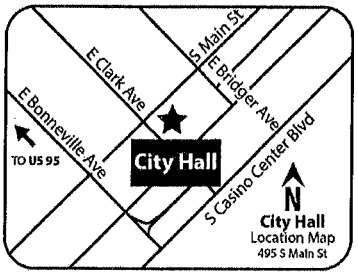


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[X] I SUPPORT this Request
[ ] I OPPOSE this Request

Please use available blank space on card for your comments.

City Council Meeting of **03/20/2019**

PRJ-74463
13934410070
TRINAYSTICH CATHERINE
FITZGERALD WILLIAM
693 TYNEDALE CT
LAS VEGAS NV 89123


95 LRDFNP1 89123

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

City of L Jan. 14. 2019 2:00PM
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

No. 7336 P. 1/1

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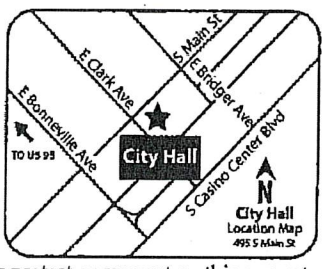
**Return Service Requested**
**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018
If you would like to contact your Council Representative, please call (702) 229-6405.

■ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.
**VAR-75086 [PRJ-74463]**
Planning Commission Meeting of **1/22/2019**

RECEIVED
JAN 2 2 2018
Dept of Planning
City of Las Vegas

Case: VAR-75086
13934412171
ANDANDOLINDO L L C
3202 W CHARLESTON BLVD
LAS VEGAS NV 89102

89 LRDFNP1 89102

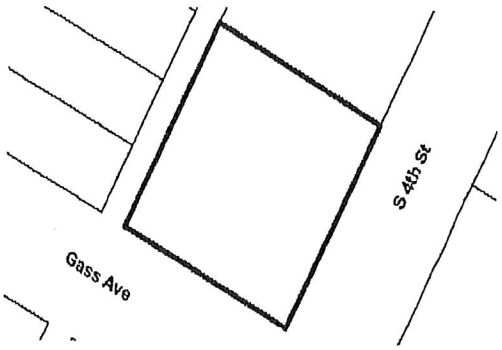
**Submitted after Final Agenda**

27A

## Application Information

**VAR-75086 - VARIANCE - PUBLIC HEARING - APPLICANT: DHS SIGNS - OWNER: TRIBUCA, LLC** - For possible action on a request for a Variance TO ALLOW A PROPOSED 47 SQUARE-FOOT PROJECTING SIGN WHERE 32 SQUARE FEET IS ALLOWED AND TO EXTEND SEVEN FEET FROM THE BUILDING WHERE SIX FEET IS ALLOWED on 0.48 acres at 720 South 4th Street (APN 139-34-401-024), C-2 (General Commercial) Zone, Ward 3 (Coffin) [PRJ-74463].

## Application Location




The proposed project may not pertain to the entire highlighted project site.

## Public Hearing Information

| | |
|---|---|
| **Meeting:** | Planning Commission |
| **Date:** | ***January 22, 2019*** |
| **Time:** | 6:00 P.M. |
| **Location:** | City Council Chambers<br>495 South Main Street, 2nd Floor<br>Las Vegas, Nevada 89101 |

Any and all interested persons may appear before the City Planning Commission either in person or by representative and object to or express approval of this request; or may, prior to this meeting, file a written objection thereto or approval thereof with the Department of Planning, Development Services Center, 333 North Rancho Drive, 3rd Floor, Las Vegas, Nevada 89106. Final Action on General Plan Amendments and Rezonings will be determined by the City Council. Other public hearing items may be deemed Final Action by the Planning Commission or forwarded to the City Council. The date of the City Council meeting, if applicable, will be announced at the Planning Commission meeting after the discussion of the item. For further information, including the full staff report, please call (702) 229-6301 (TTY 7-1-1) or go to http://www5.lasvegasnevada.gov/sfrepub/meet.aspx

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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2019 JAN 17 P 1:19

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JAN 22 2018
Dept of Planning
City of Las Vegas

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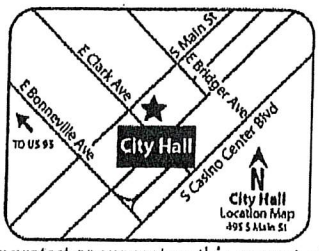


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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.
**VAR-75086 [PRJ-74463]**
Planning Commission Meeting of **1/22/2019**

Case: VAR-75086
13934410034
900-932 CASINO CENTER L L C
1000 ROYCE BLVD
OAKBROOK IL 60181-4809

27A

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Sunday, January 20, 2019 10:16 AM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

Formstack

**Formstack Submission For:** PlanningApplicationComments2019
Submitted at 01/20/19 10:16 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 22, 2019 |
| Project Number: | VAR-75086 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | JOHN FOUNTAIN |
| Residential or Business Address: | 6160 Donald Nelson Ave<br>Las Vegas, NV 89131 |
| Phone: | (702) 210-5945 |
| Email: | jfj3@cox.net |

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**Submitted after Final Agenda**

27A

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**78**

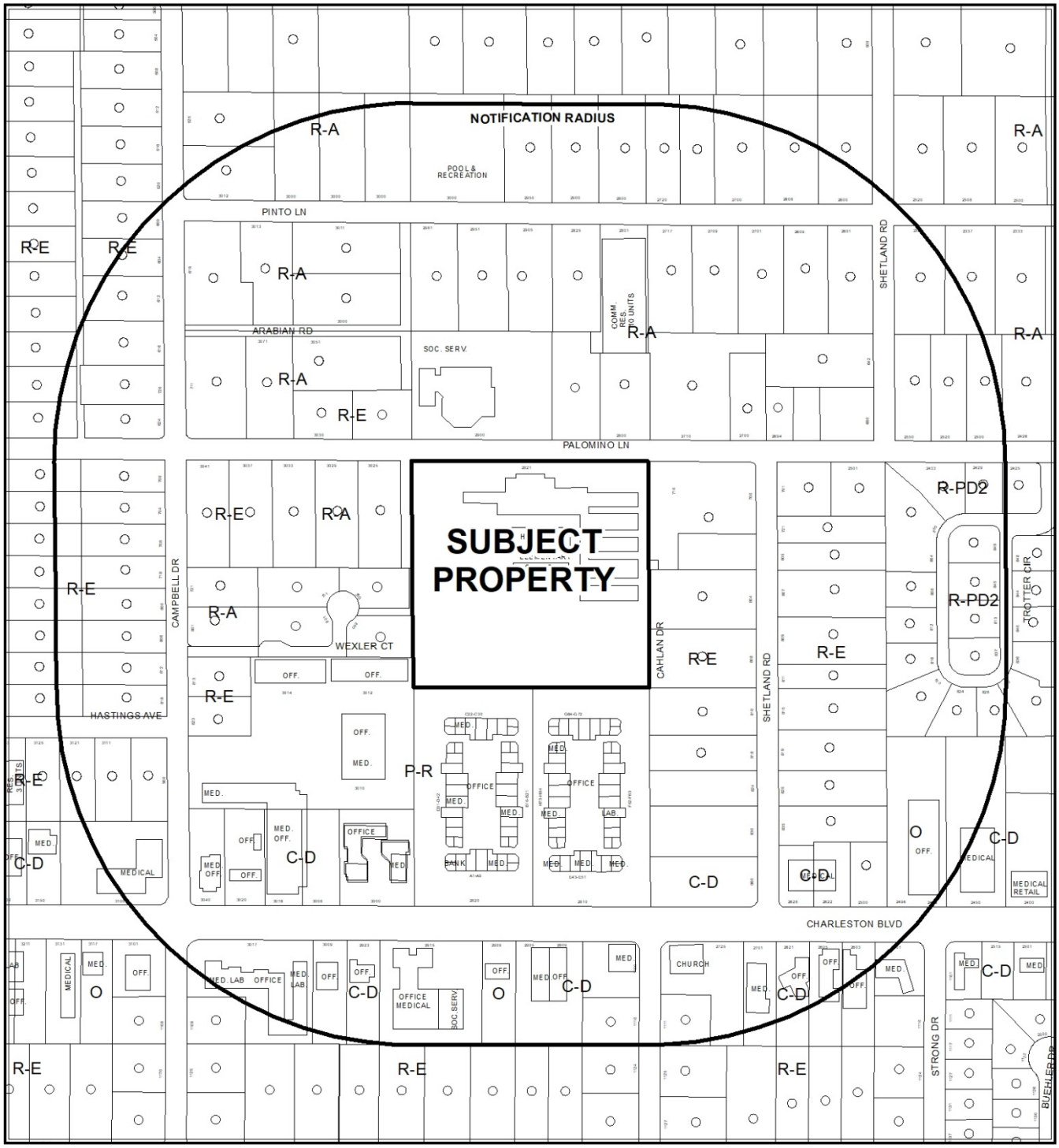
**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
VAR-75119 - ABEYANCE ITEM - VARIANCE - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Variance TO ALLOW 120 PARKING SPACES WHERE 129 SPACES ARE REQUIRED on 9.09 acres at 2831 Palomino Lane (APN 139-32-405-006), C-V (Civic) Zone, Ward 1 (Tarkanian) [PRJ-74940]. Staff recommends DENIAL. The Planning Commission (6-0 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| **Planning Commission Mtg.** | **2** | **Planning Commission Mtg.** | **5** |
| **City Council Meeting** | **4** | **City Council Meeting** | **0** |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (6-0 vote) recommends APPROVAL, subject to conditions:

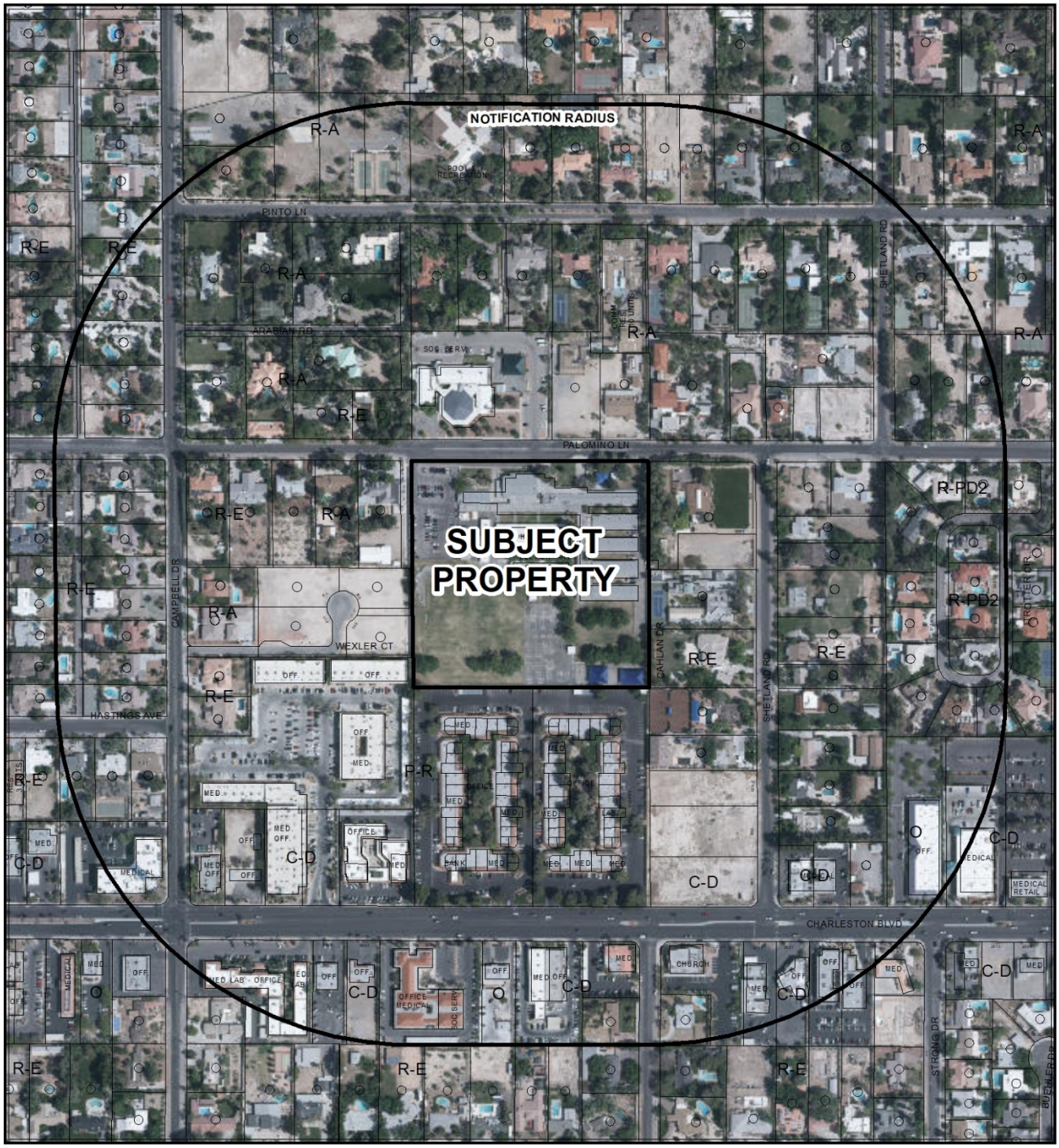
**BACKUP DOCUMENTATION:**
1. Location and Aerial Maps - VAR-75119, VAR-75120 and SDR-75121 [PRJ-74940]
2. Conditions and Staff Report - VAR-75119, VAR-75120 and SDR-75121 [PRJ-74940]
3. Supporting Documentation - VAR-75119, VAR-75120 and SDR-75121 [PRJ-74940]
4. Photo(s) - VAR-75119, VAR-75120 and SDR-75121 [PRJ-74940]
5. Justification Letter - VAR-75119, VAR-75120 and SDR-75121 [PRJ-74940]
6. Backup Submitted from the March 6, 2019 City Council Meeting
7. Submitted after Final Agenda - Protest Postcard for VAR-75119 and VAR-75120 [PRJ-74940]
8. Backup Submitted at the February 12, 2019 Planning Commission Meeting




**CASE:** **VAR-75119, VAR-75120 AND SDR-75121 (PRJ-74940)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** C-V (CIVIC)




**CASE:** **VAR-75119, VAR-75120 AND SDR-75121 (PRJ-74940)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** C-V (CIVIC)

City of Las Vegas

## *AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MACRH 6, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES**

## ** STAFF RECOMMENDATION(S) **

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **VAR-75119** | Staff recommends DENIAL, if approved subject to conditions: | |
| **VAR-75120** | Staff recommends DENIAL, if approved subject to conditions: | VAR-75119 |
| **SDR-75121** | Staff recommends DENIAL, if approved subject to conditions: | VAR-75119<br>VAR-75120 |

## ** NOTIFICATION **

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED** 26

**NOTICES MAILED**
247 - VAR-75119 and VAR-75120 (By City Clerk)
247 - SDR-75121 (By City Clerk)

**PROTESTS**
0 - VAR-75119 and VAR-75120
0 - SDR-75121

**APPROVALS**
0 - VAR-75119 and VAR-75120
0 - SDR-75121

JB

** CONDITIONS **

# VAR-75119 CONDITIONS

***Planning***

1. Approval of and conformance to the Conditions of Approval for Variance (VAR-75120) and Site Development Plan Review (SDR-75121) shall be required, if approved.

2. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

3. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

4. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

5. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# VAR-75120 CONDITIONS

***Planning***

1. Approval of and conformance to the Conditions of Approval for Variance (VAR-75119) and Site Development Plan Review (SDR-75121) shall be required, if approved.

2. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

3. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

4. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

5. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# SDR-75121 CONDITIONS

***Planning***

1. Approval of and conformance to the Conditions of Approval for Variance (VAR-75119) and Variance (VAR-75120) shall be required, if approved.

2. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

3. All development shall be in conformance with the site plan and landscape plan date stamped 01/10/19; and building elevations date stamped 11/15/18, except as amended by conditions herein.

4. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

5. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

6. A technical landscape plan, signed and sealed by a Registered Architect, Landscape Architect, Residential Designer or Civil Engineer, must be submitted prior to or at the same time application is made for a building permit. A permanent underground sprinkler system is required, and shall be permanently maintained in a satisfactory manner; the landscape plan shall include irrigation specifications. Installed landscaping shall not impede visibility of any traffic control device.

7 A fully operational fire protection system, including fire apparatus roads, fire hydrants and water supply, shall be installed and shall be functioning prior to construction of any combustible structures.

8. All City Code requirements and design standards of all City Departments must be satisfied, except as modified herein.

***Public Works***

9. Correct all American's with Disabilities Act (ADA) deficiencies, if any, on the sidewalk along Palomino Lane adjacent to this site in accordance with code requirements of Title 13.56.040 to the satisfaction of the City Engineer concurrent with development of this site. All existing paving damaged or removed by this development shall be restored at its original location and to its original width concurrent with development of this site.

10. Landscape and maintain all unimproved rights-of-way, if any, adjacent to this site. All landscaping and private improvements installed with this project shall be situated and maintained so as to not create sight visibility obstructions for vehicular traffic at all development access drives and abutting street intersections.

11. Submit a License Agreement for landscaping and private improvements in the Silver Lake Drive, Riverside Avenue, Baker Avenue and Navajo Way public rights-of-way, if any, adjacent to this site prior to this issuance of permits for these improvements. The applicant must carry an insurance policy for the term of the License Agreement and add the City of Las Vegas as an additionally insured entity on this insurance policy. If requested by the City, the applicant shall remove property encroaching in the public right-of-way at the applicant's expense pursuant to the terms of the City's License Agreement. The installation and maintenance of all private improvements in the public right of way shall be the responsibility of the adjacent property owner(s) and shall be transferred with the sale of the property for the entire term of the License Agreement. Coordinate all requirements for the License Agreement with the Land Development Section of the Department of Building and Safety (702-229-4836).

12. A Traffic Impact Analysis or other information acceptable to the City Traffic Engineer must be submitted to and approved by the Department of Public Works prior to issuance of any building or grading permits. Comply with the recommendation of the City Traffic Engineer.

13. A Drainage Plan and Technical Drainage Study must be submitted to and approved by the Department of Public Works prior to the issuance of any building or grading permits or submittal of any construction drawings, whichever may occur first. Provide and improve all drainageways recommended in the approved drainage plan/study. The developer of this site shall be responsible to construct such neighborhood or local drainage facility improvements as are recommended by the City of Las Vegas Neighborhood Drainage Studies and approved Drainage Plan/Study concurrent with development of this site.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

This is a request for a Site Development Plan Review for a proposed new 94,056 square-foot school development on an existing Primary Public School site at 2831 Palomino Lane.

## ISSUES

- The Public or Private School, Primary use is a permitted land use within the C-V (Civic) zoning district.
- Per Title 19.12 a Variance (VAR-75119) is required to allow 120 parking spaces where 129 parking spaces are required. Staff does not support the request.
- Per Title 19.10.020(E)(2) a Variance (VAR-75120) is required:
    - to allow a 39.33-foot building height where 35 feet is the maximum allowed adjacent to an R-E (Residence Estates) zoning district.
    - to allow no trees within a portion of the north property line buffer where trees are required to be planted a maximum of 20 feet on center.
    - to allow a 10-foot landscape buffer along a portion of the north property line where 15 feet is the minimum required.
        - Staff does not support these requests.
- Per Title 19.10.020(G)(1) a Variance (VAR-75120) is required to allow buildings within the development to not be oriented at the front of the site at the minimum setback line established by the Site Development Plan Review. Staff does not support the request.

## ANALYSIS

The subject site consists of one parcel located on the south side of Palomino Lane, 300 feet west of Shetland Road at 2831 Palomino Lane. The 9.09-acre subject site is currently zoned C-V (Civic), which allows any use operated or controlled by the city, county, state or federal government with a General Plan designation of PF (Public Facilities). The applicant has proposed a Site Development Plan Review (SDR-75121) to develop the site with five new buildings totaling 94,056 square feet. The submitted justification letter indicates the existing school will be demolished after the 2018–19 school year and will reopen for the 2020-21 school year.

The new structures will be reoriented towards the interior of the subject site, with the parking lot/drop-off area located on the south perimeter of the site and bus pick-up/drop-off area located on the north perimeter of the site adjacent to Palomino Lane. The buildings will accommodate classrooms, administrative offices, resource center, multipurpose room and ancillary mechanical room area to service the school operation. The submitted building elevations indicate the building façades will have smooth CMU walls, metal panels with color accent walls.

The proposed 95,056 school development will provide 43 classrooms, which require an additional 129 parking spaces. The submitted plans indicate the proposed parking lot will provide a total of 120 parking spaces, which does not meet Title 19.12 parking requirements. The applicant has requested a Variance (VAR-75119) to allow 120 parking spaces where 129 parking spaces are required. The submitted landscape plan indicates the interior parking lot and perimeter will be landscaped. The primary tree species utilized are 24" box Shoestring Acacia, Bottle Tree, Desert Museum Palo Verde, Chinese Pistache, Southern Live Oak, Chinese Elm and Chaste trees, which are consistent with the Southern Nevada Regional Plant List.

A Variance (VAR-75120) from Title 19.10.020(E)(2) is required to allow a 39.33-foot building height where 35 feet is the maximum allowed adjacent to the R-E (Residence Estates) zoning district, which is located on the eastern perimeter of the subject site. In addition, the applicant has requested to allow no trees within a portion of the north property line where trees are required to be planted 20 feet on center and to allow a ten-foot landscape buffer along a portion of the north property line where 15 feet is the minimum required. Staff has determined that the additional building height and deviations from onsite landscaping development standards will have a negative impact on the existing R-E (Residence Estates) zoned single-family dwellings. In addition, per Title 19.10.020(G)(1) a Variance (VAR-75120) is required to allow buildings within the development to not be oriented at the front of the site at the minimum setback line established by the Site Development Plan Review.

Redevelopment of the site with a new school required adherence to current Title 19.10.020 C-V (Civic) development standards. Staff has determined the proposed development deviates from multiple Title 19.10.020 C-V (Civic) development standards; as such the hardship is self inflicted, the required Variances reinforce the unsuitability of this site with the surrounding residential developments. Therefore, staff recommends denial of the project and all associated land use entitlement applications.

**FINDINGS (VAR-75119)**

In accordance with the provisions of Title 19.16.140(B), Planning Commission and City Council, in considering the merits of a Variance request, shall not grant a Variance in order to:

1. Permit a use in a zoning district in which the use is not allowed;
2. Vary any minimum spacing requirement between uses;
3. Relieve a hardship which is solely personal, self-created or financial in nature."

Additionally, Title 19.16.140(L) states:

> "Where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property at the time of enactment of the regulation, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the piece of property, the strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property, a variance from that strict application may be granted so as to relieve the difficulties or hardship, if the relief may be granted without substantial detriment to the public good, without substantial impairment of affected natural resources and without substantially impairing the intent and purpose of any ordinance or resolution."

No evidence of a unique or extraordinary circumstance has been presented, in that the applicant has created a self-imposed hardship by requesting to deviate from Title 19.12 parking development standards. Alternative site design would allow conformance to the Title 19 requirements. In view of the absence of any hardships imposed by the site's physical characteristics, it is concluded that the applicant's hardship is preferential in nature, and it is thereby outside the realm of NRS Chapter 278 for granting of Variances.

**FINDINGS (VAR-75120)**

In accordance with the provisions of Title 19.16.140(B), Planning Commission and City Council, in considering the merits of a Variance request, shall not grant a Variance in order to:

1. Permit a use in a zoning district in which the use is not allowed;
2. Vary any minimum spacing requirement between uses;
3. Relieve a hardship which is solely personal, self-created or financial in nature."

Additionally, Title 19.16.140(L) states:

> "Where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property at the time of enactment of the regulation, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the piece of property, the strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property, a variance

from that strict application may be granted so as to relieve the difficulties or hardship, if the relief may be granted without substantial detriment to the public good, without substantial impairment of affected natural resources and without substantially impairing the intent and purpose of any ordinance or resolution."

No evidence of a unique or extraordinary circumstance has been presented, in that the applicant has created a self-imposed hardship by requesting to deviate from Title 19.10.020 C-V (Civic) zoning development standards. Alternative building placement, site design and building height would allow conformance to the Title 19 requirements. In view of the absence of any hardships imposed by the site's physical characteristics, it is concluded that the applicant's hardship is preferential in nature, and it is thereby outside the realm of NRS Chapter 278 for granting of Variances.

**FINDINGS (SDR-75121)**

In order to approve a Site Development Plan Review application, per Title 19.16.100(E) the Planning Commission and/or City Council must affirm the following:

1. **The proposed development is compatible with adjacent development and development in the area;**

   The proposed development is not compatible with surrounding development in the area as evidenced by the requested Variances to address multiple deviations from C-V (Civic) zoning development standards; and will have a negative impact to the adjacent residential developments.

2. **The proposed development is consistent with the General Plan, this Title, and other duly-adopted city plans, policies and standards;**

   The applicant has requested two Variances to address multiple deviations from onsite parking requirements and C-V (Civic) zoning development standards, which are inconsistent with the development standards outlined in Title 19. Staff has determined the proposed project is not compatible with surrounding development in the area, and will not have a negative impact to the adjacent residential developments.

3. **Site access and circulation do not negatively impact adjacent roadways or neighborhood traffic;**

   Access to the site will remain unchanged; site access is provided from Palomino Lane, which is classified as 60-foot wide Local Street, as designated by Title 13. This street is sufficient in size to accommodate the needs of the proposed use.

**4. Building and landscape materials are appropriate for the area and for the City;**

The submitted building elevations indicate the building façades will have smooth CMU walls, metal panels with color accent walls. The primary tree species utilized are 24" box Shoestring Acacia, Bottle Tree, Desert Museum Palo Verde, Chinese Pistache, Southern Live Oak, Chinese Elm and Chaste trees, which are consistent with the Southern Nevada Regional Plant List.

**5. Building elevations, design characteristics and other architectural and aesthetic features are not unsightly, undesirable, or obnoxious in appearance; create an orderly and aesthetically pleasing environment; and are harmonious and compatible with development in the area;**

The applicant has requested a Variance to address multiple deviations from C-V (Civic) zoning development standards, which are inconsistent with the development standards outlined in Title 19.10.020(E)2. Staff has determined the proposal is not compatible with surrounding development in the area, and will have a negative impact to the adjacent residential developments.

**6. Appropriate measures are taken to secure and protect the public health, safety and general welfare.**

The proposed development is subject to permit review and inspection by the Clark County School District; therefore, appropriate measures will be taken to protect the health, safety and general welfare.

## BACKGROUND INFORMATION

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc*** | |
|---|---|
| 02/19/19 | The Planning Commission unanimously voted to recommend APPROVAL on the following requests:<br>• Variance (VAR-75119) TO ALLOW 120 PARKING SPACES WHERE 129 SPACES ARE REQUIRED<br>• Variance (VAR-75120) TO ALLOW DEVIATIONS FROM TITLE 19.10.020 C-V (CIVIC) DEVELOPMENT STANDARDS<br>• Site Development Plan Review (SDR-75121) FOR A PROPOSED TWO-STORY, 94,056 SQUARE-FOOT PUBLIC SCHOOL, PRIMARY DEVELOPMENT on 9.09 acres at 2831 Palomino Lane (APN 139-32-405-006), C-V (Civic) Zone, Ward 1 (Tarkanian) [PRJ-74940]. |



JB

| ***Most Recent Change of Ownership*** | |
|---|---|
| 09/19/52 | A deed was recorded for a change in ownership. |

| ***Related Building Permits/Business Licenses*** |
|---|
| There are no related Building Permits or Business Licenses associated with the subject site. |

| ***Pre-Application Meeting*** | |
|---|---|
| 11/05/18 | A pre-application conference was held with the applicant to discuss the two Variances and Site Development Plan Review submittal requirements for a new Public School, Primary use. |

| ***Neighborhood Meeting*** |
|---|
| A neighborhood meeting was not required, nor was one held. |

| ***Field Check*** | |
|---|---|
| 11/29/18 | Staff conducted a routine field check and found the subject site to be a well maintained Public School, Primary use. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Net Acres | 9.09 |

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Land Use Designation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | Public School, Primary | PF (Public Facilities) | C-V (Civic) |
| North | Single Family Residential | DR (Desert Rural Density Residential) | R-A (Ranch Acres) |
| | Social Service Provider | | |
| South | Office (Medical or Dental) | O (Office) | P-R (Professional Office and Parking) |
| East | Single Family Residential | DR (Desert Rural Density Residential) | R-E (Residence Estates) |
| West | Single Family Residential | DR (Desert Rural Density Residential) | R-A (Ranch Acres) |
| | | | R-E (Residence Estates) |

| ***Master and Neighborhood Plan Areas*** | ***Compliance*** |
|---|---|
| No Applicable Master Plan Area | N/A |
| ***Special Area and Overlay Districts*** | ***Compliance*** |
| A-O (Airport Overlay) District (175 Feet) | Y |
| RP-O (Rural Preservation Overlay) District | Y |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Trails | N/A |
| Las Vegas Redevelopment Plan Area | N/A |
| Interlocal Agreement | N/A |
| Project of Significant Impact (Development Impact Notification Assessment) | N/A |
| Project of Regional Significance | N/A |

## DEVELOPMENT STANDARDS

Minimum development standards for property in the C-V (Civic) zoning district shall be established by the City Council in connection with the approval of a Rezoning application or administratively in connection with the approval of a site development plan. The standards shall be designed to ensure compatibility of the development with existing and planned development in the surrounding area. Any future development shall require the approval of a Site Development Plan Review.

***Pursuant to Title 19.10.020(E)2, the following standards apply:***

| ***Standard*** | ***Proposed*** | ***Compliance*** |
|---|---|---|
| Lot Size | 395,960 SF | Y |
| Lot Width | 661 Feet | Y |
| Setbacks<br>• Front<br>• Side (east)<br>• Side (west)<br>• Rear | <br>180 Feet<br>29 Feet<br>142 Feet<br>122 Feet | <br>Y<br>Y<br>Y<br>Y |
| Lot Coverage | 24 % | Y |
| Building Height | 39.33 Feet | N* |
| Building Square-Footage | 94,056 | Y |
| Trash Enclosure | Screened, Gated, w/ a Roof or Trellis | Y |
| Mech. Equipment | Screened | Y |

**A Variance (VAR-75120) from Title 19.10.020(E)2 is required to allow a 39.33-foot building height where 35 feet is the maximum allowed adjacent to an R-E (Residence Estates) zoning district.*

JB

***Pursuant to Title 19.10.020(E)2, the following standards apply:***

| ***Landscaping and Open Space Standards*** | | | | |
|---|---|---|---|---|
| ***Standards*** | ***Required*** | | ***Provided*** | ***Compliance*** |
| | ***Ratio*** | ***Trees*** | | |
| Buffer Trees:<br>• North<br>• South<br>• East<br>• West | <br>1 Tree / 20 Linear Feet<br>1 Tree / 20 Linear Feet<br>1 Tree / 20 Linear Feet<br>1 Tree / 20 Linear Feet | <br>21<br>34<br>31<br>31 | <br>11 Trees<br>34 Trees<br>31 Trees<br>31 Trees | <br>N*<br>Y<br>Y<br>Y |
| **TOTAL PERIMETER TREES** | | **107 Trees** | **107 Trees** | **Y** |
| Parking Area Trees | 1 Tree / 6 Uncovered Spaces, plus 1 tree at the end of each row of spaces | 23 Trees | 23 Trees | Y |
| **LANDSCAPE BUFFER WIDTHS** | | | | |
| Min. Zone Width<br>• North<br>• South<br>• East<br>• West | <br>15 Feet<br>8 Feet<br>8 Feet<br>8 Feet | | <br>10 Feet<br>10 Feet<br>10 Feet<br>10 Feet | <br>N**<br>**N<br>**N<br>**N |
| Wall Height | 6 to 8 Feet Adjacent to Residential | | Not Indicated | Not Indicated |

* The applicant has requested a Variance (VAR-75120) to allow no trees within a portion of the north property line buffer where trees are required to be planted 20 feet on center.
** The applicant has requested a Variance (VAR-75120) to allow a 10-foot landscape buffer along a portion of the north property line where 15 feet is the minimum required.

| ***Street Name*** | ***Functional Classification of Street(s)*** | ***Governing Document*** | ***Actual Street Width (Feet)*** | ***Compliance with Street Section*** |
|---|---|---|---|---|
| Palomino Lane | Local Street | Title 13 | 60 | Y |

***Pursuant to Title 19.08 and 19.12, the following parking standards apply:***

| ***Parking Requirement*** | | | | | | | |
|---|---|---|---|---|---|---|---|
| ***Use*** | ***Gross Floor Area or Number of Units*** | ***Required*** | | | ***Provided*** | | ***Compliance*** |
| | | ***Parking Ratio*** | *Parking* | | *Parking* | | |
| | | | Regular | Handi-capped | Regular | Handi-capped | |
| Public School, Primary | 94,056 SF (43 Classrooms) | 3 Spaces / Classroom | 129 | | | | |
| **TOTAL SPACES REQUIRED** | | | 129 | | 120 | | N* |
| **Regular and Handicap Spaces Required** | | | 124 | 5 | 115 | 5 | N* |
| Percent Deviation | | | 7 % | | | | |

*The applicant has requested a Variance (VAR-75119) to allow 120 parking spaces where 129 parking spaces are required.

JB

# DEPARTMENT OF PLANNING

## STATEMENT OF FINANCIAL INTEREST

Case Number: VAR-75119 APN: 139-32-405-006

Name of Property Owner: Clark County School District

Name of Applicant: Clark County School District

Name of Representative: Linda K. Perri

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ **Yes** ☒ **No**

If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.

City Official: _____

Partner(s): _____ _____

APN: _____

Signature of Property Owner: _____ 11/13/18

Print Name: Linda K. Perri

Subscribed and sworn before me

This 13th day of November, 20 18

Irma Coward

Notary Public in and for said County and State

IRMA COWARD
Notary Public, State of Nevada
Appointment No. 16-1944-1
My Appt. Expires Apr 11, 2020

PRJ-74940
11/15/18

Revised 03/28/16

# DEPARTMENT OF PLANNING

## APPLICATION / PETITION FORM

**Application/Petition For:** Site Development Plan Review and Vairance

**Project Address (Location)** 2831 Palomino Lane, Las Vegas, NV 89107

**Project Name** Howard Wasden Elementary School **Proposed Use** _____

**Assessor's Parcel #(s)** 139-32-405-006 **Ward #** _____

**General Plan:** existing _____ proposed _____ **Zoning:** existing C-V proposed _____

**Commercial Square Footage** _____ **Floor Area Ratio** _____

**Gross Acres** _____ **Lots/Units** _____ **Density** _____

**Additional Information** Replacement of existing elementary school

**PROPERTY OWNER** Clark County School District **Contact** Linda Perri

**Address** 1180 Military Tribute Place **Phone:** (702) 799-5214 **Fax:** _____

**City** Henderson **State** NV **Zip** 89074

**E-mail Address** _____

**APPLICANT** Clark County School District **Contact** Linda Perri

**Address** 1180 Military Tribute Place **Phone:** (702) 799-5214 **Fax:** _____

**City** Henderson **State** NV **Zip** 89074

**E-mail Address** _____

**REPRESENTATIVE** Clark County School District **Contact** Chris Dingell

**Address** 1180 Military Tribute Place **Phone:** (702) 799-5214 **Fax:** _____

**City** Henderson **State** NV **Zip** 89074

**E-mail Address** dingec@nv.ccsd.net

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.

**Property Owner Signature*** _____ 11/13/18

*An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps, and Parcel Maps.

**Print Name** Linda K. Perri

Subscribed and sworn before me

This 13th day of November, 20 18.

_____

Notary Public in and for said County, and State

Clark, Nevada

IRMA COWARD
Notary Public, State of Nevada
Appointment No. 16-1944-1
My Appt. Expires Apr 11, 2020

Revised 03/28/16

***FOR DEPARTMENT USE ONLY***

| | |
|---|---|
| **Case #** | VAR-75119 |
| **Meeting Date:** | |
| **Total Fee:** | |
| **Date Received:*** | |
| **Received By:** | |

*The application will not be deemed complete until the submitted materials have been reviewed by the Department of Planning for consistency with applicable sections of the Zoning Ordinance.

PRJ-74940
11/15/18

FINANCE & OPERATIONS DIVISION

5100 W. SAHARA AVE. • LAS VEGAS, NV 89146 • (702) 799-5445 • FAX (702) 855-3112

CCSD
CLARK COUNTY
SCHOOL DISTRICT

BOARD OF SCHOOL TRUSTEES

Terri Janison, President
Carolyn Edwards, Vice President
Dr. Linda E. Young, Clerk
Chris Garvey, Member
Larry P. Mason, Member
Sheila Moulton, Member
Deanna L. Wright, Member

Dr. Walt Rulffes, Superintendent

December 6, 2010

To Whom It May Concern:

I, Jeff Weiler, Chief Financial Officer of the Clark County School District, hereby authorize Linda K. Perri, Director of Real Property Management, to sign the following on my behalf:

Temporary Right-of Entry
Entity Use Permit Applications
Declaration of Ownership

Sincerely,

Jeff Weiler
Chief Financial Officer

PRJ-74940
11/15/18

**VAR-75119, VAR-75120 and SDR-75121**

SIGNATURE DESIGNEE

Agenda items developed for board consideration and approval frequently designate a person to represent the Board of School Trustees for signing project documents. This expedites the process and enables a smooth transition between phases in the processing of land use applications.

J. Paul Gerner, associate superintendent, Facilities Division, has previously served as the Board of School Trustees' designee for land use applications.

On April 1, 2008, organizational changes moved Real Property Management from the Facilities Division to the Finance and Operations Division. Considering the relocation of the department, it is more appropriate for documents to be signed by Jeff Weiler, chief financial officer.

Discussion and possible action on approval to authorize Jeff Weiler, chief financial officer, to act as the Board of School Trustees' designee in signing all land use applications, is recommended.

Jeff Weiler
June 26, 2008

PRJ-74940
11/5/18


**VAR-75119, VAR-75120 and SDR-75121**

RESOLUTION

Be it hereby resolved by the Board of School Trustees of the Clark County School District that on this 22nd day of May, 2008, Jeff Weiler, Chief Financial Officer, Finance and Operations Division, is hereby authorized to sign all documents and applications necessary and pertinent to obtaining rights to lands under federal jurisdiction for the purpose of providing a site, or sites, for educational and related school facilities.

CLARK COUNTY SCHOOL DISTRICT
BOARD OF SCHOOL TRUSTEES

Mary Beth Scow

Mary Beth Scow, President

Carolyn Edwards

Carolyn Edwards, Clerk

APPROVED AS TO FORM:

4/28/08

C. W. Hoffman, Jr., General Counsel

STATE OF NEVADA
COUNTY OF CLARK

On this 22nd day of May, 2008, personally appeared before me, a Notary Public in and for said county and state, Mary Beth Scow and Carolyn Edwards, known to me to be the president and clerk of the BOARD OF SCHOOL TRUSTEES, CLARK COUNTY SCHOOL DISTRICT, a political subdivision of the State of Nevada, and upon oath did each depose that they are the officers of said subdivision as above designated.

Patricia A. O'Gara

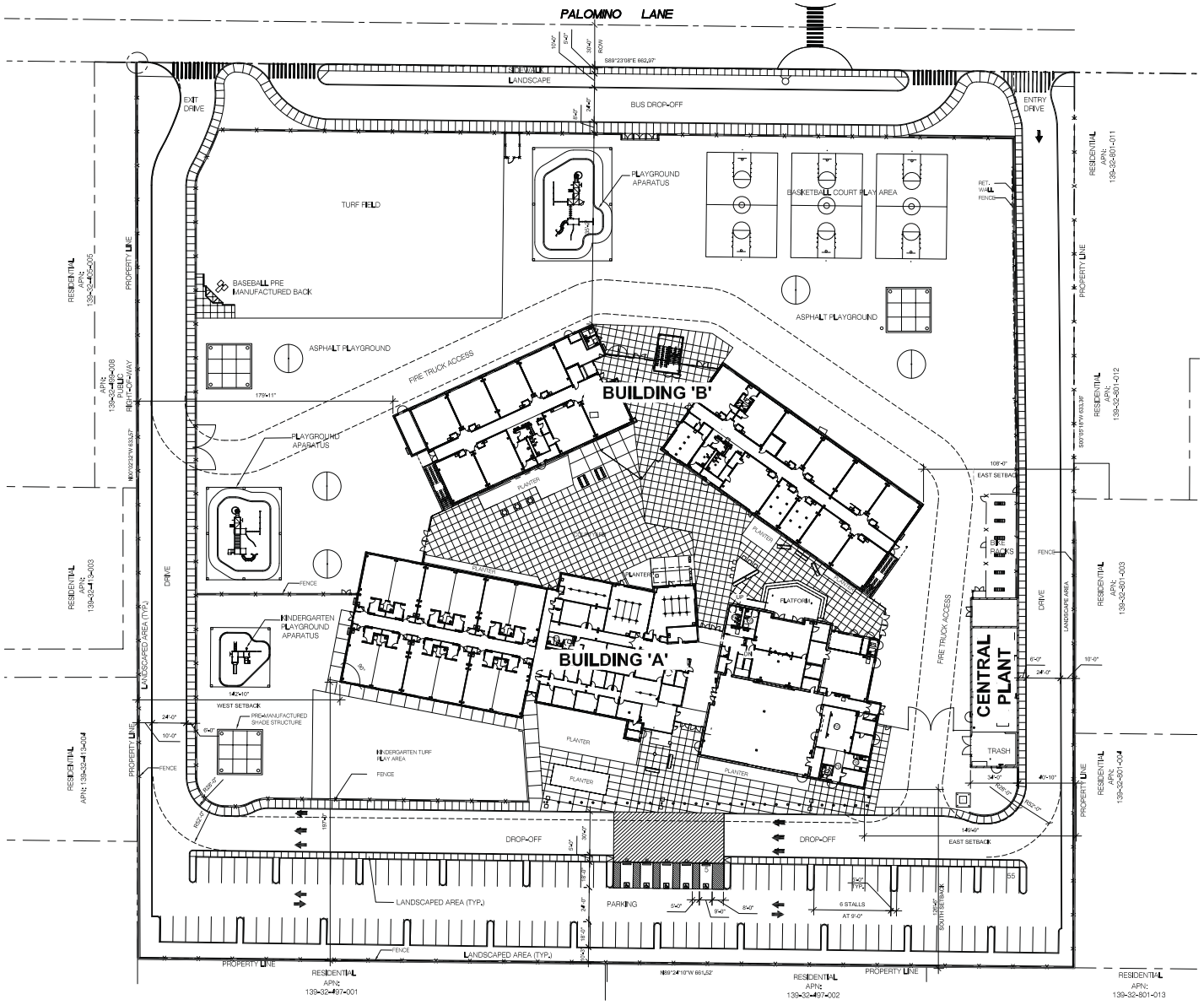
Notary Public in and for the above county and state.

PATRICIA A. O'GARA
Notary Public State of Nevada
No. 07-2962-1
My appt. exp. May 4, 2011

PRJ-74940
11/15/18



VAR-75119, VAR-75120 and SDR-75121




SITE PLAN

NORTH

CCSD
CLARK COUNTY SCHOOL DISTRICT

SITE DATA

SITE INFORMATION

| | |
|---|---|
| ASSESSORS PARCEL NUMBER | 139-32-405-006 |
| JURISDICTION | CITY OF LAS VEGAS |
| ZONING-EXISTING | C-V |
| ZONING-PROPOSED | C-V |
| PLANNED USE | EDUCATION |
| ADDRESS: 2831 PALOMINO LANE, LAS VEGAS, NV 89107 | |

SITE TABULATION

| | |
|---|---|
| SITE AREA (ACRES) | 9.09 ACRES (395,960 SF) |
| LANDSCAPE PLANTING AREAS | |
| WITH DECORATIVE ROCK (DR) | 36,994 S.F. |
| SODDED TURF AREAS | 36,838 S.F. |
| BOTANICAL GARDEN | 541 S.F. |
| LANDSCAPE GRANITE BOULDERS IN VARIOUS SIZES | 2,154 S.F. |
| LANDSCAPE COVERAGE | 19 % |
| BUILDING COVERAGE SHOWN INCLUDING CENTRAL PLANT BUILDING | 23% |

BUILDING(S)

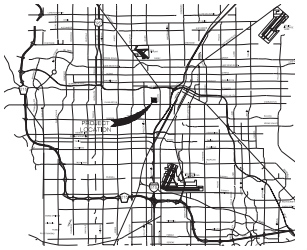
| | |
|---|---|
| BUILDING 'A' TWO STORY CLASSROOM | |
| LEVEL 1 | 25,263 S.F. |
| LEVEL 2 | 28,028 S.F. |
| BUILDING 'B' KINDERGARTEN / MULTI - PURPOSE | 36,695 S.F. |
| CENTRAL PLANT | 4,080 S.F. |
| TOTAL SQUARE FOOTAGE | 94,056 S.F. |

PARKING TABULATIONS

| | |
|---|---|
| PARKING PROVIDED STANDARD STALL | 116 |
| ACCESSIBLE PARKING (including 1 VAN ACCESSIBLE) | 5 |
| TOTAL PARKING PROVIDED | 121 |

PARKING REQUIRED:
43 CLASSROOMS
3 PARKING STALLS PER CLASSROOM (PER TITLE 19 CLV 19.12.070) 129

ALL BUILDING AREAS, LAND COVERAGE AND PARKING TABULATIONS ARE PRELIMINARY AND SUBJECT TO CHANGE. ANY PROPOSED DEVELOPMENT IS SUBJECT TO REVIEW AND APPROVAL OF GOVERNMENTAL AGENCIES.



VICINITY MAP NTS NORTH

# WASDEN ELEMENTARY SCHOOL REPLACEMENT
## CLARK COUNTY SCHOOL DISTRICT
## ZONING PACKAGE

DATE: 11.12.2018 SHEET: 1 OF 10 SH PROJECT NO.: 180112

PRJ-74940
11/27/18

SH ARCHITECTURE
7250 Peak Drive Suite 210 Las Vegas Nevada 89128
office 702.361.2222 www.shearchitecture.com

**VAR-75119, VAR-75120 and SDR-75121**




SITE PLAN 30' NORTH

CCSD
CLARK COUNTY SCHOOL DISTRICT

SITE DATA

SITE INFORMATION:
ASSESSOR'S PARCEL NUMBER 139-32-405-006

JURISDICTION CITY OF LAS VEGAS

ZONING-EXISTING C-V
ZONING-PROPOSED C-V

PLANNED USE EDUCATION

ADDRESS: 2631 PALOMINO LANE, LAS VEGAS, NV 89107

SITE TABULATION
SITE AREA (ACRES) 9.09 ACRES (395,960 SF)

TURF COVERAGE (NEW = 100,915 SF) 25 %
TURF COVERAGE (EXISTING = 145,464 SF) 36 %

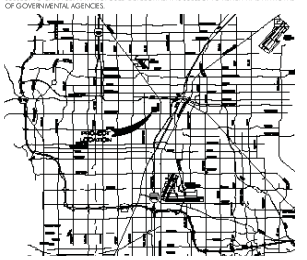
BUILDING(S):
BUILDING "A" TWO STORY CLASSROOM
LEVEL 1 25,263 SF
LEVEL 2 28,026 SF
BUILDING "B" KINDERGARTEN / MULTI - PURPOSE
LEVEL 1 36,686 SF
CENTRAL PLANT 4,080 SF

TOTAL SQUARE FOOTAGE 94,056 SF

PARKING TABULATIONS:
PARKING PROVIDED STANDARD STALL 115
ACCESSIBLE PARKING (building 2 VAN ACCESSIBLE) 5
TOTAL PARKING PROVIDED 120

PARKING REQUIRED:
48 CLASSROOMS
3 PARKING STALLS PER CLASSROOM
(PER TITLE 19 CLV. 19.12.070) 129

ALL BUILDING AREAS, LAND COVERAGE AND PARKING TABULATIONS ARE PRELIMINARY AND SUBJECT TO CHANGE. ANY PROPOSED DEVELOPMENT IS SUBJECT TO REVIEW AND APPROVAL OF GOVERNMENTAL AGENCIES.



VICINITY MAP NTS NORTH

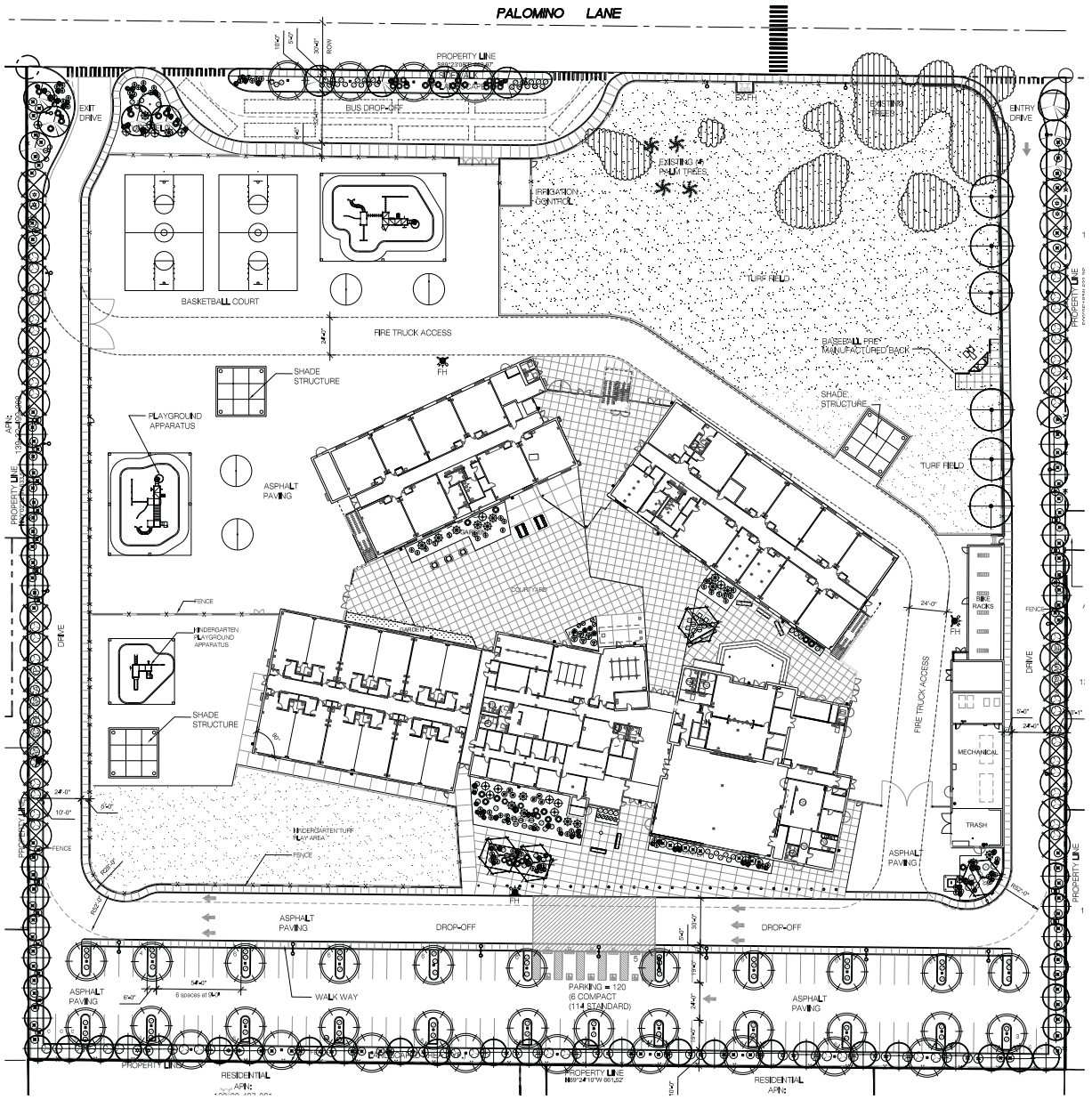
# WASDEN ELEMENTARY SCHOOL REPLACEMENT
## CLARK COUNTY SCHOOL DISTRICT
## ZONING PACKAGE

DATE: 01-09-2019 SHEET: 2 OF 10 SH PROJECT NO.: 180112

PRJ-74940
01/10/19

SH ARCHITECTURE
7250 Peak Drive Suite 216 Las Vegas Nevada 89128
office 702.363.2222 www.sh-architecture.com

**VAR-75119, VAR-75120 and SDR-75121**




LANDSCAPE PLAN

30' NORTH

## PLANT SCHEDULE

| TREES | BOTANICAL NAME | CONT | CAL | QTY |
|---|---|---|---|---|
| | ACACIA STENOPHYLLA<br>SHOESTRING ACACIA<br>STANDARD TRUNK | 24" BOX | 1.25" | 45 |
| | BRACHYCHITON POPULNEUS<br>BOTTLE TREE<br>STANDARD TRUNK | 24" BOX | 2.00" | 32 |
| | PARKINSONIA X 'DESERT MUSEUM'<br>DESERT MUSEUM PALO VERDE<br>MULTI-TRUNK, NATURAL LOW BRANCHING | 24" BOX | 1.25" | 4 |
| | PISTACIA CHINENSIS<br>CHINESE PISTACHE<br>STANDARD TRUNK | 24" BOX | 1.25" | 34 |
| | QUERCUS VIRGINIANA<br>SOUTHERN LIVE OAK<br>STANDARD TRUNK | 24" BOX | 1.25" | 17 |
| | ULMUS PARVIFOLIA<br>CHINESE ELM<br>STANDARD TRUNK | 24" BOX | 1.50" | 6 |
| | VITEX AGNUS-CASTUS<br>CHASTE TREE<br>MULTI-TRUNK | 24" BOX | 1.00" | 2 |
| SHRUBS | BOTANICAL NAME | CONT | | QTY |
| | CAESALPINIA PULCHERRIMA<br>RED BIRD OF PARADISE | 5 GAL | | 24 |
| | CALLISTEMON VIMINALIS 'LITTLE JOHN'<br>DWARF WEEPING BOTTLEBRUSH | 5 GAL | | 6 |
| | DASYLIRION WHEELERI<br>GREY DESERT SPOON | 5 GAL | | 21 |
| | DIETES BICOLOR<br>FORTNIGHT LILY | 5 GAL | | 6 |
| | ENCELIA FARINOSA<br>BRITTLE BUSH | 5 GAL | | 50 |
| | HESPERALOE PARVIFLORA 'RED'<br>RED YUCCA | 5 GAL | | 140 |
| | HESPERALOE X 'PERFU' PINK PARADE<br>PINK PARADE HESPERALOE | 5 GAL | | 10 |
| | LANTANA MONTEVIDENSIS<br>TRAILING LANTANA | 5 GAL | | 10 |
| | LANTANA X 'NEW GOLD'<br>NEW GOLD LANTANA | 5 GAL | | 87 |
| | LEUCOPHYLLUM LANGMANIAE 'RIO BRAVO' TM<br>RIO BRAVO TEXAS RANGER | 5 GAL | | 156 |
| | MUHLENBERGIA CAPILLARIS 'REGAL MIST' TM<br>REGAL MIST MUHLY | 5 GAL | | 19 |
| | MYRTUS COMMUNIS 'COMPACTA'<br>DWARF MYRTLE | 5 GAL | | 4 |
| | ROSMARINUS OFFICINALIS 'TUSCAN BLUE'<br>TUSCAN BLUE ROSEMARY | 5 GAL | | 6 |
| | SENNA MEDIOPICTA<br>DESERT SENNA | 5 GAL | | 68 |
| | TECOMA X 'ORANGE JUBILEE'<br>ORANGE BELLS | 5 GAL | | 22 |
| | TEUCRIUM CHAMAEDRYS<br>GERMANDER | 5 GAL | | 15 |

## LANDSCAPE ELEMENTS

| SYMBOL | DESCRIPTION | QTY. |
|---|---|---|
| DR | DECORATIVE ROCK, INSTALL DECORATIVE ROCK IN ALL PLANTING AREAS, SIZE: 3/8" MINUS COLOR: TAN TO BROWN 3" MINIMUM DEPTH. | 36,994 SF |
| | SODDED TURF, BOTANICAL NAME: CYCNODON DACTYLON, COMMON NAME: BERMUDA GRASS, TIFWAY I OR APPROVED EQUAL. | 36,838 SF |
| | BOTANICAL GARDEN, PROVIDE 18" DEEP AMENDED SOIL, SOIL TO BE ONE PART COMPOST SOIL, GYPSITE AND ONE PART NATIVE SOIL. INSTALL 1" OF DECORATIVE ROCK TO MATCH REMAINDER OF SITE. TOP OF ROCK TO BE 2" BELOW FINISH GRADE, NO PRE-EMERGENT HERBICIDE IS TO BE USED. | 541 SF |
| | LANDSCAPE GRANITE BOULDERS IN VARIOUS SIZES, SEE CHART BELOW, COLOR TO MATCH DECORATIVE ROCK. | 112 TOTAL |

BOULDER SCHEDULE

| SYMBOL | SIZE (LxWxH) | QUANTITY |
|---|---|---|
| A | 4'X3'X4' | 15 |
| B | 3'X2'X3' | 42 |
| C | 2'X3'X2' | 55 |

## LANDSCAPE SITE ANALYSIS:

| | |
|---|---|
| PLANTER AREA: | 91,552 SF |
| GRASS AREA: | 36,838 SF |
| GARDEN AREA: | 541 SF |
| TOTAL LANDSCAPE AREA: | 128,931 SF |

CCSD
CLARK COUNTY
SCHOOL DISTRICT

SITE DATA

SITE INFORMATION
ASSESSOR'S PARCEL NUMBER: 139-32-405-006
JURISDICTION: CITY OF LAS VEGAS
ZONING-EXISTING: C-V
ZONING-PROPOSED: C-V
PLANNED USE: EDUCATION
ADDRESS: 2631 PALOMINO LANE, LAS VEGAS, NV 89107

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LEVEL 1: 36,685 SF
CENTRAL PLANT: 4,080 SF
TOTAL SQUARE FOOTAGE: 94,056 SF

PARKING TABULATIONS
PARKING PROVIDED STANDARD STALL: 115
ACCESSIBLE PARKING (including 2 VAN ACCESSIBLE): 5
TOTAL PARKING PROVIDED: 120

PARKING REQUIRED:
43 CLASSROOMS
3 PARKING STALLS PER CLASSROOM
(PER TITLE 19 CLV 19.12.070): 129

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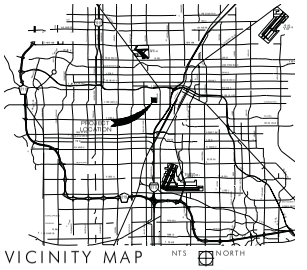



VICINITY MAP NTS NORTH

# WASDEN ELEMENTARY SCHOOL REPLACEMENT
## CLARK COUNTY SCHOOL DISTRICT
## ZONING PACKAGE

DATE: 01-09-2019 SHEET: 3 OF 10 SH PROJECT NO.: 180112

PRJ-74940
01/10/19

SH ARCHITECTURE
7250 Peak Drive Suite 216 Las Vegas Nevada 89128
office 702.363.2222 www.sh-architecture.com

**VAR-75119, VAR-75120 and SDR-75121**

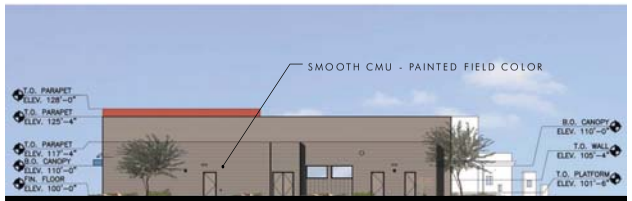
CCSD
CLARK COUNTY
SCHOOL DISTRICT



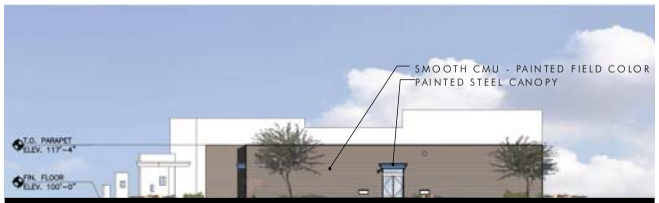
KINDERGARTEN BUILDING (SOUTH ELEVATION)



KINDERGARTEN BUILDING (NORTH ELEVATION)



KINDERGARTEN BUILDING (EAST ELEVATION)



KINDERGARTEN BUILDING (WEST ELEVATION)

EXTERIOR ELEVATIONS
16'

WASDEN ELEMENTARY SCHOOL REPLACEMENT
CLARK COUNTY SCHOOL DISTRICT
ZONING PACKAGE
DATE: 11.12.2018 SHEET: 6 OF 10 SH PROJECT NO.: 180112

PRJ-74940
11/27/18

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CLARK COUNTY
SCHOOL DISTRICT




CLASSROOM BUILDING (SOUTH COURTYARD ELEVATION) A




CLASSROOM BUILDING (SOUTH COURTYARD ELEVATION) B




CLASSROOM BUILDING (NORTH ELEVATION) A

EXTERIOR ELEVATIONS

0 8' 16'

WASDEN ELEMENTARY SCHOOL REPLACEMENT
CLARK COUNTY SCHOOL DISTRICT
ZONING PACKAGE

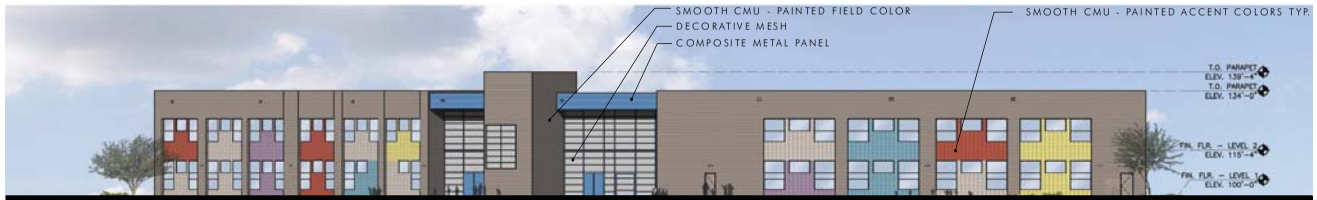
DATE: 11.12.2018 SHEET: 7 OF 10 SH PROJECT NO.: 180112

PRJ-74940
11/27/18

SH ARCHITECTURE
7250 Peak Drive Suite 216 Las Vegas Nevada 89128
office 702.363.2222 www.shgarchitecture.com

**VAR-75119, VAR-75120 and SDR-75121**

CCSD
CLARK COUNTY
SCHOOL DISTRICT



CLASSROOM BUILDING (NORTH ELEVATION) B



CLASSROOM BUILDING WEST ELEVATION



CLASSROOM BUILDING EAST ELEVATION

EXTERIOR ELEVATIONS
16'

WASDEN ELEMENTARY SCHOOL REPLACEMENT
CLARK COUNTY SCHOOL DISTRICT
ZONING PACKAGE
DATE: 11.12.2018 SHEET: 8 OF 10 SH PROJECT NO.: 180112

PRJ-74940
11/27/18

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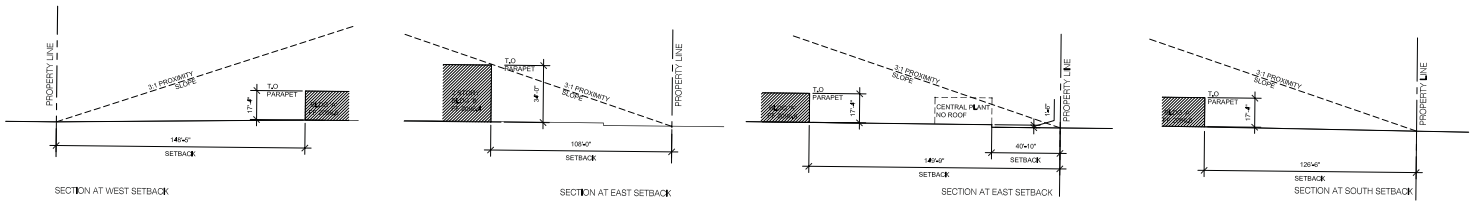
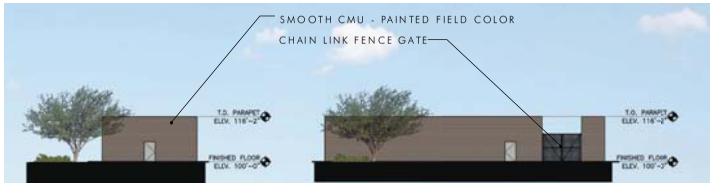
**VAR-75119, VAR-75120 and SDR-75121**

CCSD
CLARK COUNTY
SCHOOL DISTRICT




BUILDING HEIGHT AND SETBACK REQUIREMENT PROXIMITY SLOPE

0 30' 60'







CENTRAL PLANT ELEVATIONS




SHADE STRUCTURES

EXTERIOR ELEVATIONS

0 16' 32'

WASDEN ELEMENTARY SCHOOL REPLACEMENT
CLARK COUNTY SCHOOL DISTRICT
ZONING PACKAGE

DATE: 11.12.2018 SHEET: 9 OF 10 SH PROJECT NO.: 180112

PRJ-74940
11/27/18

SH ARCHITECTURE
7250 Peak Drive Suite 216 Las Vegas Nevada 89128
office 702.363.2222 www.sharchitecture.com

VAR-75119, VAR-75120 and SDR-75121

CCSD
CLARK COUNTY
SCHOOL DISTRICT




FLOOR PLAN - LEVEL 2
20' NORTH







FLOOR PLAN - LEVEL 1
20' NORTH

- KINDERGARTEN
- ADMINISTRATION
- ACADEMICS
- BUILDING SERVICES
- MUSIC CLASSROOM
- MULTIPURPOSE
- OUTDOOR MULTIPURPOSE
- LIBRARY
- PHYSICAL EDUCATION
- KITCHEN/VOLUNTEER
- ART CLASSROOM
- MECHANICAL
- SCIENCE CLASSROOM
- RESTROOMS
- ELEVATOR
- HALLWAY

OVERALL FLOOR PLAN
20' NORTH

## PLAN DATA

BUILDING AREA:

| PROVIDED- | SF |
|---|---|
| LEVEL 1 | 61,009 |
| LEVEL 2 | 26,233 |
| TOTAL: | 87,242 |

BUILDING USE:
OCCUPANCY TYPE: E - EDUCATION

NUMBER OF STORIES:

| | |
|---|---|
| ALLOWED | 2 |
| PROVIDED | 2 |

# WASDEN ELEMENTARY SCHOOL REPLACEMENT
## CLARK COUNTY SCHOOL DISTRICT
## ZONING PACKAGE

DATE: 11.12.2018 SHEET: 4 OF 10 SH PROJECT NO.: 180112

PRJ-74940
11/27/18

S ARCHITECTURE
7250 Peak Drive Suite 216 Las Vegas Nevada 89128
office 702.361.2222 www.sharchitecture.com

**VAR-75119, VAR-75120 and SDR-75121**

CCSD
CLARK COUNTY
SCHOOL DISTRICT




FLOOR PLAN - LEVEL 2
20' NORTH




FLOOR PLAN - LEVEL 1
20' NORTH

## PLAN DATA

BUILDING AREA:

| | SF |
|---|---|
| PROVIDED- | |
| LEVEL 1 | 61,009 |
| LEVEL 2 | 26,233 |
| TOTAL: | 87,242 |

BUILDING USE:
OCCUPANCY TYPE: E - EDUCATION

NUMBER OF STORIES:

| | |
|---|---|
| ALLOWED | 2 |
| PROVIDED | 2 |

OVERALL FLOOR PLAN
20' NORTH

WASDEN ELEMENTARY SCHOOL REPLACEMENT
CLARK COUNTY SCHOOL DISTRICT
ZONING PACKAGE

DATE: 11.12.2018 SHEET: 5 OF 10 SH PROJECT NO.: 180112

PRJ-74940
11/27/18

SH ARCHITECTURE
7250 Peak Drive Suite 216 Las Vegas Nevada 89128
office 702.361.2222 www.sharchitecture.com

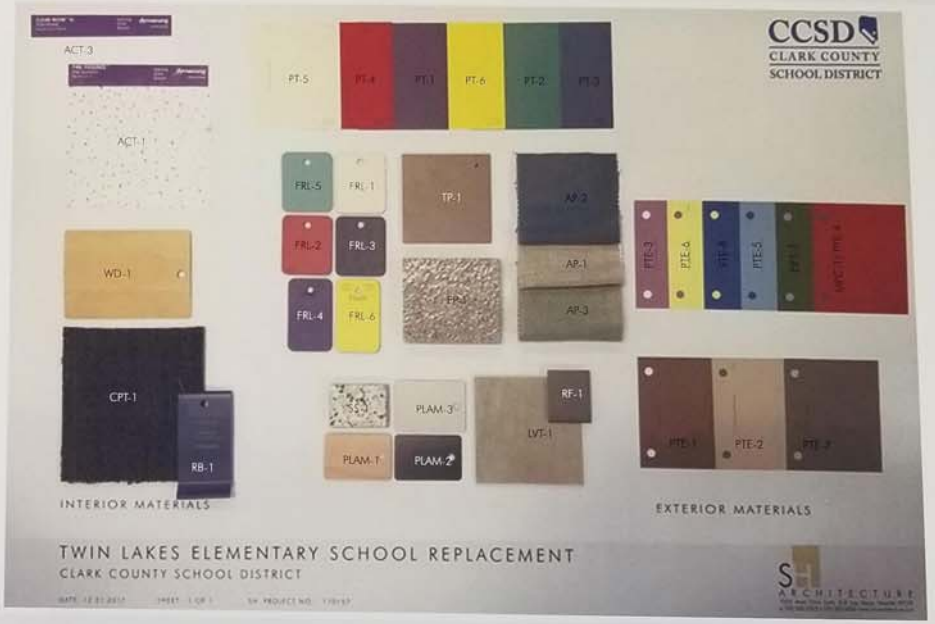
**VAR-75119, VAR-75120 and SDR-75121**

CONTRACTOR

CCSD ES RESITE : OPTION 1 / Twin Lakes Elementary School
MATERIALS AND FINISHES

| finish legend abbrev | item type: paint | wall covering | roof flooring | ceiling | item: manufacturer | style / model no. | color | location / application |
|---|---|---|---|---|---|---|---|---|
| PT-1 | x | | | | Sherwin Williams Paint | ColorLife | Mocha 6067 | |
| PT-2 | x | | | | Sherwin Williams Paint | ColorLife | Bona Fide Beige 6081 | |
| PT-3 | x | | | | Sherwin Williams Paint | ColorLife | Radiant Lilac 0074 | |
| PT-4 | x | | | | Sherwin Williams Paint | ColorLife | Hearty Orange 6622 | |
| PT-5 | x | | | | Sherwin Williams Paint | ColorLife | Pinpoint Blue 6807 | |
| PT-6 | x | | | | Sherwin Williams Paint | ColorLife | Fun Yellow 6908 | |
| PT-7 | x | | | | Sherwin Williams Paint | ColorLife | Spalding Gray 6074 | |
| PT-8 | x | | | | Sherwin Williams Paint | ColorLife | Danube 6803 | |
| MPC-1 | x | | | | Centria | Pre-Finished Metal Panel | Hearty Orange 6622 | Metal panel to match color |
| EPS-1 | x | | | | TBD | TBD | Garden Spot 6432 | EPS to match sherwin williams paint color |

| INTERIOR | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| ACT-1 | | x | | | Armstrong World Industries | High Acoustic | Fine Fissured | 2x4 |
| ACT-3 | | x | | | Armstrong World Industries | Unperforated | Clean Room VI | 2x4, Kitchen |
| WD-1 | | | | x | Marshfield Door Systems | Durable Door | Vanilla Maple | Interior Doors |
| CPT-1 | | | | x | Tandus | Centiva Aftermath II | Denium Plus | Classrooms |
| PT-1 | x | | | | Sherwin Williams Paint | ColorLife | Purple Passage 6311 | Accent Color |
| PT-2 | x | | | | Sherwin Williams Paint | ColorLife | Turf Green 6479 | Accent Color |
| PT-3 | x | | | | Sherwin Williams Paint | ColorLife | Hey Blue 9149 | Accent Color |
| PT-4 | x | | | | Sherwin Williams Paint | ColorLife | Show Stopper 7588 | Accent Color |
| PT-5 | x | | | | Sherwin Williams Paint | ColorLife | Medici Ivory 7558 | Field Color |
| PT-6 | x | | | | Sherwin Williams Paint | ColorLife | Lemon Twist 6909 | Accent Color |
| TP-1 | | | | x | Bobrick | Sierra | SCEC Desert Beige | Toilet Partition |
| B-1 | | | x | | Johnsonite | Rubber | Blue Jeans 804 | Rubber Base |
| R-C | | | x | | Dex-o-tex | Tek-Crete SC02 | Matt 080816 | Epoxy Base |
| SS-1 | | | | x | Axiostic | Kalesbrooke | K3-8100 | Solid Surface |
| PLAM-1 | | | | x | Arborite Plus | Matte | 1139 CA Architectural Maple | Laminate - Vertical surface at casework |
| PLAM-2 | | | | x | Arborite Plus | Matte | P276 Night Mist | Laminate - Horizontal surface at casework |
| PLAM-3 | | | | x | Formica Corp. | Matte | Dogbone White 5281 | Laminate - Horizontal surface at casework |
| AP-1 | | | | x | Guilford of Maine | Acoustic Panel 2100 | MD Quartz | Acoustical Panel |
| AP-2 | | | | x | Guilford of Maine | Acoustic Panel 2100 | 486 Bayberry | Acoustical Panel |
| AP-3 | | | | x | Guilford of Maine | Acoustic Panel 2100 | 757 Stream | Acoustical Panel |
| FRL-1 | x | | | | Nevamar | Matte | Wild Oats Matrix MX70027 | Wet Walls (Restrooms, Water Fountains, Sinks) |
| FRL-2 | x | | | | Nevamar | Matte | Carmen Red (310497) | Wet Walls (Restrooms, Water Fountains, Sinks) |
| FRL-3 | x | | | | Nevamar | Matte | Regimental Blue 530187 | Wet Walls (Restrooms, Water Fountains, Sinks) |
| FRL-4 | x | | | | Nevamar | Matte | Tutti-Frutti SP414 | Wet Walls (Restrooms, Water Fountains, Sinks) |
| FRL-5 | x | | | | Nevamar | Matte | Aqua Lagoon 550597 | Wet Walls (Restrooms, Water Fountains, Sinks) |
| FRL-6 | x | | | | Pionite | Matte | Primary Yellow (19914 Suede) | Wet Walls (Restrooms, Water Fountains, Sinks) |
| EP-1 | | | x | | Dex-o-tex | Medium Texture | Matt | Epoxy Floor |
| EP-2 | | | x | | | Anti-static | Gray | Epoxy Floor - Anti Static - 18,779 Rooms |
| CNT-1 | | | | o | Tandus Centiva | Event Quartzite | Rosa Quartzite | Hallways |
| PBP-1 | x | | | | Structoglas | Pebble | White 1180 | Janitor Rooms |
| DR-1 | | x | | | Bullon Company | Open Linear Wood Ceiling | Maple Natural Veneer | |
| S-1 | | | | x | KM Fabrics | Velour MIX | Pewter 1060 | Stage Curtain at Multipurpose |




**VAR-75119, VAR-75120 and SDR-75121**

PRJ-74940
11/27/18


CLEAN ROOM VL
Armstrong
FINE FISSURED
Armstrong
CCSD
CLARK COUNTY
SCHOOL DISTRICT
PT-5
PT-1
PT-6
PT-2
PTE-3
PTE-6
PTE-5
PTE-4
MAC-2
MAC-1
PL-3
PL-1
INTERIOR MATERIALS
EXTERIOR MATERIALS
TWIN LAKES ELEMENTARY SCHOOL REPLACEMENT
CLARK COUNTY SCHOOL DISTRICT
DATE: 12.01.2017
SHEET: 1 OF 1
SH PROJECT NO.: 170157
VAR-75119, VAR-75120 and SDR-75121
SH ARCHITECTURE
7250 Peak Drive Suite 216 Las Vegas Nevada 89128
p.702.363.2222 f.702.363.6060 www.sh-architecture.com
PRJ-74940
11/27/18



**VAR-75119 [PRJ-74940] - VARIANCE RELATED TO VAR-75120 AND SDR-75121 - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES**
**2831 PALOMINO LANE**

12/27/2018




**VAR-75119 [PRJ-74940] - VARIANCE RELATED TO VAR-75120 AND SDR-75121 - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES**
**2831 PALOMINO LANE**

12/27/2018

OPERATIONAL SERVICES UNIT, *Facilities Division*

1180 Military Tribute Place • Henderson, NV 89074 • (702) 799-5214

CCSD
CLARK COUNTY
SCHOOL DISTRICT

BOARD OF SCHOOL TRUSTEES

Deanna L. Wright, President
Carolyn Edwards, Vice President
Lola Brooks, Clerk
Linda P. Cavazos, Member
Kevin L. Child, Member
Chris Garvey, Member
Dr. Linda E. Young, Member

Jesus F. Jara Ed.D., Superintendent

November 15, 2018

Jonathan Boyles
City of Las Vegas
Planning Department
Development Services Center, 3rd Floor
333 N. Rancho Boulevard
Las Vegas, Nevada 89106

Re: Site Development Plan Review and Variance Request

Dear Mr. Boyles:

Please consider this letter a request by the Clark County School District (District) for approval of a site development plan review and two variances for the replacement of Howard Wasden Elementary School (School). The School is located at 2821 Palomino Lane, Las Vegas, NV 89107 (APN 139-32-405-006) and was constructed in 1953. The District has determined the School is past its useful life and is in need of a complete replacement. The School will be demolished after the 2018-19 school year and will reopen for the 2020-21 school year. During the replacement, students will be temporarily housed for the 2019-20 school year at Ruth Fyfe Elementary School. The subject parcel is zoned C-V (Civic) and is 9.09 acres.

The new elementary school will consist of two two-story buildings with multiple wings. The building will accommodate 43 classrooms, administrative offices, resource center, multipurpose room and ancillary rooms to serve the operation of the school. The gross building square footage is approximately 94,056 and the building floor area is 89,976 square feet. The building is designed with smooth CMU walls, metal panels with color accent walls. The typical playground areas and play courts, together with a green turf sport field are in the northern portion of the site. A separate kindergarten area is located in the south portion of the parcel closest to the classrooms. A botanical garden with approximately 541 square feet will be placed inside the open courtyard and throughout the buildings and classroom wings. The maximum height of the building will be approximately 40 feet at the parapet.

The variance requests will allow the District to deviate from the development standards listed in Title 19.10.020.The first deviation is to permit the building height to be a maximum of forty feet (40") and the additional height is for the central stairwell. The additional height will be covered and break up the roof line.

The second deviation is for the placement of the buildings in relationship to the street frontage and parking lot. The School site is proposed to be flipped from the current configuration to face away from Palomino Lane. This draws the parking lot and drop off traffic away from the existing residences and puts it adjacent to existing commercial properties. The School will have an open plaza area in front of the administrative and multipurpose building and will contain landscaping in the form of trees and shrubs. Placing additional structures or furnishings required by Title 19 in this area will impede the children as they enter and exit the school. If the District were to place additional structures or furnishings in this area it would impede children entering and exiting the School.

PRJ-74940
11/15/18



**VAR-75119, VAR-75120 and SDR-75121**

The second variance is to permit 120 parking stalls where 129 are required, a seven percent reduction. The School currently has an enrollment of 572 students with a staff of 68 and the attendance zone for the School is remaining the same. The enrollment and staffing do fluctuate from year to year, albeit the 120 parking stalls provide enough parking to handle such fluctuations along with visitor parking.

The District believes that the design and construction of the replacement school will enhance the District's ability to accommodate the educational needs of the children in the area. It will replacing a 65 year old school with a brand new state-of-the-art facility. Please contact Chris Dingell at 702-799-5214, extension 5417, if you should have any questions or require additional information.

Cordially,

Linda K. Perri, Director
Real Property Management
Clark County School District

PRJ-74940
11/15/18



**VAR-75119, VAR-75120 and SDR-75121**

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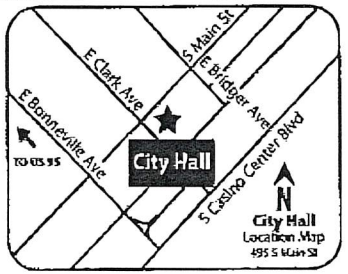


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ATTORNEYS AT LAW

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75119 and VAR-75120 [PRJ-74940]**

City Council Meeting of **3/06/2019**

Case: VAR-75119
13932405020
MICHAEL ETHAN INVESTMENT L L C
3000 W CHARLESTON BLVD #3
LAS VEGAS NV 89102-1990

89 LRDFNP1 89102

Submitted after final agenda
Date 2/25/19 Item 83-84

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Office Of The City Clerk
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Las Vegas, Nevada 89101

LAS VEGAS NV 890
26 FEB 2019 PM 3 L

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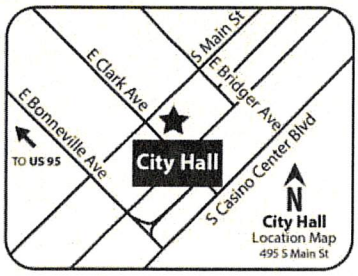


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**VAR-75119 and VAR-75120 [PRJ-74940]**
City Council Meeting of **3/06/2019**

Case: VAR-75119
16205510006
BALLE CENTER L L C
2801 W CHARLESTON BLVD #100
LAS VEGAS NV 89102-1965

89 LRDFNP1 89102

Submitted after final agenda
Date 3/4/19 Item 83-84

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)5 South Main Street, 2nd Floor
as Vegas, Nevada 89101

3/4/19

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TO MORE PARKING SPACES THEN ALLOWED.
WE DON'T WANT MORE TRAFFIC ON CAMPBELL DR.
#2 SCHOOLS & A CATHOLIC CHURCH
WE HAVE WALKERS, KIDS & FROM

**Return Service Requested**
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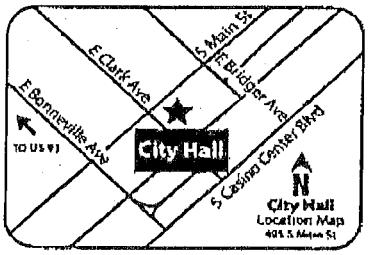
2019 MAR -5 A 6:28

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☐ I SUPPORT this Request ☒ I OPPOSE this Request WE

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**AR-75119 and VAR-75120 [PRJ-74940]**
ty Council Meeting of **3/06/2019**

Case: VAR-75119
13932303001
DIXON JEWEL L LIVING TRUST
DIXON JEWEL L TRS
612 CAMPBELL DR
LAS VEGAS NV 89107-4445
& PARTNER: PATRICIA M. FLICK
BICYCLE RIDERS TO PROTECT

97 LRDFNP1 89107

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Submitted after final agenda
Date 3/5/19 Item 83-84

ty of Las Vegas
fice Of The City Clerk
5 South Main Street, 2nd Floor
as Vegas, Nevada 89101

3/2/19

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DON'T ALLOW ENOUGH TRAFFIC ON CAMPBELL DR.
PROTECT WALKERS, KIDS, BICYCLE RIDERS.
#2 SCHOOLS [illegible]

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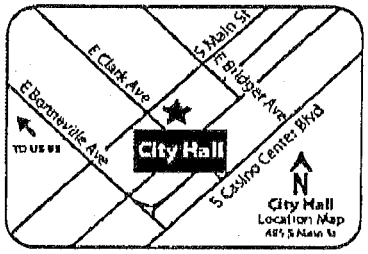


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ty Council Meeting of **3/06/2019**

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Case: SDR-75121
13932303001
DIXON JEWEL L LIVING TRUST
DIXON JEWEL L TRS
612 CAMPBELL DR
LAS VEGAS NV 89107-4445
& PARTNER: PATRICIA M. FLICK

97 LRDFNP1 89107

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NM 870
28 FEB '19
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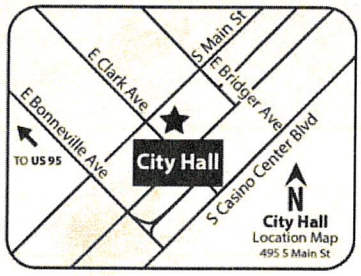


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☐ I SUPPORT this Request

☒ I OPPOSE this Request

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**VAR-75119 and VAR-75120 [PRJ-74940]**

City Council Meeting of **3/06/2019**

Case: VAR-75119

13932703003
KUNSBERG PHILIP
130 CENTRAL PARK SQ
LOS ALAMOS NM 87544

2 LRDFNP1 87544

Submitted after final agenda

Date 3/14/19 Item 78-79

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

City of Las Vegas
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Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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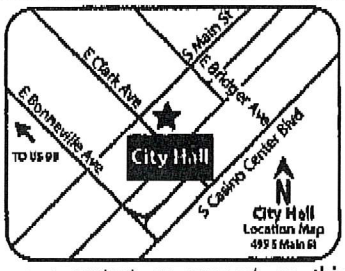


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If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

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**VAR-75119 and VAR-75120 [PRJ-74940]**
Planning Commission Meeting of **2/12/19**

Case: VAR-75119
13932703010
STONE ASSETS L L C
801 S RANCHO DR #E4
LAS VEGAS NV 89106-3812

87 LRDFNP1 89106

## Application Information

**VAR-75119 - VARIANCE - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES** - For possible action on a request for a Variance TO ALLOW 120 PARKING SPACES WHERE 129 SPACES ARE REQUIRED on 9.09 acres at 2831 Palomino Lane (APN 139-32-405-006), C-V (Civic) Zone, Ward 1 (Tarkanian) [PRJ-74940].

**VAR-75120 - VARIANCE RELATED TO VAR-75119 - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES** - For possible action on a request for a Variance TO ALLOW DEVIATIONS FROM TITLE 19.10.020 C-V (CIVIC) DEVELOPMENT STANDARDS on 9.09 acres at 2831 Palomino Lane (APN 139-32-405-006), C-V (Civic) Zone, Ward 1 (Tarkanian) [PRJ-74940].

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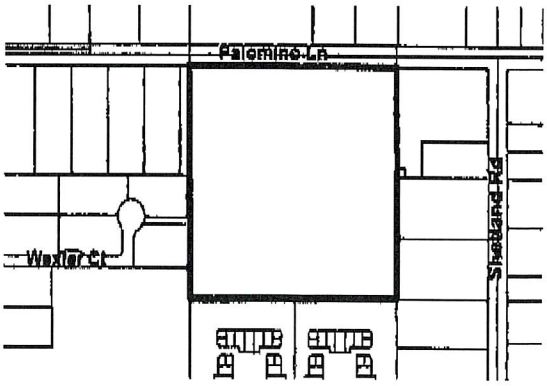
## Application Location




The proposed project may not pertain to the entire highlighted project site.

## Public Hearing Information

| | |
|---|---|
| **Meeting:** | Planning Commission |
| **Date:** | ***February 12, 2019*** |
| **Time:** | 6:00 P.M. |
| **Location:** | City Council Chambers<br>495 South Main Street, 2nd Floor<br>Las Vegas, Nevada 89101 |

Any and all interested persons may appear before the City Planning Commission either in person or by representative and object to or express approval of this request; or may, prior to this meeting, file a written objection thereto or approval thereof with the Department of Planning, Development Services Center, 333 North Rancho Drive, 3rd Floor, Las Vegas, Nevada 89106. Final Action on General Plan Amendments and Rezonings will be determined by the City Council. Other public hearing items may be deemed Final Action by the Planning Commission or forwarded to the City Council. The date of the City Council meeting, if applicable, will be announced at the Planning Commission meeting after the discussion of the item. For further information, including the full staff report, please call (702) 229-6301 (TTY 7-1-1) or go to http://www5.lasvegasnevada.gov/strepub/meet.aspx

Submitted after final agenda

Date 2/11/19 Item 39 P 40 P

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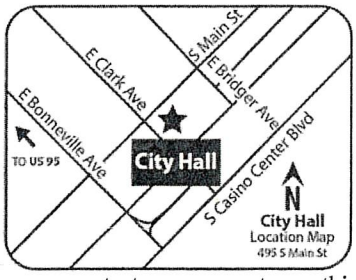


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[X] I SUPPORT this Request
[ ] I OPPOSE this Request

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Planning Commission Meeting of **2/12/19**

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City of Las Vegas

Case: VAR-75119
13932413001
MIDTOWN MODERN L L C
4675 W TECO AVE #250
LAS VEGAS NV 89118

115 LADFNP1 89118

Submitted after final agenda
Date 2/11/19 Item 39A 40A

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Las Vegas, Nevada 89106

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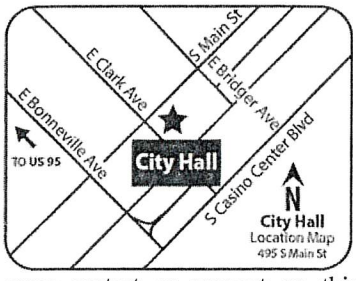


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[X] I SUPPORT this Request
[ ] I OPPOSE this Request

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Planning Commission Meeting of **2/12/19**

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13932413002
MIDTOWN MODERN L L C
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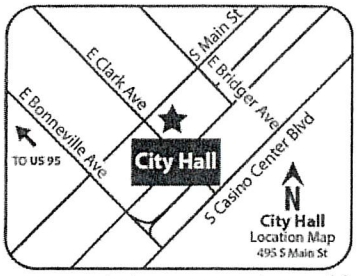


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Planning Commission Meeting of **2/12/19**

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Las Vegas, Nevada 89106

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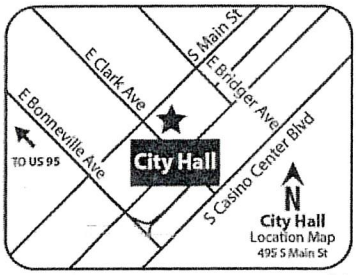


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Planning Commission Meeting of **2/12/19**

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Case: VAR-75119
13932413005
MIDTOWN MODERN L L C
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LAS VEGAS NV 89118

115 LRDFNP1 89118

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**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Wednesday, February 6, 2019 1:17 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

**EXTERNAL EMAIL**

Formstack

**Formstack Submission For:** PlanningApplicationComments2019
Submitted at 02/06/19 1:17 PM

| | |
|---|---|
| **Meeting Date:** | Tuesday, February 12, 2019 |
| **Project Number:** | 74940 |
| **Position:** | I SUPPORT the project and all related applications. |
| **Name:** | Pamela Tarkanian |
| **Residential or Business Address:** | 2601 Pinto Lane<br>Las Vegas, NV 89107 |
| **Phone:** | (702) 540-0122 |
| **Email:** | Pammyt517@cox.net |

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Date 2/6/19 Item 39-41A

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Wednesday, February 6, 2019 1:20 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

**EXTERNAL EMAIL**

Formstack

## Formstack Submission For: PlanningApplicationComments2019
Submitted at 02/06/19 1:20 PM

| | |
|---|---|
| Meeting Date: | Tuesday, February 12, 2019 |
| Project Number: | 74940 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Erik King |
| Residential or Business Address: | 2601 Pinto Lane<br>Las Vegas, NV 89107 |
| Phone: | (702) 540-0122 |
| Email: | eking10@cox.net |

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39-41A

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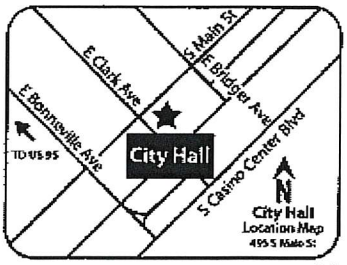


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If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

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**VAR-75119 and VAR-75120 [PRJ-74940]**
Planning Commission Meeting of **2/12/19**

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Dept of Planning
City of Las Vegas

Case: VAR-75119
13932405020
MICHAEL ETHAN INVESTMENT L L C
3000 W CHARLESTON BLVD #3
LAS VEGAS NV 89102-1990

39-40P

City of Las Vegas
Department of Planning
Development Services Center
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Las Vegas, Nevada 89106

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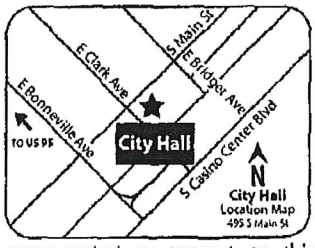


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Planning Commission Meeting of **2/12/19**

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Case: VAR-75119
16205510001
LAGSTEIN ZEV & RIVKA TRS
1013 CHAMPIONSHIP CT
LAS VEGAS NV 89134-0513

39-40 A

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**79**

**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
VAR-75120 - ABEYANCE ITEM - VARIANCE RELATED TO VAR-75119 - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Variance TO ALLOW DEVIATIONS FROM TITLE 19.10.020 C-V (CIVIC) DEVELOPMENT STANDARDS on 9.09 acres at 2831 Palomino Lane (APN 139-32-405-006), C-V (Civic) Zone, Ward 1 (Tarkanian) [PRJ-74940]. Staff recommends DENIAL. The Planning Commission (6-0 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| **Planning Commission Mtg.** | **2** | **Planning Commission Mtg.** | **5** |
| **City Council Meeting** | **4** | **City Council Meeting** | **0** |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (6-0 vote) recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Consolidated Backup
2. Supporting Documentation

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**

# DEPARTMENT OF PLANNING

## STATEMENT OF FINANCIAL INTEREST

Case Number: VAR-75120 APN: 139-32-405-006

Name of Property Owner: Clark County School District

Name of Applicant: Clark County School District

Name of Representative: Linda K. Perri

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ **Yes** ☒ **No**

If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.

City Official: _____

Partner(s): _____ _____

APN: _____

Signature of Property Owner: _____ 11/13/18

Print Name: Linda K. Perri

Subscribed and sworn before me

This 13th day of November, 20 18

Irma Coward

Notary Public in and for said County and State

IRMA COWARD
Notary Public, State of Nevada
Appointment No. 16-1944-1
My Appt. Expires Apr 11, 2020

PRJ-74940
11/15/18

Revised 03/28/16

# DEPARTMENT OF PLANNING

## APPLICATION / PETITION FORM

**Application/Petition For:** Site Development Plan Review and Vairance

**Project Address (Location)** 2831 Palomino Lane, Las Vegas, NV 89107

**Project Name** Howard Wasden Elementary School **Proposed Use** _____

**Assessor's Parcel #(s)** 139-32-405-006 **Ward #** _____

**General Plan:** existing _____ proposed _____ **Zoning:** existing C-V proposed _____

**Commercial Square Footage** _____ **Floor Area Ratio** _____

**Gross Acres** _____ **Lots/Units** _____ **Density** _____

**Additional Information** Replacement of existing elementary school

**PROPERTY OWNER** Clark County School District **Contact** Linda Perri

**Address** 1180 Military Tribute Place **Phone:** (702) 799-5214 **Fax:** _____

**City** Henderson **State** NV **Zip** 89074

**E-mail Address** _____

**APPLICANT** Clark County School District **Contact** Linda Perri

**Address** 1180 Military Tribute Place **Phone:** (702) 799-5214 **Fax:** _____

**City** Henderson **State** NV **Zip** 89074

**E-mail Address** _____

**REPRESENTATIVE** Clark County School District **Contact** Chris Dingell

**Address** 1180 Military Tribute Place **Phone:** (702) 799-5214 **Fax:** _____

**City** Henderson **State** NV **Zip** 89074

**E-mail Address** dingec@nv.ccsd.net

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.

**Property Owner Signature*** _____ 11/13/18

*An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps, and Parcel Maps.

**Print Name** Linda K. Perri

Subscribed and sworn before me

This 13th day of November, 20 18.

_____

Notary Public in and for said County and State

Clark, Nevada

IRMA COWARD
Notary Public, State of Nevada
Appointment No. 16-1944-1
My Appt. Expires Apr 11, 2020

Revised 03/28/16

***FOR DEPARTMENT USE ONLY***

| |
|---|
| Case # VAR-75120 |
| Meeting Date: |
| Total Fee: |
| Date Received:* |
| Received By: |

*The application will not be deemed complete until the submitted materials have been reviewed by the Department of Planning for consistency with applicable sections of the Zoning Ordinance.

PRJ-74940
11/15/18

FINANCE & OPERATIONS DIVISION

5100 W. SAHARA AVE. • LAS VEGAS, NV 89146 • (702) 799-5445 • FAX (702) 855-3112

CCSD
CLARK COUNTY
SCHOOL DISTRICT

BOARD OF SCHOOL TRUSTEES

Terri Janison, President
Carolyn Edwards, Vice President
Dr. Linda E. Young, Clerk
Chris Garvey, Member
Larry P. Mason, Member
Sheila Moulton, Member
Deanna L. Wright, Member

Dr. Walt Rulffes, Superintendent

December 6, 2010

To Whom It May Concern:

I, Jeff Weiler, Chief Financial Officer of the Clark County School District, hereby authorize Linda K. Perri, Director of Real Property Management, to sign the following on my behalf:

Temporary Right-of Entry
Entity Use Permit Applications
Declaration of Ownership

Sincerely,

Jeff Weiler
Chief Financial Officer

PRJ-74940
11/15/18

VAR-75120

SIGNATURE DESIGNEE

Agenda items developed for board consideration and approval frequently designate a person to represent the Board of School Trustees for signing project documents. This expedites the process and enables a smooth transition between phases in the processing of land use applications.

J. Paul Gerner, associate superintendent, Facilities Division, has previously served as the Board of School Trustees' designee for land use applications.

On April 1, 2008, organizational changes moved Real Property Management from the Facilities Division to the Finance and Operations Division. Considering the relocation of the department, it is more appropriate for documents to be signed by Jeff Weiler, chief financial officer.

Discussion and possible action on approval to authorize Jeff Weiler, chief financial officer, to act as the Board of School Trustees' designee in signing all land use applications, is recommended.

Jeff Weiler
June 26, 2008

PRJ-74940
11/5/08



**VAR-75120**

RESOLUTION

Be it hereby resolved by the Board of School Trustees of the Clark County School District that on this 22nd day of May, 2008, Jeff Weiler, Chief Financial Officer, Finance and Operations Division, is hereby authorized to sign all documents and applications necessary and pertinent to obtaining rights to lands under federal jurisdiction for the purpose of providing a site, or sites, for educational and related school facilities.

CLARK COUNTY SCHOOL DISTRICT
BOARD OF SCHOOL TRUSTEES

Mary Beth Scow
Mary Beth Scow, President

Carolyn Edwards
Carolyn Edwards, Clerk

APPROVED AS TO FORM:

C. W. Hoffman 4/28/08
C. W. Hoffman, Jr., General Counsel

STATE OF NEVADA
COUNTY OF CLARK

On this 22nd day of May, 2008, personally appeared before me, a Notary Public in and for said county and state, Mary Beth Scow and Carolyn Edwards, known to me to be the president and clerk of the BOARD OF SCHOOL TRUSTEES, CLARK COUNTY SCHOOL DISTRICT, a political subdivision of the State of Nevada, and upon oath did each depose that they are the officers of said subdivision as above designated.

Patricia A. O'Gara
Notary Public in and for the above county and state.

PATRICIA A. O'GARA
Notary Public State of Nevada
No. 07-2962-1
My appt. exp. May 4, 2011

PRJ-74940
11/15/18

VAR-75120

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**80**

**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
SDR-75121 - ABEYANCE ITEM - SITE DEVELOPMENT PLAN REVIEW RELATED TO VAR-75119 AND VAR-75120 - PUBLIC HEARING - APPLICANT: CLARK COUNTY SCHOOL DISTRICT - OWNER: SCHOOL BOARD OF TRUSTEES - For possible action on a request for a Site Development Plan Review FOR A PROPOSED TWO-STORY, 94,056 SQUARE-FOOT PUBLIC SCHOOL, PRIMARY DEVELOPMENT on 9.09 acres at 2831 Palomino Lane (APN 139-32-405-006), C-V (Civic) Zone, Ward 1 (Tarkanian) [PRJ-74940]. Staff recommends DENIAL. The Planning Commission (6-0 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| **Planning Commission Mtg.** | **2** | **Planning Commission Mtg.** | **7** |
| **City Council Meeting** | **3** | **City Council Meeting** | **2** |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (6-0 vote) recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Consolidated Backup
2. Supporting Documentation
3. Backup Submitted from the March 6, 2019 City Council Meeting
4. Submitted after Final Agenda - Protest Postcard
5. Backup Submitted at the February 12, 2019 Planning Commission Meeting

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**

# DEPARTMENT OF PLANNING

## STATEMENT OF FINANCIAL INTEREST

Case Number: SDR-75121 APN: 139-32-405-006

Name of Property Owner: Clark County School District

Name of Applicant: Clark County School District

Name of Representative: Linda K. Perri

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ **Yes** ☒ **No**

If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.

City Official: _____

Partner(s): _____ _____

APN: _____

Signature of Property Owner: _____ 11/13/18

Print Name: Linda K. Perri

Subscribed and sworn before me

This 13th day of November, 20 18

Irma Coward

Notary Public in and for said County and State

IRMA COWARD
Notary Public, State of Nevada
Appointment No. 16-1944-1
My Appt. Expires Apr 11, 2020

PRJ-74940
11/15/18

Revised 03/28/16

# DEPARTMENT OF PLANNING

## APPLICATION / PETITION FORM

**Application/Petition For:** Site Development Plan Review and Vairance

**Project Address (Location)** 2831 Palomino Lane, Las Vegas, NV 89107

**Project Name** Howard Wasden Elementary School **Proposed Use** _____

**Assessor's Parcel #(s)** 139-32-405-006 **Ward #** _____

**General Plan:** existing _____ proposed _____ **Zoning:** existing C-V proposed _____

**Commercial Square Footage** _____ **Floor Area Ratio** _____

**Gross Acres** _____ **Lots/Units** _____ **Density** _____

**Additional Information** Replacement of existing elementary school

**PROPERTY OWNER** Clark County School District **Contact** Linda Perri

**Address** 1180 Military Tribute Place **Phone:** (702) 799-5214 **Fax:** _____

**City** Henderson **State** NV **Zip** 89074

**E-mail Address** _____

**APPLICANT** Clark County School District **Contact** Linda Perri

**Address** 1180 Military Tribute Place **Phone:** (702) 799-5214 **Fax:** _____

**City** Henderson **State** NV **Zip** 89074

**E-mail Address** _____

**REPRESENTATIVE** Clark County School District **Contact** Chris Dingell

**Address** 1180 Military Tribute Place **Phone:** (702) 799-5214 **Fax:** _____

**City** Henderson **State** NV **Zip** 89074

**E-mail Address** dingec@nv.ccsd.net

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.

**Property Owner Signature*** _____ 11/13/18

*An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps, and Parcel Maps.

**Print Name** Linda K. Perri

Subscribed and sworn before me

This 13th day of November, 20 18.

_____

Notary Public in and for said County and State

Clark, Nevada

IRMA COWARD
Notary Public, State of Nevada
Appointment No. 16-1944-1
My Appt. Expires Apr 11, 2020

Revised 03/28/16

***FOR DEPARTMENT USE ONLY***

| | |
|---|---|
| Case # | SDR-75121 |
| Meeting Date: | |
| Total Fee: | |
| Date Received:* | |
| Received By: | |

*The application will not be deemed complete until the submitted materials have been reviewed by the Department of Planning for consistency with applicable sections of the Zoning Ordinance.

PRJ-74940
11/15/18

FINANCE & OPERATIONS DIVISION

5100 W. SAHARA AVE. • LAS VEGAS, NV 89146 • (702) 799-5445 • FAX (702) 855-3112

CCSD

CLARK COUNTY

SCHOOL DISTRICT

BOARD OF SCHOOL TRUSTEES

Terri Janison, President
Carolyn Edwards, Vice President
Dr. Linda E. Young, Clerk
Chris Garvey, Member
Larry P. Mason, Member
Sheila Moulton, Member
Deanna L. Wright, Member

Dr. Walt Rulffes, Superintendent

December 6, 2010

To Whom It May Concern:

I, Jeff Weiler, Chief Financial Officer of the Clark County School District, hereby authorize Linda K. Perri, Director of Real Property Management, to sign the following on my behalf:

Temporary Right-of Entry
Entity Use Permit Applications
Declaration of Ownership

Sincerely,

Jeff Weiler
Chief Financial Officer

PRJ-74940
11/15/18

SDR-75121

SIGNATURE DESIGNEE

Agenda items developed for board consideration and approval frequently designate a person to represent the Board of School Trustees for signing project documents. This expedites the process and enables a smooth transition between phases in the processing of land use applications.

J. Paul Gerner, associate superintendent, Facilities Division, has previously served as the Board of School Trustees' designee for land use applications.

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Discussion and possible action on approval to authorize Jeff Weiler, chief financial officer, to act as the Board of School Trustees' designee in signing all land use applications, is recommended.

Jeff Weiler
June 26, 2008

PRJ-74940
11/5/18


SDR-75121

RESOLUTION

Be it hereby resolved by the Board of School Trustees of the Clark County School District that on this 22nd day of May, 2008, Jeff Weiler, Chief Financial Officer, Finance and Operations Division, is hereby authorized to sign all documents and applications necessary and pertinent to obtaining rights to lands under federal jurisdiction for the purpose of providing a site, or sites, for educational and related school facilities.

CLARK COUNTY SCHOOL DISTRICT
BOARD OF SCHOOL TRUSTEES

Mary Beth Scow
Mary Beth Scow, President

Carolyn Edwards
Carolyn Edwards, Clerk

APPROVED AS TO FORM:

C. W. Hoffman 4/28/08
C. W. Hoffman, Jr., General Counsel

STATE OF NEVADA
COUNTY OF CLARK

On this 22nd day of May, 2008, personally appeared before me, a Notary Public in and for said county and state, Mary Beth Scow and Carolyn Edwards, known to me to be the president and clerk of the BOARD OF SCHOOL TRUSTEES, CLARK COUNTY SCHOOL DISTRICT, a political subdivision of the State of Nevada, and upon oath did each depose that they are the officers of said subdivision as above designated.

Patricia A. O'Gara
Notary Public in and for the above county and state.

PATRICIA A. O'GARA
Notary Public State of Nevada
No. 07-2962-1
My appt. exp. May 4, 2011

PRJ-74940
11/15/18

SDR-75121

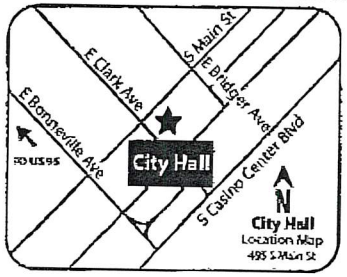
City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

RECEIVED
CITY CLERK

2019 FEB 25 A 10:43

PRSRT
FIRST CLASS MAIL
U.S. Postage
PAID
Las Vegas, NV
Permit No. 1630

# Return Service Requested
# Official Notice of Public Hearing




RECEIVED
FEB 22 2019
KAMER ZUCKER ABBOTT
ATTORNEYS AT LAW

If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75121 [PRJ-74940]**

City Council Meeting of **3/06/2019**

Case: SDR-75121
13932405020
MICHAEL ETHAN INVESTMENT L L C
3000 W CHARLESTON BLVD #3
LAS VEGAS NV 89102-1990

Submitted after final agenda
Date 2/26/19 Item 85

02/25/2019 10:28 7022598646 KZA PAGE 02/03

ity of Las Vegas
ffice Of The City Clerk
)5 South Main Street, 2nd Floor
as Vegas, Nevada 89101

3/4/19

RECEIVED
CITY CLERK

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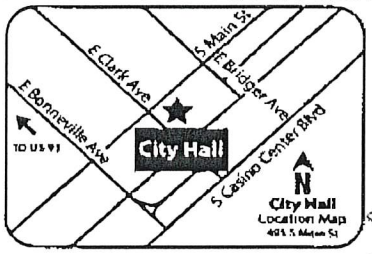
U.S. Postage
PAID
Las Vegas, NV
Permit No. 1630

NO MORE PARKING SPACES THEN ALLOWED.
WE DON'T WANT MORE TRAFFIC ON CAMPBELL DR.
#2 SCHOOLS & A CATHOLIC CHURCH
WE HAVE WALKERS, KIDS & FROM.

2019 MAR -5 A 6:28

**Return Service Requested**
**Official Notice of Public Hearing**




DUP

you wish to file your protest or support on this request, check the propriate box below and return this card in an envelope with postage to the fice Of The City Clerk at the address listed above or fax this side of this rd to (702) 382-4803. If you would like to contact your Council presentative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request WE

ease use available blank space on card for your comments.
**AR-75119 and VAR-75120 [PRJ-74940]**
ty Council Meeting of **3/06/2019**

Case: VAR-75119
13932303001
DIXON JEWEL L LIVING TRUST
DIXON JEWEL L TRS
612 CAMPBELL DR
LAS VEGAS NV 89107-4445
& PARTNER: PATRICIA M. FLICK
BICYCLE RIDERS TO PROTECT

97 LRDFNP1 89107

---

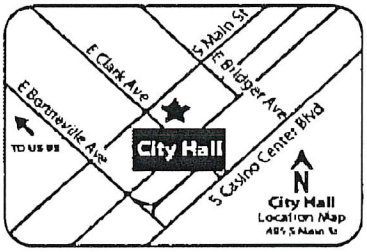
ty of Las Vegas
fice Of The City Clerk
5 South Main Street, 2nd Floor
as Vegas, Nevada 89101

3/2/19

PRSRT
FIRST CLASS MAIL
U.S. Postage
PAID
Las Vegas, NV
Permit No. 1630

DON'T ALLOW ENOUGH TRAFFIC ON CAMPBELL DR.
PROTECT WALKERS: KIDS, BICYCLE RIDERS.
& 2 SCHOOLS [illegible]

**Return Service Requested**
**Official Notice of Public Hearing**




you wish to file your protest or support on this request, check the propriate box below and return this card in an envelope with postage to the fice Of The City Clerk at the address listed above or fax this side of this rd to (702) 382-4803. If you would like to contact your Council presentative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request WE

2019 MAR -5 A 6:28

ease use available blank space on card for your comments.
**DR-75121 [PRJ-74940]**
ty Council Meeting of **3/06/2019**

RECEIVED
CITY CLERK

Case: SDR-75121
13932303001
DIXON JEWEL L LIVING TRUST
DIXON JEWEL L TRS
612 CAMPBELL DR
LAS VEGAS NV 89107-4445
& PARTNER: PATRICIA M. FLICK

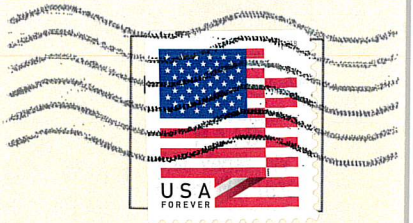
97 LRDFNP1 89107

Submitted after final agenda

Date 3/5/19 Item 85

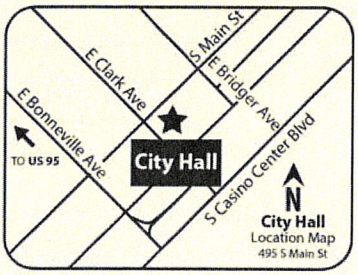
City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

LAS VEGAS NV 890
26 FEB 2019 PM 3 L




RECEIVED
CITY CLERK
2019 MAR -4 P 12:20

**Return Service Requested**
**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

Case: SDR-75121

16205510006
BALLE CENTER L L C
2801 W CHARLESTON BLVD #100
LAS VEGAS NV 89102-1965

[X] I SUPPORT this Request
[ ] I OPPOSE this Request

Please use available blank space on card for your comments.
**SDR-75121 [PRJ-74940]**
City Council Meeting of **3/06/2019**

89 LADFNP1 89102

Submitted after final agenda
Date 3/4/19 Item 85

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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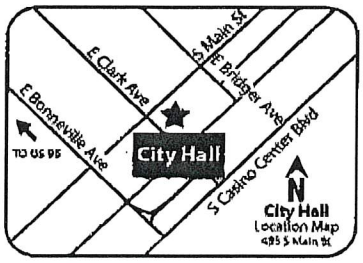
U.S. Postage
**PAID**
Las Vegas, NV
Permit No. 1630

RECEIVED
CITY CLERK
2019 MAR -5 A 6:28

## Return Service Requested
## Official Notice of Public Hearing




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☑ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75121 [PRJ-74940]**
City Council Meeting of **3/06/2019**

Case: SDR-75121
13932702011
PRIME PROPERTIES USA 2011 L L C
62 WILLIAM ST
NEW YORK NY 10005

Submitted after final agenda
Date 3/5/19 Item 85

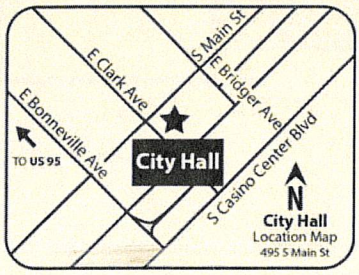
City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

ALBUQUERQUE
NM 870
28 FEB '19
PM 2 L

RECEIVED
CITY CLERK
2019 MAR 11 P 12:22

PRSRT
FIRST CLASS MAIL
U.S. Postage
**PAID**
Las Vegas, NV
Permit No. 1630

## Return Service Requested
## Official Notice of Public Hearing




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75121 [PRJ-74940]**
City Council Meeting of **3/06/2019**

13932703003
KUNSBERG PHILIP
130 CENTRAL PARK SQ
LOS ALAMOS NM 87544

Case: SDR-75121

2 LRDFMP1 87544

Submitted after final agenda

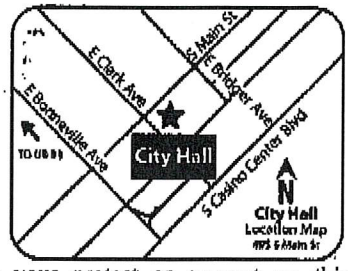
Date 3/14/19 Item 80

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

PRSRT
FIRST CLASS MAIL
U.S. Postage
PAID
Las Vegas, NV
Permit No. 1630

**Return Service Requested**
**Official Notice of Public Hearing**

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If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

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**SDR-75121 [PRJ-74940]**
Planning Commission Meeting of **2/12/19**

Case: SDR-75121
13932703009
PLASTER BRIAN & MARGARET FAM TR
PLASTER BRIAN R & MARGARET B TRS
801 S RANCHO DR #E4
LAS VEGAS NV 89106-3812

87 LRDFNP1 89106

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City of Las Vegas
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333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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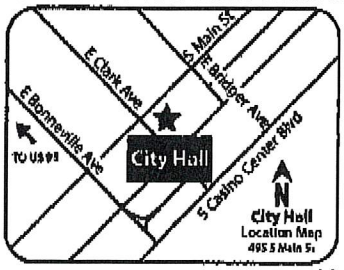


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**SDR-75121 [PRJ-74940]**
Planning Commission Meeting of **2/12/19**

Case: SDR-75121
13932703010
STONE ASSETS L L C
801 S RANCHO DR #E4
LAS VEGAS NV 89106-3812

87 LRDFNP1 89106

Submitted after final agenda

Date 2/11/19 Item 41P

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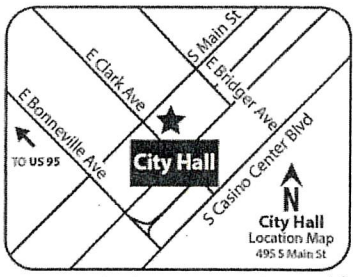


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**SDR-75121 [PRJ-74940]**

Planning Commission Meeting of **2/12/19**

Case: SDR-75121
13932413001
MIDTOWN MODERN L L C
4675 W TECO AVE #250
LAS VEGAS NV 89118

115 LADFNP1 89118

Submitted after final agenda

Date 2/11/19 Item 41A

City of Las Vegas
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Las Vegas, Nevada 89106

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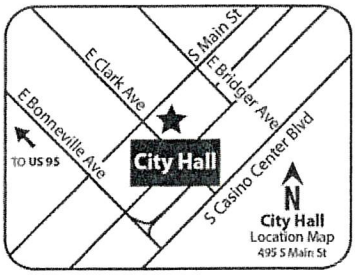


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Planning Commission Meeting of **2/12/19**

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City of Las Vegas

Case: SDR-75121
13932413002
MIDTOWN MODERN L L C
4675 W TECO AVE #250
LAS VEGAS NV 89118

115 LADFNP1 89118

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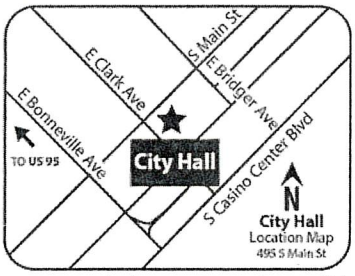


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Planning Commission Meeting of **2/12/19**

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13932413004
MIDTOWN ~~MODERN~~ L L C
4675 W TECO AVE #250
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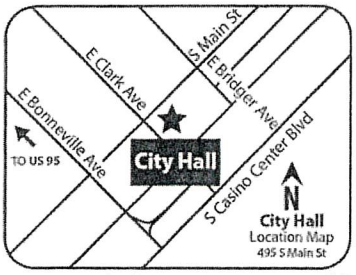


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Planning Commission Meeting of **2/12/19**

Case: SDR-75121

13932413005
MIDTOWN MODERN L L C
4675 W TECO AVE #250
LAS VEGAS NV 89118

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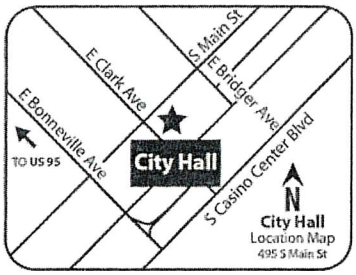


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[X] I SUPPORT this Request
[ ] I OPPOSE this Request

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Planning Commission Meeting of **2/12/19**

Case: SDR-75121
13932405013
MIDTOWN MODERN L L C
4675 W TECO AVE #250
LAS VEGAS NV 89118

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NEVADA HEART CONSULTANTS 702-870-4249 p.1

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Las Vegas, Nevada 89106

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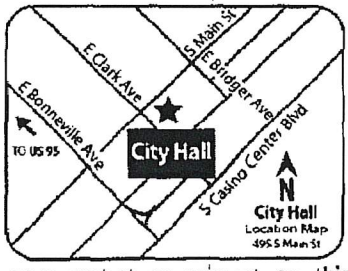


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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**SDR-75121 [PRJ-74940]**
Planning Commission Meeting of **2/12/19**

Case: SDR-75121
16205510001
LAGSTEIN ZEV & RIVKA TRS
1013 CHAMPIONSHIP CT
LAS VEGAS NV 89134-0513

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Dept of Planning
City of Las Vegas

Case: SDR-75121

16205510001
LAGSTEIN ZEV & RIVKA TRS
1013 CHAMPIONSHIP CT
LAS VEGAS NV 89134-0513

L31 LRDFMP1 89134

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# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**81**

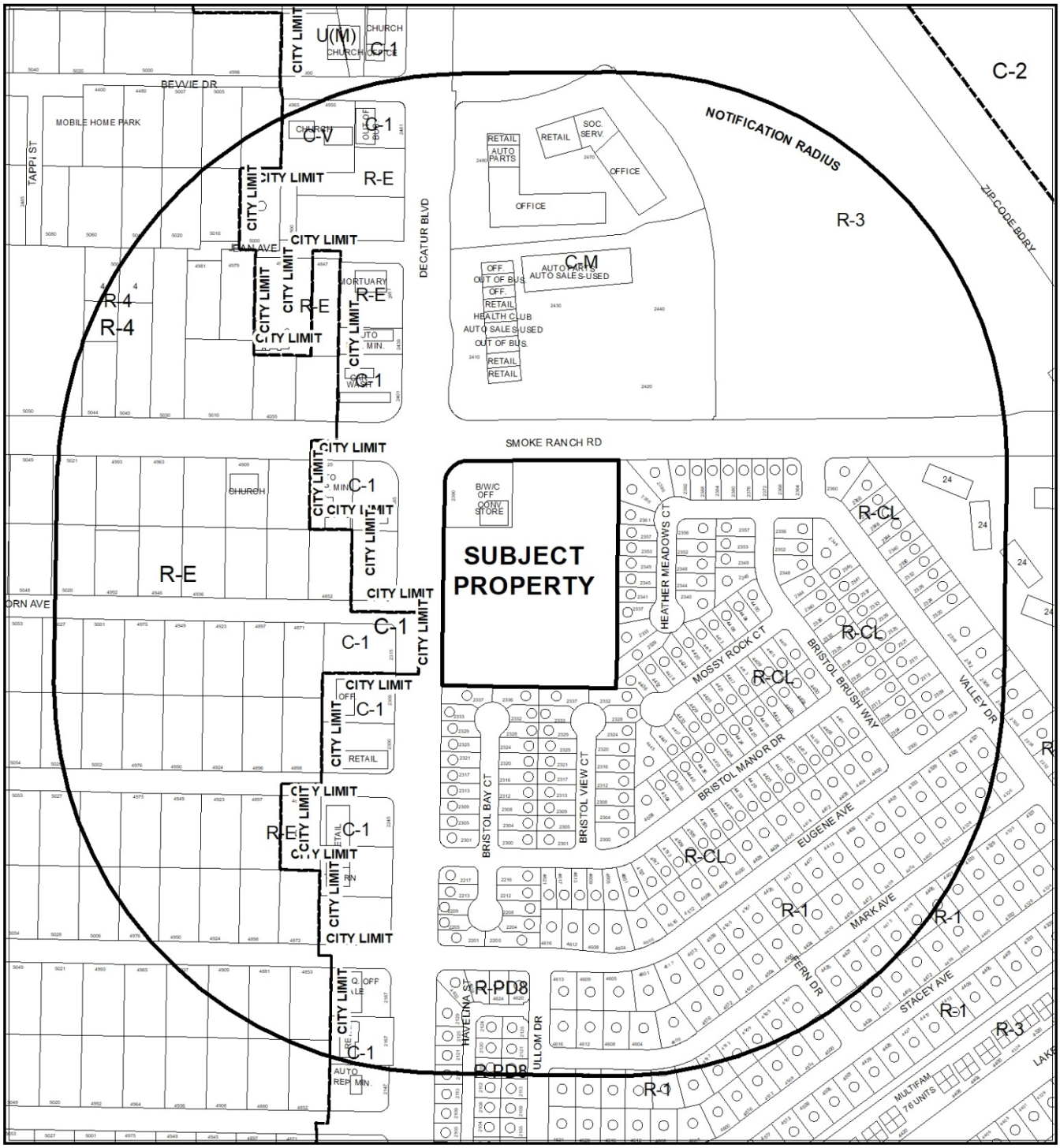
**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
VAR-75324 - ABEYANCE ITEM - VARIANCE - PUBLIC HEARING - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. - For possible action on a request for a Variance TO ALLOW A 17-FOOT RESIDENTIAL ADJACENCY SETBACK WHERE 72 FEET IS THE MINIMUM REQUIRED AND TO ALLOW A 76-FOOT RESIDENTIAL ADJACENCY SETBACK WHERE 155 FEET IS THE MINIMUM REQUIRED on 5.33 acres adjacent to the south side of Smoke Ranch Road, approximately 175 feet east of Decatur Boulevard (APN 139-19-101-002), C-1 (Limited Commercial) Zone, Ward 5 (Crear) [PRJ-75268]. Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| **Planning Commission Mtg.** | **6** | **Planning Commission Mtg.** | **0** |
| **City Council Meeting** | **5** | **City Council Meeting** | **5** |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Location and Aerial Maps - VAR-75324, SUP-75325, SUP-75326 and SDR-75327 [PRJ-75268]
2. Conditions and Staff Report - VAR-75324, SUP-75325, SUP-75326 and SDR-75327 [PRJ-75268]
3. Supporting Documentation - VAR-75324, SUP-75325, SUP-75326 and SDR-75327 [PRJ-75268]
4. Photo(s) - VAR-75324, SUP-75325, SUP-75326 and SDR-75327 [PRJ-75268]
5. Justification Letter - VAR-75324, SUP-75325, SUP-75326 and SDR-75327 [PRJ-75268]
6. Backup Submitted from the March 6, 2019 City Council Meeting
7. Backup Submitted at the February 12, 2019 Planning Commission Meeting




0 295 590 Feet

**CASE:** **VAR-75324, SUP-75325, SUP-75326 AND SDR-75327 (PRJ-75268)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** C-1 (LIMITED COMMERCIAL)

N




0 295 590 Feet

**CASE:** **VAR-75324, SUP-75325, SUP-75326 AND SDR-75327 (PRJ-75268)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** C-1 (LIMITED COMMERCIAL)

N

City of Las Vegas

## *AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 6, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC.**

## ** STAFF RECOMMENDATION(S) **

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **VAR-75324** | Staff recommends DENIAL, if approved subject to conditions: | |
| **SUP-75325** | Staff recommends DENIAL, if approved subject to conditions: | VAR-75324 |
| **SUP-75326** | Staff recommends DENIAL, if approved subject to conditions: | VAR-75324<br>SUP-75325 |
| **SDR-75327** | Staff recommends DENIAL, if approved subject to conditions: | VAR-75324<br>SUP-75325<br>SUP-75326 |

## ** NOTIFICATION **

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED** 10

**NOTICES MAILED** 366 - VAR-75324 and SUP-75325 (By City Clerk)
366 - SUP-75326 and SDR-75327 (By City Clerk)

**PROTESTS** 3 - VAR-75324 and SUP-75325
2 - SUP-75326 and SDR-75327

**APPROVALS** 0 - VAR-75324 and SUP-75325
0 - SUP-75326 and SDR-75327

JB

**** CONDITIONS ****

# VAR-75324 CONDITIONS

***Planning***

1. Approval of and conformance to the Conditions of Approval for Special Use Permit (SUP-75325), Special Use Permit (SUP-75326) and Site Development Plan Review (SDR-75327) shall be required, if approved.

2. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

3. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

4. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

5. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# SUP-75325 CONDITIONS

***Planning***

1. Conformance to all Minimum Requirements under LVMC Title 19.12 for a Senior Citizens Apartments use.

2. Approval of and conformance to the Conditions of Approval for Variance (VAR-75324), Special Use Permit (SUP-75326) and Site Development Plan Review (SDR-75327) shall be required.

3. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

4. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

5. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit, as well as submitted as part of any business license application.

6. Sign and record a deed restriction with language determined to be satisfactory by the City Attorney which restricts the use of the site to an age-restricted community for those persons 55 years of age or older, to the full extent of the law.

7. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# SUP-75326 CONDITIONS

***Planning***

1. Conformance to all Minimum Requirements under Title 19.10.080 for a project in the Airport Overlay District.

2. Approval of and conformance to the Conditions of Approval for Variance (VAR-75324), Special Use Permit (SUP-75325) and Site Development Plan Review (SDR-75327) shall be required.

3. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

4. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

5. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit, as well as submitted as part of any business license application.

6. Prior to or at the time of submittal for any building permit, the applicant shall provide written verification by the FAA and/or the Clark County Department of Aviation of the following:
    a. Applicant is required to file a valid FAA Form 7460-1, "Notice of Proposed Construction or Alteration" with the FAA, in accordance with 14 CFR Part 77, or submit to the Clark County Director of Aviation a “Property Owner’s Shielding Determination Statement” and request written concurrence from the Clark County Department of Aviation;
    b. No Building Permit or other construction permit shall be issued for any structure greater than 35 feet above the surface of land that, based upon the FAA’s 7460 airspace determination (the outcome of filing the FAA Form 7460-1) would (a) constitute a hazard to air navigation, (b) would result in an increase to minimum flight altitudes during any phase of flight (unless approved by the Department of Aviation), or (c) would otherwise be determined to pose a significant adverse impact on airport or aircraft operations.
    c. Applicant is advised that FAA’s airspace determinations are dependent on petitions by any interested party and the height that will not present a hazard as determined by the FAA may change based on these comments.
    d. Applicant is advised that the FAA’s airspace determinations include expiration dates and that the separate airspace determinations will be needed for construction cranes or other temporary equipment.
    e. Applicant is advised that issuing a stand-alone noise disclosure statement to the purchaser or renter of each unit in the proposed development and to forward the completed and recorded noise disclosure statements to the Department of Aviation’s Noise Office is strongly encouraged. Additionally, the Federal Aviation Administration will no longer approve remedial noise mitigation measures for incompatible development impacted by aircraft operations which was constructed after October 1, 1998 and funds will not be available in the future should the residents wish to have their buildings purchased or soundproofed.

7. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# SDR-75327 CONDITIONS

***Planning***

1. Approval of and conformance to the Conditions of Approval for Variance (VAR-75324), Special Use Permit (SUP-75325) and Special Use Permit (SUP-75326) shall be required, if approved.

2. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

3. All development shall be in conformance with the site plan date stamped 02/20/19, building elevations date stamped 12/17/18; and landscape plan date stamped 01/10/19, except as amended by conditions herein.

4. A Waiver from Title 19.08.070 is hereby approved, to allow a zero-foot landscape buffer on the north and west property lines where 15 feet is the minimum required and a zero-foot landscape buffer along a portion of the east property line where eight feet is the minimum required; also to allow a zero-foot landscape buffer along a portion of the north and west property line where eight feet is required adjacent to the convenience store.

5. An Exception from Title 19.08.040 is hereby approved, to allow 79 perimeter landscape buffer trees, where 90 trees are required and to allow 27 parking lot islands and end caps, where 32 are required.

6. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

7. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

8. A technical landscape plan, signed and sealed by a Registered Architect, Landscape Architect, Residential Designer or Civil Engineer, must be submitted prior to or at the same time application is made for a building permit. A permanent underground sprinkler system is required, and shall be permanently maintained in a satisfactory manner; the landscape plan shall include irrigation specifications. Installed landscaping shall not impede visibility of any traffic control device.

9. A fully operational fire protection system, including fire apparatus roads, fire hydrants and water supply, shall be installed and shall be functioning prior to construction of any combustible structures.

10. Prior to or at the time of submittal for any building permit, the applicant shall provide written verification by the FAA and/or the Clark County Department of Aviation of the following:
    a. Applicant is required to file a valid FAA Form 7460-1, "Notice of Proposed Construction or Alteration" with the FAA, in accordance with 14 CFR Part 77, or submit to the Clark County Director of Aviation a “Property Owner’s Shielding Determination Statement” and request written concurrence from the Clark County Department of Aviation;
    b. No Building Permit or other construction permit shall be issued for any structure greater than 35 feet above the surface of land that, based upon the FAA’s 7460 airspace determination (the outcome of filing the FAA Form 7460-1) would (a) constitute a hazard to air navigation, (b) would result in an increase to minimum flight altitudes during any phase of flight (unless approved by the Department of Aviation), or (c) would otherwise be determined to pose a significant adverse impact on airport or aircraft operations.
    c. Applicant is advised that FAA’s airspace determinations are dependent on petitions by any interested party and the height that will not present a hazard as determined by the FAA may change based on these comments.
    d. Applicant is advised that the FAA’s airspace determinations include expiration dates and that the separate airspace determinations will be needed for construction cranes or other temporary equipment.
    e. Applicant is advised that issuing a stand-alone noise disclosure statement to the purchaser or renter of each unit in the proposed development and to forward the completed and recorded noise disclosure statements to the Department of Aviation’s Noise Office is strongly encouraged. Additionally, the Federal Aviation Administration will no longer approve remedial noise mitigation measures for incompatible development impacted by aircraft operations which was constructed after October 1, 1998 and funds will not be available in the future should the residents wish to have their buildings purchased or soundproofed.

11. Prior to the submittal of a building permit application, the applicant shall meet with Department of Planning staff to develop a comprehensive address plan for the subject site. A copy of the approved address plan shall be submitted with any future building permit applications related to the site.

12. Sign and record a deed restriction with language determined to be satisfactory by the City Attorney which restricts the use of the site to an age-restricted community for those persons 55 years of age or older, to the full extent of the law.

13. All City Code requirements and design standards of all City Departments must be satisfied, except as modified herein.

***Public Works***

14. Grant a Public Pedestrian Access Easement for the portions of the public sidewalk located outside of the public rights-of-way.

15. Construct all incomplete half-street improvements on Smoke Ranch Road and Decatur Boulevard per complete street standards. All existing paving damaged or removed by this development shall be restored at its original location and to its original width concurrent with development of this site.

16. This site shall connect to the public sewer located in Smoke Ranch Road.

17. Landscape and maintain all unimproved rights-of-way adjacent to this site. All landscaping and private improvements installed with this project shall be situated and maintained so as to not create sight visibility obstructions for vehicular traffic at all development access drives and abutting street intersections.

18. Unless otherwise allowed by the City Engineer, construct sidewalk on at least one side of all access drives connecting this site to the adjacent public streets concurrent with development of this site. The connecting sidewalk shall extend from the sidewalk on the public street to the first intersection of the on-site roadway network and shall be terminated on-site with a handicap ramp.

19. Submit a License Agreement for landscaping and private improvements in the Smoke Ranch Road and Decatur Boulevard public rights-of-way prior to this issuance of permits for these improvements. The applicant must carry an insurance policy for the term of the License Agreement and add the City of Las Vegas as an additionally insured entity on this insurance policy. If requested by the City, the applicant shall remove property encroaching in the public right-of-way at the applicant's expense pursuant to the terms of the City's License Agreement. The installation and maintenance of all private improvements in the public right of way shall be the responsibility of the applicant and any successors in interest to the property and assigns pursuant to the terms of the License Agreement. Coordinate all requirements for the License Agreement with the Land Development Section of the Department of Building and Safety (702-229-4836).

20. Meet with the Fire Protection Engineering Section of the Department of Fire Services to discuss fire requirements for the proposed use of this facility. The design and layout of all onsite private circulation and access drives shall meet the approval of the Department of Fire Services.

21. A Drainage Plan and Technical Drainage Study must be submitted to and approved by the Department of Public Works prior to the issuance of any building or grading permits or submittal of any construction drawings, whichever may occur first. Provide and improve all drainage ways recommended in the approved drainage plan/study. The developer of this site shall be responsible to construct such neighborhood or local drainage facility improvements as are recommended by the City of Las Vegas Neighborhood Drainage Studies and approved Drainage Plan/Study concurrent with development of this site.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

This is a request for a proposed 191-unit Senior Citizen Apartments use, consisting of five 24-foot tall townhome apartment buildings and one 53-foot tall apartment building on 5.33 acres adjacent to the south side of Smoke Ranch Road, approximately 175 feet east of Decatur Boulevard.

## ISSUES

- The Senior Citizens Apartments use is a conditional land use in the C-1 (Limited Commercial) zoning district.
- A Special Use Permit (SUP-75325) is required, as the proposed use does not comply with Conditional Use Regulations #1, #2 and #4. Staff does not support the request.
- A Special Use Permit (SUP-75326) is required to allow the proposed 53-foot tall apartment building within the 35-foot restriction of the Airport Overlay District. Staff does not support the request.
- A Variance (VAR-75324) has been requested to allow a 17-foot residential adjacency setback where 72 feet is the minimum required and to allow a 76-foot residential adjacency setback where 155 feet is the minimum required. Staff does not support the request.
- A Waiver from Title 19.08.070 is required to allow a zero-foot landscape buffer on the north and west property lines where 15 feet is the minimum required and a zero-foot landscape buffer along a portion of the east property line where eight feet is the minimum required and to allow a zero-foot landscape buffer along a portion of the north and west property line where eight feet is required adjacent to the convenience store. Staff does not support the request.
- An Exception of planting materials has been requested to allow 79 perimeter landscape buffer trees where 90 trees are required and to allow 27 parking lot islands and end caps where 32 are required. Staff does not support the request.

## ANALYSIS

The subject site is located in the Southwest Sector of the General Plan and has a current land use designation of GC (General Commercial) and zoning designation of C-1 (Limited Commercial). The applicant has submitted a request for a Special Use Permit (SUP-75325) for the proposed Senior Citizen Apartments land use.

A Senior Citizen Apartments use is described in Title 19.12 as: "An apartment house or other multi-family dwelling in which each unit is occupied by at least one person 55 years of age or older, or in which the units are intended and operated for occupancy by persons 55 years of age or older. This use includes an apartment house or other multi-family dwelling that qualifies as "housing for older persons" under the provisions of Federal law, including without limitation housing developments that:

1. Provide significant facilities and services specifically designed to meet the physical or social needs of older persons; and

2. Publish and adhere to policies and procedures that demonstrate intent to provide housing for persons 55 years of age or older to the extent allowed by applicable State or Federal law."

**Conditional Use Permit Requirements:**

1. For any development that is over three stories in height:
   a. The structures shall be compatible with the scale and massing of the types of development allowed in the applicable zoning district and shall provide a transition to less intensive development.

   *The proposed structures range in height from two stories to four stories and are not compatible with the scale and massing of the types of development found within the C-1 (Limited Commercial) zoning district. The applicant has requested a Variance (VAR-75324) to allow a 17-foot residential adjacency setback where 72 feet is the minimum required and to allow a 76-foot residential adjacency setback where 155 feet is the minimum required, which staff does not support.*

   b. Rooflines and façade elements shall be articulated in order to break down the apparent massing of the structures.

   *The submitted building elevations indicate the structures will have articulated rooflines; however, the rooflines do not break down the massing of the structures. The applicant has requested a Special Use Permit (SUP-75325) to address a deviation from this condition.*

2. The use shall be developed and operated only in connection with ground-level nonresidential development. In the case of a multi-floor structure, the apartments themselves must be located above the ground floor, but access ways, entryways and community rooms may be located on the ground floor.

*The submitted floor plans indicate that the proposed development will not provide ground-level nonresidential development and will have apartment units located on the ground floor. The applicant has requested a Special Use Permit (SUP-75325) to address a deviation from this condition, to allow no ground-level non-residential development and apartments located on the ground floor.*

3. The primary resident or guest entryway to the apartments must be independent of ground floor commercial uses, and must be directly accessible from and oriented to a street.

*The submitted floor plans indicate that the proposed development will not provide nonresidential development; all entryways for apartments will be accessible and oriented to a street.*

4. The overall architecture of the front elevation shall highlight the difference in uses through variations in volume and proportion, and shall be treated as a cohesive whole through finishes and colors.

*The submitted building elevations indicate the proposed architecture is cohesive through finishes and colors. However, the elevations fail to highlight the difference in uses through variation in volume and proportion, as there are no ground floor commercial uses proposed for this development. The applicant has requested a Special Use Permit (SUP-75325) to address a deviation from this condition.*

5. For any development that, in accordance with LVMC 19.08.050, is allowed to exceed the maximum lot coverage provisions set forth in that Section, all landscape buffer requirements, and all minimum setback requirements for the C-1 District, shall be met.

*The proposed site design complies with all applicable Title 19.08.070 site design requirements pertaining to lot coverage and building setbacks. The proposed 67,900 square-foot building footprints, including approximately 16,200 square feet of covered parking spaces, will cover approximately 36% of the 5.33 acre site, which complies with the 50% maximum lot coverage outlined in Title 19.08.070.*

The submitted elevations indicate the five townhome structures will be 24 feet in height and the one apartment building will be 53 feet in height measured to the top of the flat roof line above the primary entrance. The submitted colors and material board indicate the building façades will have primarily have a “Natural Tan”, “Elephant Ear”, “Griffin”, “Antler Velvet” and “Brazilian Brown” stucco finish.

However, the applicant has requested a Variance (VAR-75324) to allow a 17-foot residential adjacency setback where 72 feet is the minimum required and to allow a 76-foot residential adjacency setback where 155 feet is the minimum required. The submitted site plan indicates the townhome structure located in the northeast corner of the subject site provides a 17-foot distance separation from the adjacent existing R-CL (Single Family Compact-Lot) zoned single-family residences located to the east, which does not comply with residential adjacency standards outlined in Title 19.08.040, which requires a minimum distance separation of 72 feet. In addition, the proposed apartment building structure which ranges in height from 53 feet to 51.5 feet, is located 76 feet from the R-CL (Single Family Compact-Lot) zoned single-family residences located to the east and 81 feet from the residences to the south, which also does not comply with residential adjacency standards outlined in Title 19.08.040, which requires a minimum distance separation of 155 feet.

In addition, an application for a Special Use Permit (SUP-75326) has been submitted in conjunction with this application to allow a proposed 53-foot tall building within the 35-foot restriction of the North Las Vegas Airport Overlay District. The Airport Overlay Standards allow a maximum height of 35 feet for the northeast corner of this site, and 70 feet for the southwest portion. The proposed 53-foot building height exceeds the height of the 35-foot height maximum outlined in the Airport Overlay; therefore a Special Use Permit is required.

As, the proposed development will exceed the 100:1 notice requirement for the North Las Vegas Airport, the Federal Aviation Administration (FAA) must be notified of the proposed construction or alteration. Such notification allows the FAA to determine what impact, if any, the proposed development will have upon navigable airspace, and allows the FAA to determine whether the development requires obstruction marking or lighting. In addition, the applicant is advised that issuing a stand-alone noise disclosure statement to the purchaser or renter of each unit in the proposed development and to forward the completed and recorded noise disclosure statements to the Department of Aviation's Noise Office is strongly encouraged. This request can be supported subject to approval of the Clark County Department of Aviation, whose role it is to regulate development that intrudes into airspace required for the two regional airports in the Las Vegas valley. Conditions of approval have been added to ensure compliance with these provisions.

The applicant has proposed to install an eight-foot tall wrought iron fence adjacent to Smoke Ranch Road and Decatur Boulevard, which is proposed to be set back 10 feet from the property line, in conformance with Title 19.08.070 development standards. Currently, there is an existing six-foot tall CMU screen wall located on the east and south perimeter of the subject site adjacent to the R-CL (Single Family Compact-Lot) zone single-family residences.

The site will provide 160 total parking spaces, which exceeds the 144 spaces required by Title 19.12.010 for a Senior Citizen Apartments use with 191 units. The submitted site plan indicates on-site parking will consist of 100 covered parking spaces, 35 open air parking spaces and 25 garage parking spaces, including six ADA accessible parking spaces.

As proposed the development does not comply with Title 19.08.070 landscape buffer development standards. The applicant has requested Waivers to allow a zero-foot landscape buffer on the north and west property lines where 15 feet is the minimum required and a zero-foot landscape buffer along a portion of the east property line where eight feet is the minimum required and also to allow a zero-foot landscape buffer along a portion of the north and west property line where eight feet is required adjacent to the convenience store. An Exception of planting materials has been requested to allow 79 perimeter landscape buffer trees where 90 trees are required. Staff has determined that the proposed deviations will have a negative impact to the surrounding developments in the area and recommends denial.

The proposed development also deviates from Title 19.08.040 interior parking lot development standards, which requires parking lot islands for every six parking spaces and at the end of each row of parking. The submitted landscape plan indicates the proposed development will provide 27 parking lot island and end caps, where 32 are required. The primary tree species being utilized are the 24-inch box Cathedral Live Oak, Chinese Pistachio, Fan Tex Ash, Sumac and Vitex trees; with a combination of five-gallon shrubs.

Staff has determined the proposed project is not compatible with surrounding development in the area as evidenced by the requested Special Use Permits, Variance, Waivers and associated Exceptions of planting materials; therefore, staff recommends denial of this project, if approved the project will be subject to conditions.

**FINDINGS (VAR-75324)**

In accordance with the provisions of Title 19.16.140(B), Planning Commission and City Council, in considering the merits of a Variance request, shall not grant a Variance in order to:

1. Permit a use in a zoning district in which the use is not allowed;
2. Vary any minimum spacing requirement between uses;
3. Relieve a hardship which is solely personal, self-created or financial in nature."

Additionally, Title 19.16.140(L) states:

> "Where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property at the time of enactment of the regulation, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the piece of property, the strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property, a variance from that strict application may be granted so as to relieve the difficulties or hardship, if the relief may be granted without substantial detriment to the public good, without substantial impairment of affected natural resources and without substantially impairing the intent and purpose of any ordinance or resolution."

No evidence of a unique or extraordinary circumstance has been presented, in that the applicant has created a self-imposed hardship by requesting to orient the proposed structures too close to the existing single-family residential land uses. Alternative building placement and design would allow conformance to the Title 19 requirements. In view of the absence of any hardships imposed by the site's physical characteristics, it is concluded that the applicant's hardship is preferential in nature, and it is thereby outside the realm of NRS Chapter 278 for granting of Variances.

**FINDINGS (SUP-75325)**

In order to approve a Special Use Permit application, per Title 19.16.110(L) the Planning Commission and City Council must affirm the following:

1. **The proposed land use can be conducted in a manner that is harmonious and compatible with existing surrounding land uses, and with future surrounding land uses as projected by the General Plan.**

   As evidenced by the requested Special Use Permit (SUP-75325) to allow waivers of Conditional Use Requirements #1, #2 and #4, the proposed land use is not compatible with surrounding single-family residential and commercial land uses.

2. **The subject site is physically suitable for the type and intensity of land use proposed.**

   The subject site is an undeveloped 5.33 acre parcel that is physically suitable for the intensity of the proposed land use.

3. **Street or highway facilities providing access to the property are or will be adequate in size to meet the requirements of the proposed use.**

Primary site access is from Decatur Boulevard, a 120-foot Primary Arterial Street as indicated on the Master Plan of Streets and Highways, which provides adequate capacity to serve the proposed use.

4. **Approval of the Special Use Permit at the site in question will not be inconsistent with or compromise the public health, safety, and welfare or the overall objectives of the General Plan.**

   Approval of this Special Use Permit will not compromise the public health safety and general welfare of the public. The use will be subject to regular inspections and is subject to licensing restrictions.

5. **The use meets all of the applicable conditions per Title 19.12.**

   The proposed use meets all applicable conditions of approval for a Senior Citizen Apartments use per Title 19.12, except for the requested Waiver of Condition #1 to allow the proposed rooflines to not break down the massing of the structures; #2 to allow no ground-level nonresidential development and apartments located on the ground floor of the proposed development and #4 to allow building elevations, which fail to highlight the difference in uses through variation in volume and proportion as there are no ground floor commercial uses proposed for this development.

**FINDINGS (SUP-75326)**

In order to approve a Special Use Permit application, per Title 19.16.110(L) the Planning Commission and City Council must affirm the following:

1. **The proposed land use can be conducted in a manner that is harmonious and compatible with existing surrounding land uses, and with future surrounding land uses as projected by the General Plan.**

   The Airport Overlay Standards allow a maximum height of 35 feet for the northeast corner of this site and 70 feet for the southwest portion. The proposed 53-foot building height exceeds the height of the 35-foot height maximum outlined in the Airport Overlay; therefore, a Special Use Permit is required. Surrounding development consists of low-rise commercial and single family residential uses. The proposed use as designed is incompatible with existing adjacent development single family residential development to the east and south.

2. **The subject site is physically suitable for the type and intensity of land use proposed.**

   The subject site is an undeveloped 5.33-acre parcel that is physically suitable for the intensity of the proposed land use.

3. **Street or highway facilities providing access to the property are or will be adequate in size to meet the requirements of the proposed use.**

   Primary site access is from Decatur Boulevard, a 120-foot Primary Arterial Street as indicated on the Master Plan of Streets and Highways, which provides adequate capacity to serve the proposed use.

4. **Approval of the Special Use Permit at the site in question will not be inconsistent with or compromise the public health, safety, and welfare or the overall objectives of the General Plan.**

   Approval of the height of the project as proposed could result in changes to air traffic routes that will impact adjoining residential neighborhoods. A condition of approval will ensure that any concerns reflected in the review of this project by the Clark County Department of Aviation are addressed by the applicant prior to the issuance of any building permits.

**FINDINGS (SDR-75327)**

In order to approve a Site Development Plan Review application, per Title 19.16.100(E) the Planning Commission and/or City Council must affirm the following:

1. **The proposed development is compatible with adjacent development and development in the area;**

   The proposed Senior Citizen Apartments development is not compatible with the adjacent commercial and residential development in the area, as evidenced by the associated Special Use Permits, Variance, Waivers and Exceptions. Staff has determined that the proposed land uses are too intense and not compatible with the R-CL (Single Family Compact-Lot) designation on properties located east and south of the subject site that make up this neighborhood.

2. **The proposed development is consistent with the General Plan, this Title, and other duly-adopted city plans, policies and standards;**

The proposed development is consistent with the General Plan. However, the proposed design does not comply with all Title 19 development standards. The applicant has requested a Special Use Permit (SUP-75324) to deviate from Title 19.12 conditional use requirements; a Special Use Permit (SUP-75326) to deviate from Airport Overlay height restrictions; a Variance (VAR-75324) to deviate from residential adjacency building height development standards; Waivers to address insufficient perimeter landscaping buffers and associated Exceptions to allow deviations from required planting materials. Staff has determined the associated Special Use Permits, Variance, Waivers and Exceptions further reinforce the negative impact this development will have to the existing surrounding commercial and residential development in the area.

3. **Site access and circulation do not negatively impact adjacent roadways or neighborhood traffic;**

Primary site access is from Decatur Boulevard, a 120-foot Primary Arterial Street as indicated on the Master Plan of Streets and Highways, which provides adequate capacity to serve the proposed use. Access will not negatively impact traffic in the neighborhood.

4. **Building and landscape materials are appropriate for the area and for the City;**

The project design and style are appropriate for the subject location and will be harmonious with buildings in the surrounding area. The submitted colors and material board indicates the building façades will have primarily have a “Natural Tan”, “Elephant Ear”, “Griffin”, “Antler Velvet” and “Brazilian Brown” stucco finish. The primary tree species being utilized are the 24-inch box Cathedral Live Oak, Chinese Pistachio, Fan Tex Ash, Sumac and Vitex trees; with a combination of five-gallon shrubs.

5. **Building elevations, design characteristics and other architectural and aesthetic features are not unsightly, undesirable, or obnoxious in appearance; create an orderly and aesthetically pleasing environment; and are harmonious and compatible with development in the area;**

The design characteristics of the proposed building elevations are not unsightly and are compatible with development in the area. The proposed materials are suitable for the surrounding commercial and residential uses and the desert environment.

6. **Appropriate measures are taken to secure and protect the public health, safety and general welfare.**

The proposed commercial development will be subject to inspections by City staff in order to protect the public health, safety and general welfare.

## BACKGROUND INFORMATION

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc*** | |
|---|---|
| 10/04/62 | The City Planning Commission approved Rezoning (Z-0091-62) from R-E (Residence Estates) to R-1 (Single Family Residence) generally located on the east side of Decatur Boulevard between Smoke Ranch Road and Coran (College Avenue) Lane. |
| 07/02/86 | The City Council approved Rezoning (Z-0044-86) from R-1 (Single Family Residence and R-3 (Limited Multiple Residence) to R-CL (Single Family Compact Lot) and C-1 (Limited Commercial) on the southeast corner of Smoke Ranch Road and Decatur Boulevard; for proposed medium low density residential and retail commercial. The Planning Commission recommended approval. |
| 04/28/05 | The Planning Commission tabled a request for a Rezoning (ZON-5669) from R-1 (Single-Family Residential) to C-1 (Limited Commercial) on the subject property. Staff recommended approval. |
| 11/16/05 | The City Council approved General Plan Amendment (GPA-7678) from SC (Service Commercial) to MLA (Medium-Low Attached Density Residential) on 6.19 acres adjacent to the south side of Smoke Ranch Road, approximately 240 feet east of Decatur Boulevard. The Planning Commission and staff recommended approval. |
| | The City Council approved Rezoning (ZON-9058) from R-1 (Single Family Residential) to R-PD9 (Residential Planned Development - 9 Units per Acre) on 6.19 acres adjacent to the south side of Smoke Ranch Road, approximately 240 feet east of Decatur Boulevard. The Planning Commission and staff recommended approval. |
| | The City Council approved Waiver (WVR-9060) to allow 88 feet between street intersections where 220 feet is the minimum separation required adjacent to the south side of Smoke Ranch Road, approximately 240 feet east of Decatur Boulevard. The Planning Commission and staff recommended approval. |
| | The City Council approved Site Development Plan Review (SDR-9061) for a 50-lot single-family residential development adjacent to the south side of Smoke Ranch Road, approximately 240 feet east of Decatur Boulevard. The Planning Commission and staff recommended approval. |

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc*** | |
|---|---|
| 12/01/05 | The Planning Commission approved Tentative Map (TMP-9764) for a 50-lot single family subdivision on 5.33 acres located approximately 168 feet south of the southeast corner of the intersection of Decatur Boulevard and Smoke Ranch Road, staff recommended approval. |
| 03/07/07 | The City Council approved General Plan Amendment (GPA-16511) from ML (Medium-Low Density Residential) to MLA (Medium-Low Attached Density Residential) on 6.19 acres at the southeast corner of Smoke Ranch Road and Decatur Boulevard. The Planning Commission and staff recommended denial. |
| | The City Council approved Rezoning (ZON-16519) from R-1 (Single Family Residential) under resolution of intent to R-PD8 (Residential Planned Development - 8 Units per Acre) to R-PD12 (Residential Planned Development - 12 Units per Acre) on 6.19 acres at the southeast corner of Smoke Ranch Road and Decatur Boulevard. The Planning Commission and staff recommended denial. |
| | The City Council approved Site Development Plan Review (SDR-16522) for a proposed 77-lot single family residential subdivision at the southeast corner of Smoke Ranch Road and Decatur Boulevard. The Planning Commission and staff recommended denial. |
| | The City Council allowed the applicant to withdraw without prejudice Variance (VAR-16525) to allow 35,642 square feet of open space where 53,370 square feet is the minimum required at the southeast corner of Smoke Ranch Road and Decatur Boulevard. The Planning Commission and staff recommended denial. |
| 04/18/07 | The City Council approved Tentative Map (TMP-18239) for a 65-lot single-family residential subdivision on 6.19 acres adjacent to the southeast corner of Decatur Boulevard and Smoke Ranch Road, staff recommended approval. |
| 04/16/08 | The City Council approved General Plan Amendment (GPA-25969) from MLA (Medium-Low Attached Density Residential) to GC (General Commercial) on 5.33 acres adjacent to the south side of Smoke Ranch Road, approximately 175 feet east of Decatur Boulevard. The Planning Commission recommended approval and staff recommended denial. |
| | The City Council approved Rezoning (ZON-25970) from R-1 (Single Family Residential) under resolution of intent to R-PD10 (Residential Planned Development - 10 Units per Acre) to C-2 (General Commercial) on 5.33 acres adjacent to the south side of Smoke Ranch Road, approximately 175 feet east of Decatur Boulevard. The Planning Commission recommended approval and staff recommended denial. *The application was amended to C-1 (Limited Commercial) at the City Council Meeting.* |

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc*** | |
|---|---|
| 08/28/08 | The Planning Commission approved Tentative Map (TMP-28938) for a one-lot commercial subdivision on 5.34 acres at the southeast corner of Decatur Boulevard and Smoke Ranch Road, staff recommended approval. |
| 02/12/19 | The Planning Commission voted (5-0-1) to recommend APPROVAL of the following requests:<br>• Variance (VAR-75324) TO ALLOW A 17-FOOT RESIDENTIAL ADJACENCY SETBACK WHERE 72 FEET IS THE MINIMUM REQUIRED AND TO ALLOW A 76-FOOT RESIDENTIAL ADJACENCY SETBACK WHERE 155 FEET IS THE MINIMUM REQUIRED<br>• Special Use Permit (SUP-75325) FOR A PROPOSED 191-UNIT SENIOR CITIZEN APARTMENTS USE<br>• Special Use Permit (SUP-75326) FOR A 53-FOOT TALL BUILDING WHERE THE AIRPORT OVERLAY DISTRICT LIMITS THE HEIGHT TO 35 FEET<br>• Site Development Plan Review (SDR-75327) FOR A PROPOSED 191-UNIT SENIOR CITIZEN APARTMENTS DEVELOPMENT WITH WAIVERS TO ALLOW A ZERO-FOOT LANDSCAPE BUFFER ON THE NORTH AND WEST PROPERTY LINES WHERE 15 FEET IS THE MINIMUM REQUIRED AND A ZERO-FOOT LANDSCAPE BUFFER ALONG A PORTION OF THE EAST PROPERTY LINE WHERE EIGHT FEET IS THE MINIMUM REQUIRED; ALSO TO ALLOW A ZERO-FOOT LANDSCAPE BUFFER ALONG A PORTION OF THE NORTH AND WEST PROPERTY LINE WHERE EIGHT FEET IS REQUIRED ADJACENT TO THE CONVENIENCE STORE on 5.33 acres adjacent to the south side of Smoke Ranch Road, approximately 175 feet east of Decatur Boulevard (APN 139-19-101-002), C-1 (Limited Commercial) Zone, Ward 5 (Crear) [PRJ-75268]. |

| ***Most Recent Change of Ownership*** | |
|---|---|
| 08/31/10 | A deed was recorded for a change in ownership. |

| ***Related Building Permits/Business Licenses*** | |
|---|---|
| 10/31/07 | A Code Enforcement case (#59428) was processed for noise violations associated with construction in the area at 2360 North Decatur Boulevard. The case was resolved on 11/05/07. |
| 03/18/08 | A Code Enforcement case (#63520) was processed for trash and debris on a vacant lot at 2360 North Decatur Boulevard. The case was resolved on 06/02/08. |

| ***Related Building Permits/Business Licenses*** | |
|---|---|
| 09/20/10 | A Code Enforcement case (#94626) was processed for high weeds, trash, debris and vagrants on a vacant lot at 2360 North Decatur Boulevard. The case was resolved on 02/10/16. |
| 02/15/11 | A Code Enforcement case (#98099) was processed for trash, debris and vagrants camping on a vacant lot at 2360 North Decatur Boulevard. The case was resolved on 02/10/16. |
| 02/03/16 | A Code Enforcement case (#163096) was processed for trash and debris on a vacant lot at 2360 North Decatur Boulevard. The case was resolved on 03/31/16. |
| 04/03/18 | A Code Enforcement case (#187237) was processed for graffiti on a wall at 2360 North Decatur Boulevard. The case was resolved on 05/23/18. |
| | A Code Enforcement case (#187244) was processed for graffiti on a wall at 2360 North Decatur Boulevard. The case was resolved on 04/23/18. |
| 11/13/18 | A Code Enforcement case (#194651) was processed for graffiti on a wall at 2360 North Decatur Boulevard. The case was resolved on 12/04/18. |

| ***Pre-Application Meeting*** | |
|---|---|
| 12/10/18 | A Pre-Application meeting was conducted with the applicant to review the application materials and submittal requirements for a Variance, two Special Use Permits and Site Development Plan Review for a Senior Citizens Apartments development. |

| ***Neighborhood Meeting*** |
|---|
| A neighborhood meeting was not required, nor was one held. |

| ***Field Check*** | |
|---|---|
| 12/27/19 | Staff conducted a field check of the subject site and found the subject site to be undeveloped with natural desert vegetation. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Net Acres | 5.33 |

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Land Use Designation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | Undeveloped | GC (General Commercial) | C-1 (Limited Commercial) |
| North | General Retail (Convenience Store) | GC (General Commercial) | C-1 (Limited Commercial) |
| | Shopping Center | LI/R (Light Industry/Research) | C-M (Commercial/Industrial) |
| South | Single Family Residential | ML (Medium Low Density Residential) | R-CL (Single Family Compact-Lot) |
| East | Single Family Residential | ML (Medium Low Density Residential) | R-CL (Single Family Compact-Lot) |
| West | Undeveloped | SC (Service Commercial) | C-1 (Limited Commercial) |
| | Retail Store | RN (Rural Neighborhood) – Clark County | C-1 (Local Business) – Clark County |

| ***Master and Neighborhood Plan Areas*** | ***Compliance*** |
|---|---|
| No Applicable Master Plan Area | N/A |
| ***Special Area and Overlay Districts*** | ***Compliance*** |
| A-O (Airport Overlay) District (35 Feet) | N* |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Trails | N/A |
| Las Vegas Redevelopment Plan Area | N/A |
| Interlocal Agreement | N/A |
| Project of Significant Impact (Development Impact Notification Assessment) | N/A |
| Project of Regional Significance | Y** |

*The Airport Overlay Standards require a maximum height of 35 feet for the northeast corner of this site, and 70 feet for the southwest portion. The proposed 53-foot building height exceeds the height of the 35-foot height maximum outlined in the Airport Overlay. A Special Use Permit is required.

**Subject Site is located within 500 Feet of Clark County jurisdictional boundary - Project of Regional Significance form is required.

## DEVELOPMENT STANDARDS

***Pursuant to Title 19.08.070, the following standards apply:***

| *Standard* | *Required/Allowed* | *Provided* | *Compliance* |
|---|---|---|---|
| Min. Lot Width | 100 Feet | 275 Feet | Y |
| Min. Setbacks | | | |
| • Front | 10 Feet | 21 Feet | Y |
| • Side | 10 Feet | 17 Feet | Y |
| • Corner | 10 Feet | 26 Feet | Y |
| • Rear | 20 Feet | 20 Feet | Y |
| Max. Lot Coverage | 50 % | 36 % | Y |
| Max. Building Height | N/A | 24 Feet and 53 Feet | N* |
| Trash Enclosure | Screened, Gated, w/ a Roof or Trellis | Screened, Gated, w/ a Roof or Trellis | Y |
| Mech. Equipment | Screened | Screened | Y |

*The proposed building heights exceeds the height of the 35-foot height maximum outlined in the Airport Overlay and do not comply with Title 19.08.040 residential adjacency development standards.

***Pursuant to Title 19.08.040, the following standards apply:***

| *Residential Adjacency Standards* | *Required/Allowed* | *Provided* | *Compliance* |
|---|---|---|---|
| 3:1 proximity slope – Townhouse Apartments – East Perimeter | 72 Feet | 17 Feet | N* |
| 3:1 proximity slope – Townhouse Apartments – South Perimeter | 72 Feet | 20 Feet | N* |
| 3:1 proximity slope – Apartment Building – East Perimeter | 155 Feet | 76 Feet | N* |
| 3:1 proximity slope – Apartment Building – South Perimeter | 155 Feet | 84 Feet | N* |
| Trash Enclosure | 50 Feet | 286 Feet | Y |

* The applicant has requested a Variance (VAR-75324) to allow a 17-foot residential adjacency setback where 72 feet is the minimum required and to allow a 76-foot residential adjacency setback where 155 feet is the minimum required.

***Pursuant to Title 19.08.040, the following standards apply:***

| ***Landscaping and Open Space Standards*** | | | | |
|---|---|---|---|---|
| ***Standards*** | ***Required*** | | ***Provided*** | ***Compliance*** |
| | ***Ratio*** | ***Trees*** | | |
| Buffer Trees: | | | | |
| • North | 1 Tree / 20 Linear Feet | 11 Trees | 11Trees | Y |
| • South | 1 Tree / 20 Linear Feet | 21 Trees | 21 Trees | Y |
| • East | 1 Tree / 20 Linear Feet | 27 Trees | 27 Trees | Y |
| • West | 1 Tree / 20 Linear Feet | 15 Trees | 15 Trees | Y |
| Adjacent to C-Store | | | | |
| • North | 1 Tree / 20 Linear Feet | 8 Trees | 5 Trees | N* |
| • West | 1 Tree / 20 Linear Feet | 8 Trees | 0 Trees | N* |
| **TOTAL PERIMETER TREES** | | **90 Trees** | **79 Trees** | **N*** |
| Parking Area Trees | 1 Tree / 6 Uncovered Spaces, plus 1 tree at the end of each row of spaces | 32 Trees | 27 Trees | N** |
| **LANDSCAPE BUFFER WIDTHS** | | | | |
| Min. Zone Width | | | | |
| • North | 15 Feet | | 0 Feet | N*** |
| • South | 8 Feet | | 8 Feet | Y |
| • East | 8 Feet | | 0 Feet | N*** |
| • West | 15 Feet | | 0 Feet | N*** |
| Adjacent to C-Store | | | | |
| • North | 8 Feet | | 0 Feet | N*** |
| • West | 8 Feet | | 0 Feet | N*** |
| Wall Height | 6 to 8 Feet Adjacent to Residential | | 8 Feet | Y |

*An exception of planting materials is required to allow 79 perimeter landscape buffer trees, where 90 trees are required.

** An exception of planting materials is required to allow 27 parking lot islands and end caps, where 32 are required.

***The applicant has requested waivers to allow a zero-foot landscape buffer on the north and west property line where 15 feet is the minimum required and a zero-foot landscape buffer along a portion of the east property where eight feet is the minimum required.

| ***Street Name*** | ***Functional Classification of Street(s)*** | ***Governing Document*** | ***Actual Street Width (Feet)*** | ***Compliance with Street Section*** |
|---|---|---|---|---|
| Smoke Ranch Road | Primary Arterial | Master Plan of Street & Highways | 105 | Y |
| Decatur Boulevard | Primary Arterial | Master Plan of Street & Highways | 120 | Y |

***Pursuant to Title 19.08 and 19.12, the following parking standards apply:***

| ***Parking Requirement*** | | | | | | | |
|---|---|---|---|---|---|---|---|
| ***Use*** | ***Gross Floor Area or Number of Units*** | ***Required*** | | | ***Provided*** | | ***Compliance*** |
| | | ***Parking Ratio*** | *Parking* | | *Parking* | | |
| | | | Regular | Handi-capped | Regular | Handi-capped | |
| Senior Citizen Apartments | 191 Units | 1:0.75 Units | 144 | | | | |
| **TOTAL SPACES REQUIRED** | | | 144 | | 160 | | Y* |
| **Regular and Handicap Spaces Required** | | | 139 | 5 | 154 | 6 | Y* |

*The submitted site plan depicts 160 overall parking spaces (135 outdoor parking spaces & 25 garage spaces).

| ***Waivers*** | | |
|---|---|---|
| ***Requirement*** | ***Request*** | ***Staff Recommendation*** |
| An eight-foot landscaping buffer is required along all interior lot lines. | To allow a zero-foot landscape buffer along a portion of the east perimeter where eight feet is required. | Denial |
| | To allow a zero-foot landscape buffer along a portion of the north and west property line where eight feet is required adjacent to the convenience store | Denial |
| A 15-foot landscaping buffer is required along all rights-of-way. | To a zero-foot buffer along the north and west perimeter where 15 feet is required. | Denial |

JB

| ***Exceptions*** | | |
|---|---|---|
| ***Requirement*** | ***Request*** | ***Staff Recommendation*** |
| Perimeter landscape buffer require 24-inch box trees to be spaced every 20 feet | To allow 79 perimeter landscape buffer trees, where 90 trees are required | Denial |
| 1 Tree / 6 Uncovered Spaces, plus 1 tree at the end of each row of spaces | To allow 27 trees within interior parking lot area where 32 trees are required. | Denial |

# DEPARTMENT OF PLANNING

**Application / Petition Form & Statement of Financial Interest**

| Department Use | |
|---|---|
| Case # | VAR-75324 |
| Meeting Date | |
| Total Fee | |
| Received By/Date | |

**Case Type** (Special Use Permit, Rezoning, Variance, Site Development Plan Review, etc) Variance, Special Use Permit, Site Development Review

**Project Address** (Location) 2360 N. Decatur Boulevard

**Project Name** PRJ-75268 **Proposed Use** Senior Citizen Apartments

**Assessor's Parcel #(s)** 139-19-101-002 **Ward #** 5

**General Plan:** Existing GC Proposed No Change **Zoning:** Existing C-1 Proposed No Change

**Additional Information**

**Property Owner** Safe Nest: Temporary Assistance for Domestic Crisis Contact Liz Ortenberger
Address 3900 Meadows Lane City LV State NV Zip 89107
E-mail lort@safenest.org Phone 702-821-2742

**Applicant** Vision Commercial One, LLC Contact Vince Schettler
Address 10091 Park Run Dr., Ste #110 City Las Vegas State NV Zip 89145
E-mail VSchettler@mosaicred.com Phone 702-623-3680

**Representative** Baughman & Turner, Inc Contact Jodi Jorjorian
Address 1210 Hinson Street City Las Vegas State NV Zip 89102
E-mail jodij@baughman-turner.com Phone 702-870-8771

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company? ☐ Yes ☒ No

**If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.**

**City Official** _____ **Partner(s)** _____

**Partner(s)** _____

- I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in the application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.
- Application will not be deemed complete until the submitted materials have been reviewed by Department of Planning for consistency with the Zoning Ordinance.

**Property Owner Signature** _____
An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps and Parcel Maps

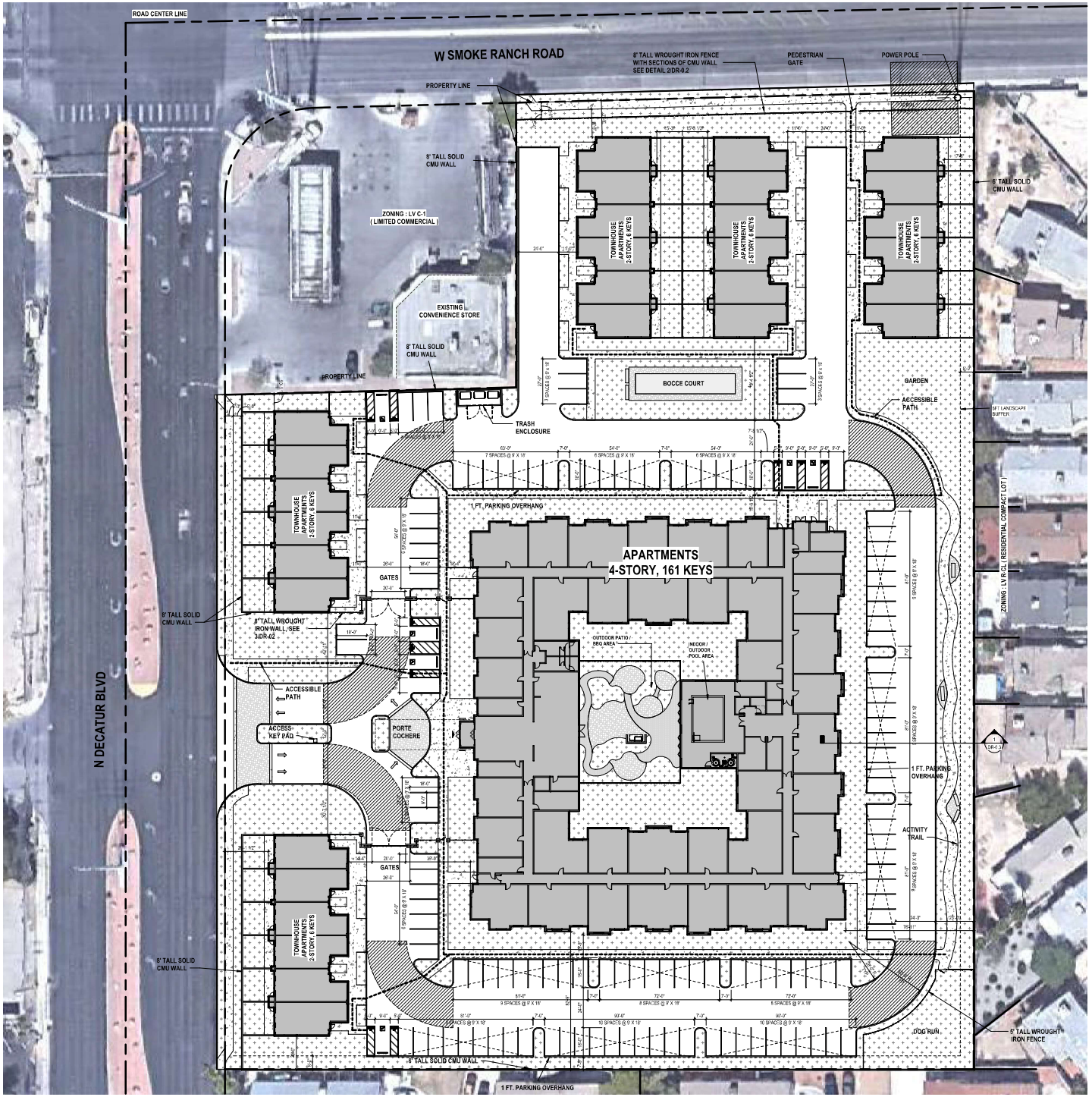
**Print Name** Dana Dwiggins, President, Board of Trustees

Subscribed and sworn before me
This 14th day of December, 20 18

Alexandra Carnival
Notary Public in and for said County and State

ALEXANDRA CARNIVAL
Notary Public State of Nevada
No. 15-1861-1
My Appt. Exp. June 4, 2019

PRJ-75268
01/10/19




## PROJECT SUMMARY

THIS PROJECT CONSISTS OF SITE DEVELOPMENT FOR 4-STORY SENIOR APARTMENTS (161 KEYS) WITH INDOOR POOL, FIVE 2-STORY TOWNHOUSE APARTMENTS (6 KEYS) AND ON-SITE PARKING AND AMENITIES.

## SITE SUMMARY

| | |
|---|---|
| JURISDICTION: | LAS VEGAS, NV |
| SITE AREA (NET): | 5.33 ACRES / 232 175 SF |
| ZONING CLASSIFICATION: | C-1 |
| PLANNED LAND USE: | LIMITED COMMERCIAL USE |
| FRONT YARD SETBACK: | 10'-0" |
| SIDE YARD SETBACK: | 10'-0" |
| CORNER SIDE YARD: | 10'-0" |
| REAR YARD SETBACK: | 20'-0" |
| HEIGHT ALLOWED: | |
| FOOTPRINT COVERAGE: | 67,900 SF |

## BUILDING AREAS

APARTMENTS (161 KEYS)

| | |
|---|---|
| LEVEL 1: | 43,300 SF |
| LEVEL 2: | 41,500 SF |
| LEVEL 3: | 41,500 SF |
| LEVEL 4: | 41,500 SF |
| TOTAL: | 167,800 SF |

TOWNHOUSE APARTMENTS (30 KEYS)

| | |
|---|---|
| LEVEL 1: | 4,920 SF |
| LEVEL 2: | 3,800 SF |
| TOTAL: | 43,600 SF |

TOTAL AREAS: 211,400 SF

## PARKING CALCULATIONS

USE: RESIDENTIAL / SENIOR HOUSING

REQUIRED: 0.75 SPACE PER UNIT
SENIOR APARTMENTS 0.75x 191 = 144 SPACES

TOTAL: 144 SPACES REQUIRED

PROVIDED: ON-SITE PARKING:
135 SPACES+ 25 GARAGES FOR TOWNHOMES

TOTAL: 160 SPACES PROVIDED
INCL. 5 ACCESSIBLE AND 1 VAN ACCESSIBLE

## VICINITY MAP




1 SITE PLAN
1 : 275

PRJ-75268
02/20/19

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WWW.DESIGNCELL.COM

# SENIOR APARTMENTS

4-STORY, 161 KEYS

2360 N. DECATUR BLVD, LAS VEGAS, NV

REVISIONS:

PERMIT SUBMITTAL DATE: MM/DD/YYYY

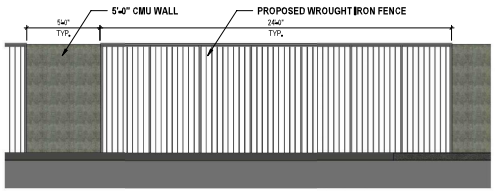
Copyright DesignCell Architecture
These drawings are not to be scaled. Contractor shall check and verify all dimensions and report all errors and omissions to this office prior to commencing work.

PROJECT NUMBER: 16 162

SITE PLAN / SITE DATA

DR-0.1A

PRJ-75268
02/20/19




2 PROPOSED PERIMETER FENCE PARTIAL ELEVATION
1/4" = 1'-0"




1 SITE PLAN
1" = 40'-0"

N

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# SENIOR APARTMENTS

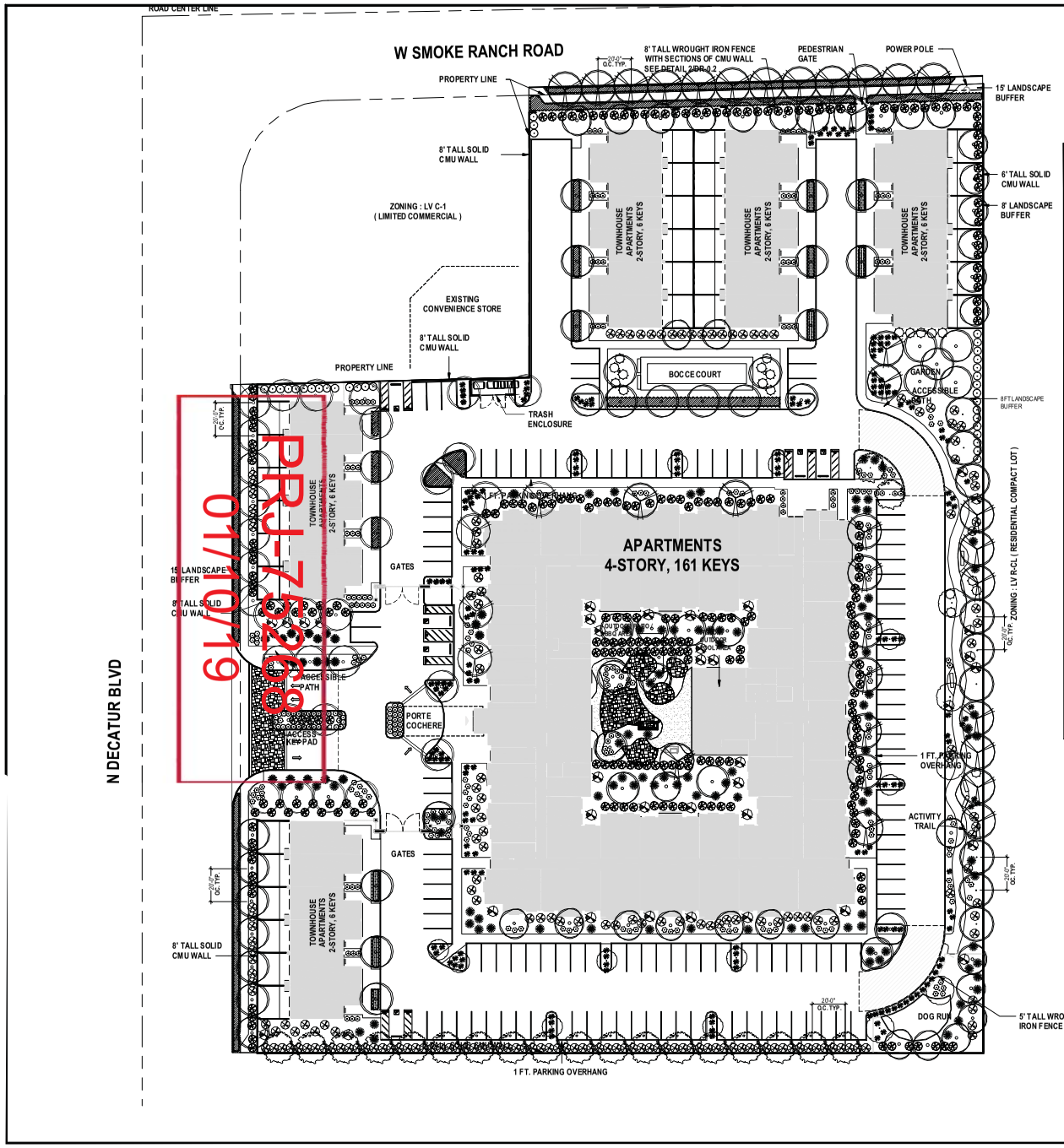
4-STORY, 161 KEYS

2360 N. DECATUR BLVD, LAS VEGAS, NV

PROJECT NUMBER: 18 062

SITE AERIAL VIEW

DR-0.2




## PLANT LEGEND

### TREES

| KEY | BOTANICAL/ COMMON NAME | SIZE | NOTES | QUANTITY |
|---|---|---|---|---|
| | Quercus v. "Cathedral" Cathedral Live Oak | 24in. Box | | 20 |
| | Pistacia chinensis Chinese Pistachio | 24 in. Box | | 16 |
| | Fraxinus v. "Rio Grande" Fan Tex Ash | 24 in. Box | | 20 |
| | Acacia salicina Acacia | 24 in. Box | | 16 |
| | Rhus lancea Sunac | 24 in. Box | | 9 |
| | Vitex agnus Vitex | 24 in. Box | | 32 |

### SHRUBS

| KEY | BOTANICAL/ COMMON NAME | SIZE | NOTES | |
|---|---|---|---|---|
| | Xylosma congestum "Compacta" Compact Xylosma | 5 GAL. | | 262 |
| | Leucophyllum l. "Rio Bravo" Rio Bravo Sage | 5 GAL. | | 171 |
| | Eremophila glabra Emu Bush | 5 GAL. | | 30 |
| | Ligustrum sp. Privet | 5 GAL. | | 33 |
| | Tecoma stans Yellow Bells | 5 GAL. | | 36 |
| | Sex vomitoria Yaupon Holly | 5 GAL. | | 180 |
| | Lantana sp. Yellow Lantana | 5 GAL. | | 183 |
| | Dasylirion texanum Green Desert Spoon | 5 GAL. | | 18 |
| | Hesperaloe parvifolia Red and Yellow Yucca | 5 GAL. | 50% Red 50% Yellow | 137 |

### GROUNDCOVERS

| KEY | BOTANICAL/ COMMON NAME | SIZE | REMARKS | |
|---|---|---|---|---|
| | Rosemarinus o. "Huntington Blue" Rosemary | 1 GAL. | 3' O.C. | 412 |
| | Dalea capitata "Sierra Gold" Sierra Gold Dalea | 1 GAL. | 3' O.C. | 32 |

### NOTES

ALL LANDSCAPE AREAS SHALL RECEIVE A 2" LAYER OF VISTA GOLD
CRUSHED ROCK
ALL TREES WITHIN 5' OF HARDSCAPE MUST HAVE ROOT BARRIERS INSTALLED.

| REVISIONS | BY |
|---|---|
| | |

DesignScapes
Landscape Architecture • Planning
5269 GREEN FOREST WAY
Las Vegas, Nevada 89118
Phone: 327-4523

# PLANTING PLANS
# SENIOR APARTMENTS
4-STORY, 161 KEYS
2360 N. DECATUR BLVD. LAS VEGAS, NEVADA

REGISTERED LANDSCAPE ARCHITECT
THOMAS DELLAQUILA
517
STATE OF NEVADA

Date: 1/9/19
Scale: 1"=30'
Drawn by:
Designed by: T.D.
SHEET
LD -1
1 OF 1 SHEETS

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**

| REVISIONS | BY |
|---|---|
| | |

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Landscape Architecture • Planning
5269 GREEN FOREST WAY
Las Vegas, Nevada 89118
Phone: 327-4523

# PLANTING PLANS
## SENIOR APARTMENTS
4-STORY, 161 KEYS
2360 N. DECATUR BLVD. LAS VEGAS, NEVADA

THOMAS BELL AGUILA 517 REGISTERED LANDSCAPE ARCHITECT STATE OF NEVADA

| | |
|---|---|
| Date: | 1/9/19 |
| Scale: | 1"=30' |
| Drawn by: | |
| Designed by: | T.D. |
| SHEET | LD - 1 |
| | 1 OF 1 SHEETS |

PRJ-75268
01/10/19




**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**

| EXTERIOR FINISH LEGEND | | | |
|---|---|---|---|
| SYMBOL | ID | DESCRIPTION | SYMBOL |
| | PT1 | EIFS PAINTED<br>SHERWIN WILLIAMS - SW 7567 NATURAL TAN | |
| | PT-2 | EIFS PAINTED<br>SHERWIN WILLIAMS - SW 9168 ELEPHANT EAR | |
| | PT-3 | EIFS PAINTED<br>SHERWIN WILLIAMS - SW 7026 GRIFFIN | |
| | PT4 | EIFS PAINTED<br>SHERWIN-WILLIAMS - SW 9111 ANTLER VELVET | |
| | PT-5 | EIFS<br>DURON - 8266 BRAZILIAN BROWN | |




2 **EAST ELEVATION**
3/32" = 1'-0"




1 **WEST ELEVATION**
3/32" = 1'-0"

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**SENIOR APARTMENTS**
4-STORY, 161 KEYS
2360 N. DECATUR BLVD, LAS VEGAS, NV

PROJECT NUMBER: 18 062

BUILDING ELEVATIONS

**DR-2.8**

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**

| EXTERIOR FINISH LEGEND | | | |
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| SYMBOL | ID | DESCRIPTION | SYMBOL |
| | PT1 | EIFS PAINTED<br>SHERWIN WILLIAMS - SW 7567 NATURAL TAN | |
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| | PT4 | EIFS PAINTED<br>SHERWIN-WILLIAMS - SW 9111 ANTLER VELVET | |
| | PT-5 | EIFS<br>DURON - 8266 BRAZILIAN BROWN | |




2 NORTH ELEVATION
3/32" = 1'-0"




1 SOUTH ELEVATION
3/32" = 1'-0"

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SENIOR APARTMENTS
4-STORY, 161 KEYS
2360 N. DECATUR BLVD, LAS VEGAS, NV

PROJECT NUMBER: 18 062

BUILDING ELEVATIONS

DR-2.9

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**




4 DR SIDE ELEVATION 2
3/16" = 1'-0"




3 DR SIDE ELEVATION 1
3/16" = 1'-0"

| EXTERIOR FINISH LEGEND | | | |
|---|---|---|---|
| SYMBOL | ID | DESCRIPTION | SYMBOL |
| | PT1 | EIFS PAINTED<br>SHERWIN WILLIAMS - SW 7567 NATURAL TAN | |
| | PT-2 | EIFS PAINTED<br>SHERWIN WILLIAMS - SW 9168 ELEPHANT EAR | |
| | PT-3 | EIFS PAINTED<br>SHERWIN WILLIAMS - 7026 GRIFFIN | |
| | PT-5 | Drywit<br>Brazilian brown | |
| | MTL-1 | PAINTED METAL<br>SHERWIN WILLIAMS - 7026 GRIFFIN | |




2 BACK ELEVATION
3/16" = 1'-0"




1 FRONT ELEVATION
3/16" = 1'-0"

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PRELIMINARY DESIGN

TOWNHOUSES
2-STORY, 30 KEYS
2360 N. DECATUR BLVD, LAS VEGAS, NV

PROJECT NUMBER: 18 062

BUILDING ELEVATIONS

DR-3.2

VAR-75324, SUP-75325, SUP-75326 and SDR-75327

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| | PT4 | EIFS PAINTED<br>SHERWIN-WILLIAMS - SW 9111 ANTLER VELVET | |
| | PT-5 | EIFS<br>DURON - 8266 BRAZILIAN BROWN | |




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3/32" = 1'-0"




1 **WEST ELEVATION**
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**SENIOR APARTMENTS**
4-STORY, 161 KEYS
2360 N. DECATUR BLVD, LAS VEGAS, NV

PROJECT NUMBER: 18 062

BUILDING ELEVATIONS

**DR-2.8**

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**

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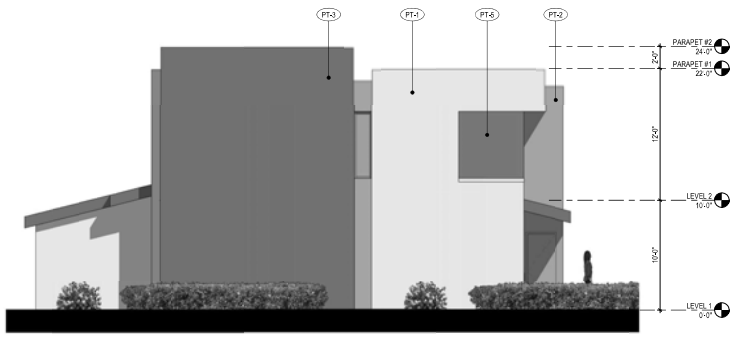
SENIOR APARTMENTS
4-STORY, 161 KEYS
2360 N. DECATUR BLVD, LAS VEGAS, NV

PROJECT NUMBER: 18 062

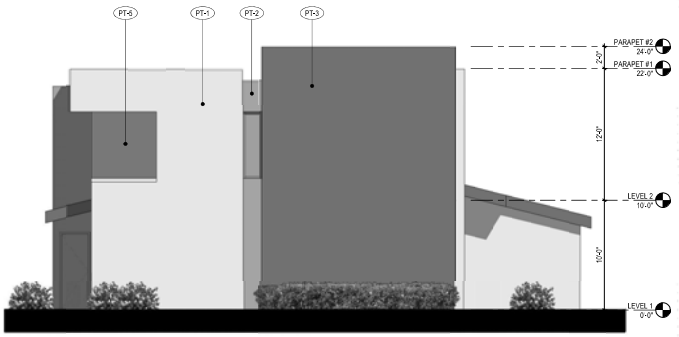
BUILDING ELEVATIONS

DR-2.9

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**




4 DR SIDE ELEVATION 2
3/16" = 1'-0"




3 DR SIDE ELEVATION 1
3/16" = 1'-0"

| EXTERIOR FINISH LEGEND | | | |
|---|---|---|---|
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2 BACK ELEVATION
3/16" = 1'-0"




1 FRONT ELEVATION
3/16" = 1'-0"

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TOWNHOUSES
2-STORY, 30 KEYS
2360 N. DECATUR BLVD, LAS VEGAS, NV

PROJECT NUMBER: 18 062

BUILDING ELEVATIONS

DR-3.2

VAR-75324, SUP-75325, SUP-75326 and SDR-75327




ROOM TYPE

- 1 BDRM B1
- 1 BDRM B2
- 1 BDRM B3
- 1 BDRM B4 ADA
- 2 BDRM C1
- 2 BDRM C2
- 2 BDRM C3
- 2 BDRM C4
- 2 BDRM C5
- 2 BDRM C6 ADA

**APARTMENT SCHEDULE**

| APARTMENT UNIT TYPE | COUNT |
|---|---|
| LEVEL 1 | |
| 1 BDRM B1 | 7 |
| 1 BDRM B2 | 10 |
| 1 BDRM B4 ADA | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C5 | 3 |
| LEVEL 1 | 34 |
| LEVEL 2 | |
| 1 BDRM B1 | 7 |
| 1 BDRM B2 | 16 |
| 1 BDRM B3 | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| 2 BDRM C6 ADA | 1 |
| LEVEL 2 | 41 |
| LEVEL 3 | |
| 1 BDRM B1 | 6 |
| 1 BDRM B2 | 18 |
| 1 BDRM B3 | 1 |
| 1 BDRM B4 ADA | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| 2 BDRM C6 ADA | 1 |
| LEVEL 3 | 43 |
| LEVEL 4 | |
| 1 BDRM B1 | 18 |
| 1 BDRM B2 | 7 |
| 1 BDRM B3 | 1 |
| 2 BDRM C1 | 2 |
| 2 BDRM C2 | 8 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| LEVEL 4 | 43 |
| TOTAL APARTMENTS: | 161 |

**COMMON AREAS LEVEL 1**

| NAME | AREA |
|---|---|
| LEVEL 1 | |
| STAIR B | 234 SF |
| ADMINISTRATION | 239 SF |
| CLUBHOUSE | 2,966 SF |
| MEETING ROOM | 273 SF |
| INDOOR POOL | 1,647 SF |
| FITNESS | 852 SF |
| MECHANICAL | 230 SF |
| TRASH TERMINATION ROOM | 155 SF |
| STAIRS A | 200 SF |
| FIRE RISER | 52 SF |
| POOL EQUIPMENT STORAGE | 289 SF |
| STORAGE | 177 SF |
| POOL EQUIP. | 127 SF |
| ELEV. EQUIP. | 101 SF |
| POOL MECH. | 164 SF |
| ELEV. EQUIP. | 135 SF |
| CORRIDOR | 1,873 SF |
| ELECTRICAL | 379 SF |
| MEETING ROOM | 645 SF |
| MECHANICAL | 291 SF |
| RESTROOM | 205 SF |
| RESTROOM | 198 SF |
| RESTROOM | 68 SF |
| RESTROOM | 72 SF |
| ELEVATOR SHAFT | 71 SF |
| HALLWAY | 627 SF |
| CORRIDOR | 1,801 SF |
| ELEVATOR SHAFT | 71 SF |
| HALLWAY | 75 SF |
| TOTAL AREA: | 14,217 SF |

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12/12/2018

PRELIMINARY DESIGN

**SENIOR APARTMENTS**

4-STORY, 161 KEYS

2360 N. DECATUR BLVD, LAS VEGAS, NV

PROJECT NUMBER: 18 062

FLOOR PLAN - LEVEL 1

PRJ-75268
12/17/18

**DR-2.1**

1 FLOOR PLAN - LEVEL 1
1/16" = 1'-0"

N

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**




1 FLOOR PLAN - LEVEL 2
1/16" = 1'-0"

| APARTMENT SCHEDULE | |
|---|---|
| APARTMENT UNIT TYPE | COUNT |
| LEVEL 1 | |
| 1 BDRM B1 | 7 |
| 1 BDRM B2 | 10 |
| 1 BDRM B4 ADA | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C5 | 3 |
| LEVEL 1 | 34 |
| LEVEL 2 | |
| 1 BDRM B1 | 7 |
| 1 BDRM B2 | 16 |
| 1 BDRM B3 | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| 2 BDRM C6 ADA | 1 |
| LEVEL 2 | 41 |
| LEVEL 3 | |
| 1 BDRM B1 | 6 |
| 1 BDRM B2 | 18 |
| 1 BDRM B3 | 1 |
| 1 BDRM B4 ADA | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| 2 BDRM C6 ADA | 1 |
| LEVEL 3 | 43 |
| LEVEL 4 | |
| 1 BDRM B1 | 18 |
| 1 BDRM B2 | 7 |
| 1 BDRM B3 | 1 |
| 2 BDRM C1 | 2 |
| 2 BDRM C2 | 8 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| LEVEL 4 | 43 |
| TOTAL APARTMENTS: | 161 |

| COMMON AREAS LEVEL 2 | |
|---|---|
| LEVEL | AREA |
| LEVEL 2 | |
| STORAGE | 270 SF |
| TEL/COMM | 118 SF |
| STAIRS A | 200 SF |
| MECHANICAL | 134 SF |
| STAIRS B | 234 SF |
| TRASH CHUTE | 74 SF |
| STORAGE | 292 SF |
| CORRIDOR | 4,495 SF |
| ELEVATOR SHAFT | 71 SF |
| ELEVATOR SHAFT | 71 SF |
| TOTAL AREA | 5,959 SF |

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12/12/2018
PRELIMINARY DESIGN

# SENIOR APARTMENTS

4-STORY, 161 KEYS

2360 N. DECATUR BLVD, LAS VEGAS, NV

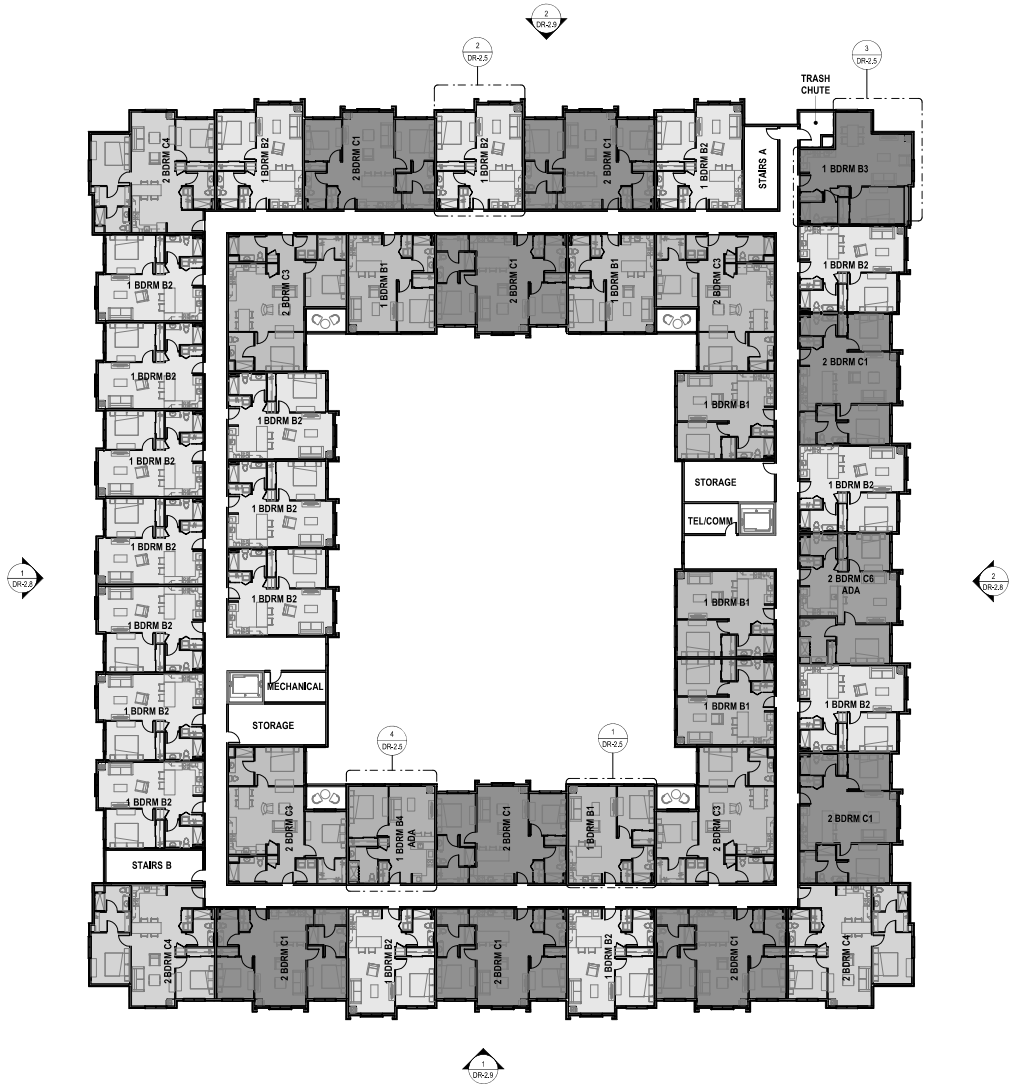
PROJECT NUMBER: 18 062

FLOOR PLAN - LEVEL 2

PRJ-75268
12/17/18

DR-2.2

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**




1 FLOOR PLAN - LEVEL 3
1/16" = 1'-0"

N

## ROOM TYPE

- 1 BDRM B1
- 1 BDRM B2
- 1 BDRM B3
- 1 BDRM B4 ADA
- 2 BDRM C1
- 2 BDRM C2
- 2 BDRM C3
- 2 BDRM C4
- 2 BDRM C5
- 2 BDRM C6 ADA

## APARTMENT SCHEDULE

| APARTMENT UNIT TYPE | COUNT |
|---|---|
| LEVEL 1 | |
| 1 BDRM B1 | 7 |
| 1 BDRM B2 | 10 |
| 1 BDRM B4 ADA | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C5 | 3 |
| LEVEL 1 | 34 |
| LEVEL 2 | |
| 1 BDRM B1 | 7 |
| 1 BDRM B2 | 16 |
| 1 BDRM B3 | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| 2 BDRM C6 ADA | 1 |
| LEVEL 2 | 41 |
| LEVEL 3 | |
| 1 BDRM B1 | 6 |
| 1 BDRM B2 | 18 |
| 1 BDRM B3 | 1 |
| 1 BDRM B4 ADA | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| 2 BDRM C6 ADA | 1 |
| LEVEL 3 | 43 |
| LEVEL 4 | |
| 1 BDRM B1 | 18 |
| 1 BDRM B2 | 7 |
| 1 BDRM B3 | 1 |
| 2 BDRM C1 | 2 |
| 2 BDRM C2 | 8 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| LEVEL 4 | 43 |
| TOTAL APARTMENTS: | 161 |

## COMMON AREAS LEVEL 3

| LEVEL | AREA |
|---|---|
| LEVEL 3 | |
| STAIRS B | 234 SF |
| STORAGE | 270 SF |
| TEL/COMM | 118 SF |
| MECHANICAL | 134 SF |
| STORAGE | 292 SF |
| TRASH CHUTE | 74 SF |
| STAIRS A | 200 SF |
| CORRIDOR | 4,495 SF |
| ELEVATOR SHAFT | 71 SF |
| ELEVATOR SHAFT | 71 SF |
| TOTAL AREA | 5,959 SF |

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12/12/2018

PRELIMINARY DESIGN

# SENIOR APARTMENTS

4-STORY, 161 KEYS

2360 N. DECATUR BLVD, LAS VEGAS, NV

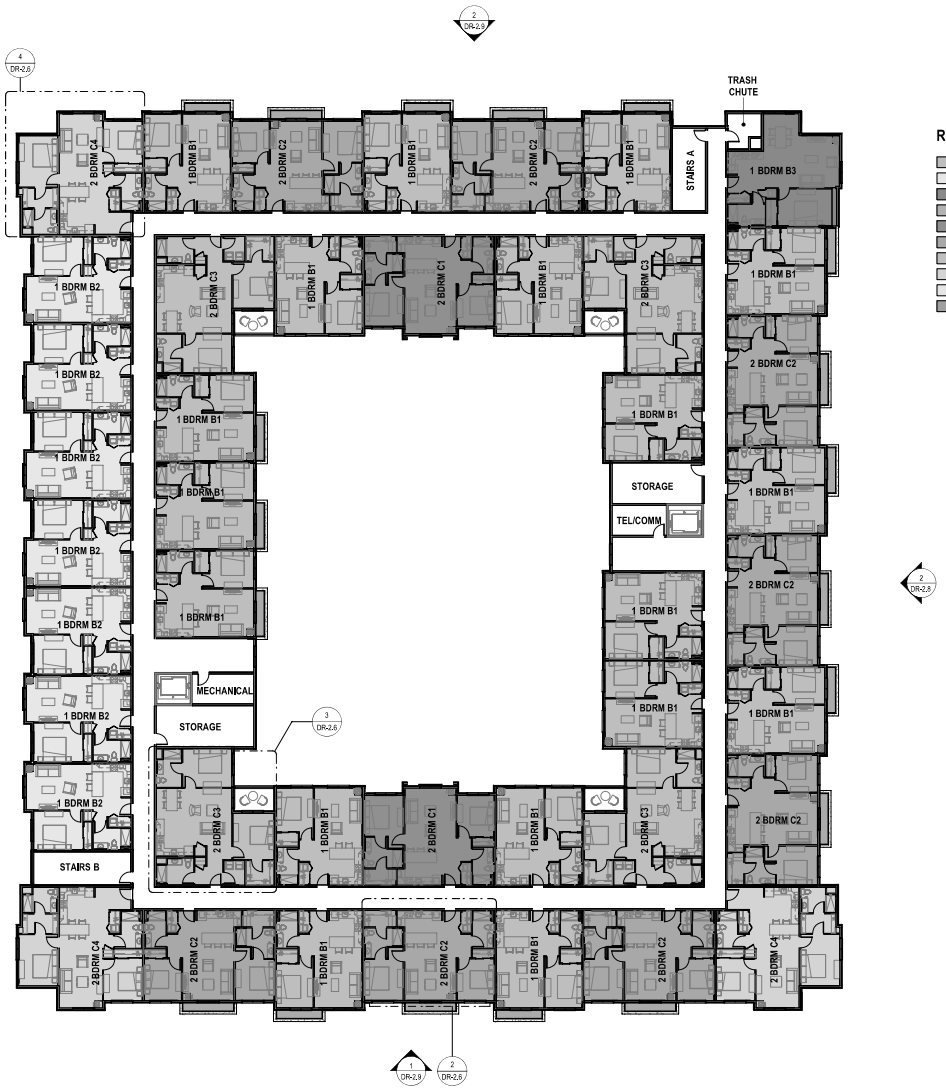
PROJECT NUMBER: 18 062

FLOOR PLAN - LEVEL 3

PRJ-75268
12/17/18

DR-2.3

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**




1 FLOOR PLAN - LEVEL 3 - 4
1/16" = 1'-0"

## ROOM TYPE

- 1 BDRM B1
- 1 BDRM B2
- 1 BDRM B3
- 1 BDRM B4 ADA
- 2 BDRM C1
- 2 BDRM C2
- 2 BDRM C3
- 2 BDRM C4
- 2 BDRM C5
- 2 BDRM C6 ADA

## APARTMENT SCHEDULE

| APARTMENT UNIT TYPE | COUNT |
|---|---|
| LEVEL 1 | |
| 1 BDRM B1 | 7 |
| 1 BDRM B2 | 10 |
| 1 BDRM B4 ADA | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C5 | 3 |
| LEVEL 1 | 34 |
| LEVEL 2 | |
| 1 BDRM B1 | 7 |
| 1 BDRM B2 | 16 |
| 1 BDRM B3 | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| 2 BDRM C6 ADA | 1 |
| LEVEL 2 | 41 |
| LEVEL 3 | |
| 1 BDRM B1 | 6 |
| 1 BDRM B2 | 18 |
| 1 BDRM B3 | 1 |
| 1 BDRM B4 ADA | 1 |
| 2 BDRM C1 | 9 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| 2 BDRM C6 ADA | 1 |
| LEVEL 3 | 43 |
| LEVEL 4 | |
| 1 BDRM B1 | 18 |
| 1 BDRM B2 | 7 |
| 1 BDRM B3 | 1 |
| 2 BDRM C1 | 2 |
| 2 BDRM C2 | 8 |
| 2 BDRM C3 | 4 |
| 2 BDRM C4 | 3 |
| LEVEL 4 | 43 |
| TOTAL APARTMENTS: | 161 |

## COMMON AREAS LEVEL 4

| | AREA |
|---|---|
| LEVEL 4 | |
| STORAGE | 270 SF |
| TEL/COMM | 118 SF |
| MECHANICAL | 134 SF |
| STORAGE | 292 SF |
| TRASH CHUTE | 74 SF |
| STAIRS A | 200 SF |
| STAIRS B | 234 SF |
| CORRIDOR | 4,495 SF |
| ELEVATOR SHAFT | 71 SF |
| ELEVATOR SHAFT | 71 SF |
| TOTAL AREA | 5,959 SF |

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# SENIOR APARTMENTS

4-STORY, 161 KEYS

2360 N. DECATUR BLVD, LAS VEGAS, NV

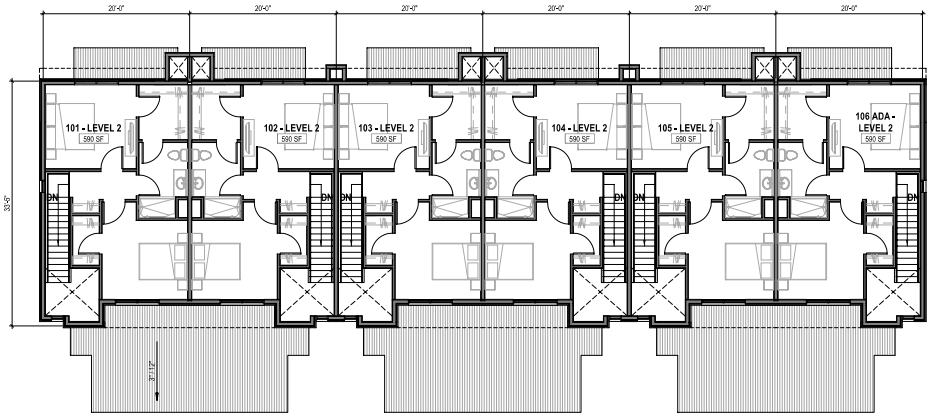
PROJECT NUMBER: 18 062

FLOOR PLAN - LEVEL 4

PRJ-75268
12/17/18

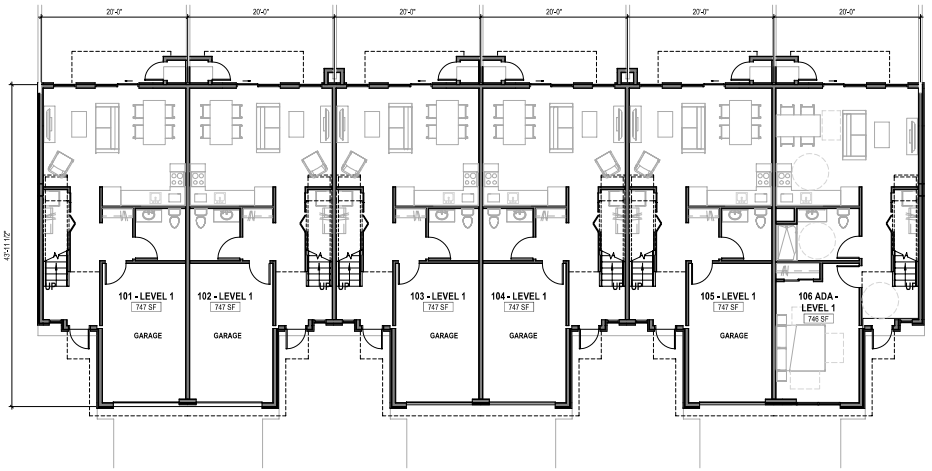
DR-2.4

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**




## 2 FLOOR PLAN - LEVEL 2

1/8" = 1'-0"




## 1 FLOOR PLAN - LEVEL 1

1/8" = 1'-0"

| APARTMENT SCHEDULE | |
|---|---|
| Level | Area |
| UNIT 101 | |
| LEVEL 1 | 747 SF |
| LEVEL 2 | 590 SF |
| | 1,337 SF |
| UNIT 102 | |
| LEVEL 1 | 747 SF |
| LEVEL 2 | 590 SF |
| | 1,337 SF |
| UNIT 103 | |
| LEVEL 1 | 747 SF |
| LEVEL 2 | 590 SF |
| | 1,337 SF |
| UNIT 104 | |
| LEVEL 1 | 747 SF |
| LEVEL 2 | 590 SF |
| | 1,337 SF |
| UNIT 105 | |
| LEVEL 1 | 747 SF |
| LEVEL 2 | 590 SF |
| | 1,337 SF |
| UNIT 106 ADA | |
| LEVEL 1 | 746 SF |
| LEVEL 2 | 590 SF |
| | 1,336 SF |

PRJ-75268
12/17/18

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V06

12/12/2018

PRELIMINARY DESIGN

# TOWNHOUSES

2-STORY, 30 KEYS

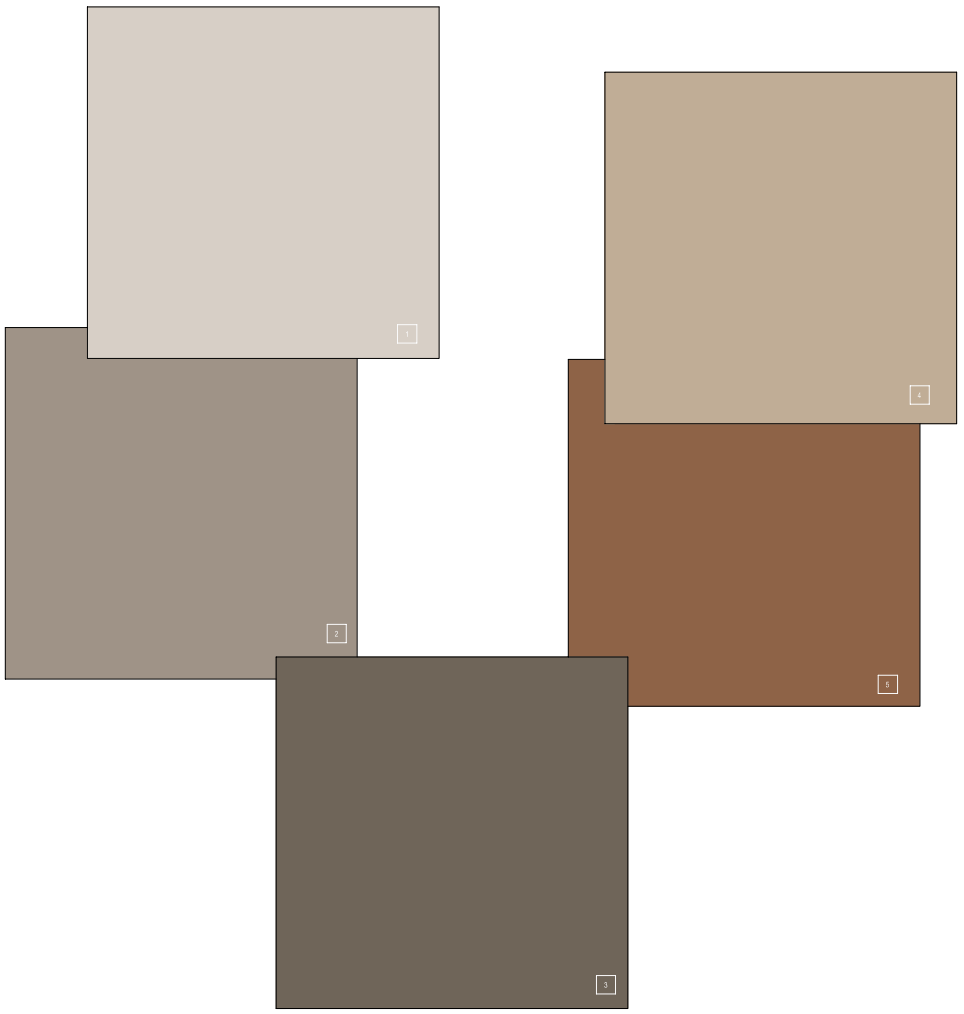
2360 N. DECATUR BLVD, LAS VEGAS, NV

PROJECT NUMBER: 18 062

FLOOR PLANS

DR-3.1

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**



1 **PT-1**
EIFS
SHERWIN-WILLIAMS
NATURAL TAN
SW - 7567

2 **PT-2**
EIFS
SHERWIN-WILLIAMS
ELEPHANT EAR
SW - 9168

3 **PT-3**
EIFS
SHERWIN-WILLIAMS
GRIFFIN
SW - 7026

4 **PT-4**
EIFS
SHERWIN-WILLIAMS
ANTLER VELVET
SW - 9111

5 **PT-5**
EIFS
DURON
BRAZILIAN BROWN
8266

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PRELIMINARY DESIGN

**SENIOR APARTMENTS**
4-STORY, 161 KEYS
2360 N. DECATUR BLVD, LAS VEGAS, NV

PROJECT NUMBER: 18 062

MATERIAL BOARD

PRJ-75268
12/17/18

**DR-3.3**

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**



**VAR-75324 [PRJ-75268] - VARIANCE RELATED TO SUP-75325, SUP-75326 AND SDR-75327 - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. SOUTH SIDE OF SMOKE RANCH ROAD, EAST OF DECATUR BOULEVARD**

12/27/2018



**VAR-75324 [PRJ-75268] - VARIANCE RELATED TO SUP-75325, SUP-75326 AND SDR-75327 - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. SOUTH SIDE OF SMOKE RANCH ROAD, EAST OF DECATUR BOULEVARD**

12/27/2018




**VAR-75324 [PRJ-75268] - VARIANCE RELATED TO SUP-75325, SUP-75326 AND SDR-75327 - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. SOUTH SIDE OF SMOKE RANCH ROAD, EAST OF DECATUR BOULEVARD**

12/27/2018



**VAR-75324 [PRJ-75268] - VARIANCE RELATED TO SUP-75325, SUP-75326 AND SDR-75327 - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. SOUTH SIDE OF SMOKE RANCH ROAD, EAST OF DECATUR BOULEVARD**

12/27/2018



**VAR-75324 [PRJ-75268] - VARIANCE RELATED TO SUP-75325, SUP-75326 AND SDR-75327 - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. SOUTH SIDE OF SMOKE RANCH ROAD, EAST OF DECATUR BOULEVARD**

12/27/2018



**VAR-75324 [PRJ-75268] - VARIANCE RELATED TO SUP-75325, SUP-75326 AND SDR-75327 - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. SOUTH SIDE OF SMOKE RANCH ROAD, EAST OF DECATUR BOULEVARD**

12/27/2018

*Baughman & Turner, Inc.*
*Consulting Engineers & Land Surveyors*
1210 HINSON ST. PHONE (702) 870-8771
LAS VEGAS, NEVADA 89102-1604 FAX (702) 878-2695

December 17, 2018

**City of Las Vegas, Department of Planning**
333 North Rancho Drive
Las Vegas, Nevada 89106

**Re: PRJ75268 - Site Design Review (SDR, SUP, VAR) for Senior Housing and Townhouses @ SEC of N. Decatur Blvd and Smoke Ranch Rd**

To Whom It May Concern,

Please let this letter serve as justification for a four-story, 161 unit senior apartment complex with five (5)-two-story townhouses (30 units) on a 5.33 net acre site. The vacant site is located southeast of the intersection of N. Decatur Boulevard and Smoke Ranch Road. The residential project encompasses all of APN 139-19-101-002 and will be developed as 1 and 2 bedroom apartments ranging in size from 617 sq ft to 990 sq ft and townhouses ranging in size from 1136 sq ft to 1336 sq ft.

The overall site is bordered by N. Decatur Boulevard (120' right-of-way) to the west and Smoke Ranch Road (100' right-of-way) to the north. All required rights-of-way have been dedicated.

There is existing residential properties to the south and east (R-CL) adjacent to the site. There is commercial (C-1) and residential (R-E) west of Decatur and commercial north of Smoke Ranch Road.

The Site Development Plan Review is for a four story, 161 unit senior apartment complex with five (5)-two-story townhouses (30 units) on 5.33 net acres. The gated residential site will take access off of N. Decatur Blvd.

Parking will exceed what is required. 160 parking spaces will be provided, where only 144 spaces are required.

A Special Use Permit is being requested for the Airport Overlay Standards. The Airport Overlay Standards require a maximum height of 35 feet for the northeast corner of this site, and 70 feet for the southwest portion. The proposed 53-foot building height exceeds the height of the 35-foot height maximum outlined in the Airport Overlay. Only a small portion of the site exceeds this height requirement in the northeast corner of the site. The balance of the site meets this requirement. All the required FAA and Clark County Aviation applications will be submitted and the appropriate approvals obtained.

The requested land use is allowable within a C-1 zone with a Special Use Permit, thus a Special Use Permit is being requested for Condition #2 of the Senior Apartments Conditional Land Use. While the Senior Apartments are permitted in the C-1 zoning, condition #2 requires that the use shall be developed and operated only in connection with ground-level nonresidential development. In the case of a multi-floor structure, the apartments themselves must be located above the ground floor, but access ways, entryways and community rooms may be located on the ground floor. Approximately 25% of the ground level area provides nonresidential use. In addition to residential units, the ground level development includes a

PRJ-75268
12/17/18

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**

clubhouse, fitness center, indoor pool, meeting rooms, mechanical spaces and an outdoor courtyard. This development has been created with the intent to provide a safe, private living space for senior citizens and does not lend itself to commercial uses within the property.

A variance is being requested for the Residential Adjacency setback requirements of 3:1 from R-CL properties. The Townhome apartments are 17'-8" away where 72 feet is requires and the senior apartments are 76'-11" away where 141 feet is required. In order to provide some relief from this requirement, the landscaping which will be provided will be thick and lush with trees and shrubbery to provide a line of sight buffer to the buildings. Building elevations that face residential development to the south and east are designed in a way that the top level is painted darker color, is slightly stepped back in some areas and with minimal parapets to appear like a roof form and to provide a visual relief in scale and massing of the structure.

Along with the site development application, a waiver of the landscape buffer areas is being requested. C-1 (Limited Commercial development standards (Title 19.08.070) requires 15-foot buffers adjacent to ROW & 8-foot Buffers along interior property lines.

Adjacent to the ROW on the north side of the property, the site will provide 5' of landscaping behind the curb, a detached 5' sidewalk, another 5' of landscaping, a decorative perimeter wall and about 12 more feet of landscaping to the building. 24-inch box trees planted 20 feet off center with 4 shrubs each will be provided. No waiver is required here.

Adjacent to the ROW on the west side of the property, the site will provide 5' of landscaping behind the curb, a detached 5' sidewalk, another 5' of landscaping, a decorative perimeter wall and about 12 more feet of interior landscaping to the building. 24-inch box trees planted 20 feet off center with 4 shrubs each will be provided. No waiver is required here.

Along the east property line, where the townhomes share a common wall with the adjacent RCL lots to the east, the landscape buffer is provided inside backyards of the townhomes which are 17'-8" deep. This 17'-8" landscaped buffer will be maintained by management, not the renter. While this specific portion of the landscape area may not meet the 8 ft buffer in its strictest terms, the landscape strip south of the townhomes does. South of the townhomes, the site plan has provided additional landscaping which is incorporated into the activity trail, garden and dog park.

Along the south property line, an 8 ft landscape buffer has been provided. No waiver is required here.

Adjacent to the commercial property in the northwest corner, there is a 17 ft landscaped area adjacent to the townhome buildings which will be maintained by management, not the renter and 0 ft landscape buffer everywhere else. Within this zero ft landscape buffer area is parking and a drive aisle. No buildings are directly adjacent to the neighboring property. The area of zero foot landscape buffer is adjacent to the back of the existing convenience store building where no one would see the landscaping. Additionally, the convenience store site has provided its own landscape buffer adjacent to this site.

With the residential boom occurring in Las Vegas and the increase demand for senior housing, there is a need for this type of residential development. This development will enhance and beautify the area by providing lush landscaping on a vacant parcel and will help reduce dust. There will be no negative impact to the existing, surrounding properties.

PRJ-75268
12/17/18

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**

Should you have any questions, please feel free to contact me at this office.

Sincerely,
Baughman & Turner, Inc.

Jodi Jorjorian, P.E.

JJ/po

PRJ-75268
12/17/18

**VAR-75324, SUP-75325, SUP-75326 and SDR-75327**

City of Las Vegas
Office Of The City Clerk
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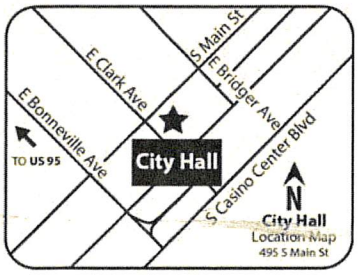
**Official Notice of Public Hearing**




PROPOSALS WILL BE AN EYESORE AND AN INVASION OF PRIVACY FOR HOMEOWNERS IN BRISTOL MANOR.

If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75324 and SUP-75325 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: VAR-75324 and SUP-75325
13919110032
SMITH JIMMY LEE JR
4412 MOSSY ROCK CT
LAS VEGAS NV 89108-2950

89 LRDFNP1 89108

Submitted after final agenda
Date 2/26/19 Item 88-89

City of Las Vegas
Office Of The City Clerk
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Las Vegas, Nevada 89101

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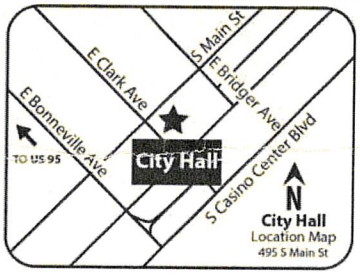
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request
☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**VAR-75324 and SUP-75325 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: VAR-75324 and SUP-75325
13919110048
SCHAFFER TRUST
SCHAFFER MARK S OR JUDITH K TRS
4409 MOSSY ROCK CT
LAS VEGAS NV 89108-2951

99 LRDFNP1 89108

Submitted after final agenda
Date 2/26/19 Item 88-89

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Las Vegas, Nevada 89101

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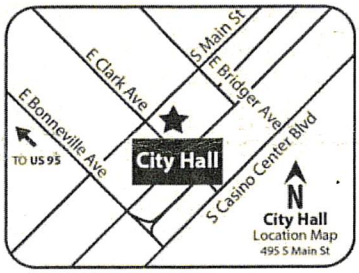
## Official Notice of Public Hearing

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☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75324 and SUP-75325 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: VAR-75324 and SUP-75325
13919213016
BAKER DIANNA S & RONALD R
4501 MARK AVE
LAS VEGAS NV 89108-2873

99 LRDFNP1 89108

Submitted after final agenda

Date 2/27/19 Item 88-89

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2019 MAR -4 P 4:04

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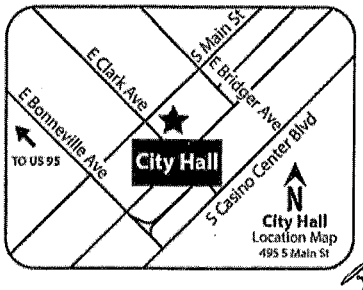


Dear Commissioners
Please Please Don't Allow
This ... You've Already Passed
Rezoned A Huge Development across
the Street — Our Neighborhood has had
Rezoning for Decades Now and All 4
Sides Front on 4 Major Streets..

If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

Case: VAR-75324 and SUP-75325
13919213041
PRICE SHIRLEY E
4424 STACEY AVE
LAS VEGAS NV 89108-2858

This will Impact us
Yet Again!!!
Please Vote No Thank
You.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**VAR-75324 and SUP-75325 [PRJ-75268]**
City Council Meeting of **3/06/2019**

89 LRDFMP1 89108

Submitted after final agenda
Date 3/4/19 Item 88-89

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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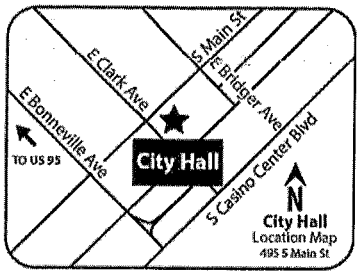


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☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75324 and SUP-75325 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: VAR-75324 and SUP-75325
13824511020
KRANJCEVICH DAVID G & CAROLE A
5020 AUBORN AVE
LAS VEGAS NV 89108-3037

99 LRDPNP1 89108

Submitted after final agenda

Date 3/4/19 Item 88-89

City of Las Vegas
Office Of The City Clerk
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Las Vegas, Nevada 89101

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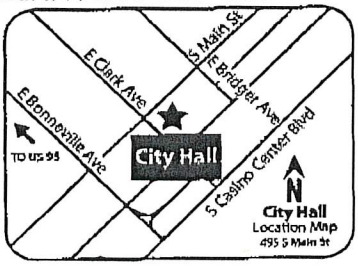


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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.
**VAR-75324 and SUP-75325 [PRJ-75268]**
City Council Meeting of **3/06/2019**

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Case: VAR-75324 and SUP-75325
13813801034
BELL STEWART L
VRANESH JOSEPH REVOCABLE FAM TR
1700 S 8TH ST
LAS VEGAS NV 89104-2845

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City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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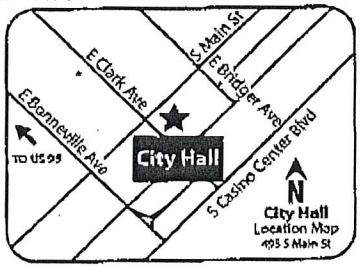


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[X] I SUPPORT this Request [ ] I OPPOSE this Request

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**VAR-75324 and SUP-75325 [PRJ-75268]**
City Council Meeting of **3/06/2019**

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Case: VAR-75324 and SUP-75325
13813801046
BELL STEWART L
VRANESH JOSEPH REVOCABLE FAM TR
1700 S 8TH ST
LAS VEGAS NV 89104-2845

Submitted after final agenda
Date 2/25/19 Item 88-89

City of Las Vegas
Office Of The City Clerk
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Las Vegas, Nevada 89101

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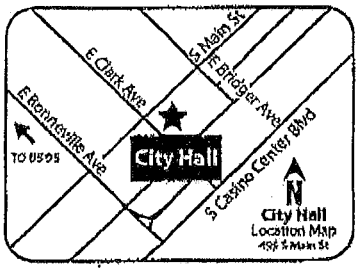
## Official Notice of Public Hearing

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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75324 and SUP-75325 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: VAR-75324 and SUP-75325
138138010 45
VRANESH JOSEPH
BELL STEWART L
1700 S 8TH ST
LAS VEGAS NV 89104-2845

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Submitted after final agenda
Date 2/25/19 Item 88-89

City of Las Vegas
Office Of The City Clerk
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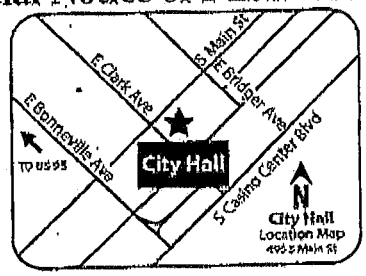


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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75326 and SDR-75327 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: SUP-75326 and SDR-75327
138138010 45
VRANESH JOSEPH
BELL STEWART L
1700 S 8TH ST
LAS VEGAS NV 89104-2845

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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# Return Service Requested
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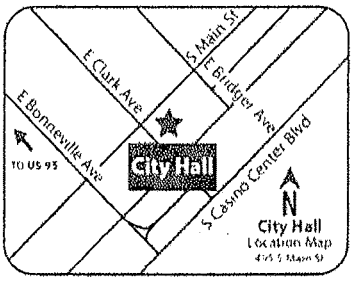


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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75324 and SUP-75325 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: VAR-75324 and SUP-75325
13824511036
2300 N DECATUR L L C
8370 WILSHIRE BLVD #230
BEVERLY HILLS CA 90211

SC LREPNP1 9021 1

Submitted after final agenda
Date 2/26/19 Item 88-89

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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## Return Service Requested
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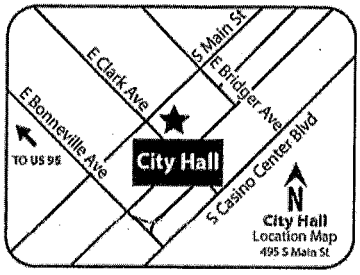


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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75324 and SUP-75325 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: VAR-75324 and SUP-75325
13919110067
JOPLIN DIANE C
2313 VALLEY DR
LAS VEGAS NV 89108-2941

Submitted after final agenda
Date 2/27/19 Item 88-89

99 LPDFMP1 89106

Submitted after final agenda
Date 2/27/19 Item 88-89

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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Las Vegas, NV
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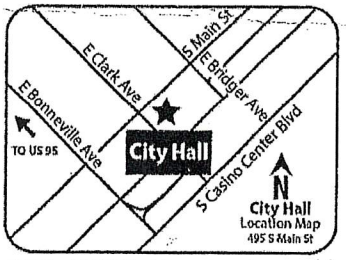
**Official Notice of Public Hearing**

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FEB 05 2019
Dept of Planning
City of Las Vegas

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If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75324 and SUP-75325 [PRJ-75268]**
Planning Commission Meeting of **2/12/19**

Case: VAR-75324 and SUP-75325
13824511020
KRANJCEVICH DAVID G & CAROLE A
5020 AUBORN AVE
LAS VEGAS NV 89108-3037

99 LRDPNP1 89106

Submitted after final agenda
Date 2/5/19 Item 42-43P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

Please Do Not Approve This

Our Home Values + Traffic are Already going to be impacted by the Multiple hundreds of Apt. The Planning Comm. approved last year for the Developement on the other side of Smokeranch + Decatur — We already have the Budget Suite + 2 Big Hotels with in 2 Blocks surrounding our Neighbor! Please donot approve More Volume of High Density living — Traffic — Senior Drivers in Crisis Situation + All the Bus + Vans that Will constantly Be Problems on this Busy Corner!

Please Do The Right Thing for our Neighborhood

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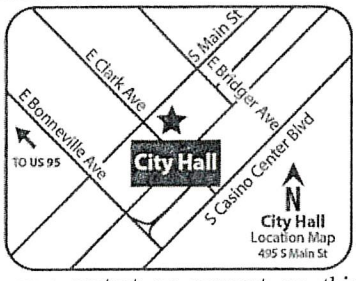
City of Las Vegas

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**VAR-75324 and SUP-75325 [PRJ-75268]**
Planning Commission Meeting of **2/12/19**

Case: VAR-75324 and SUP-75325
13919213041
PRICE SHIRLEY E
4424 STACEY AVE
LAS VEGAS NV 89108-2858

99 LRDFNP1 89108

Submitted after final agenda

Date 2/11/19 Item 42P 43P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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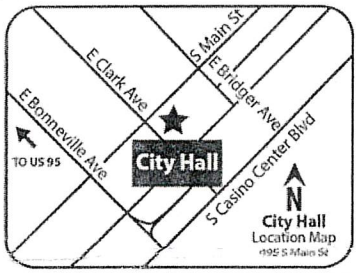


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☐ I SUPPORT this Request

☒ I OPPOSE this Request

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**VAR-75324 and SUP-75325 [PRJ-75268]**
Planning Commission Meeting of **2/12/19**

Case: VAR-75324 and SUP-75325
13824511052
PARRA ALBERTO
4975 REITER AVE
LAS VEGAS NV 89108

99 LRDFNP1 89108

42P
43P

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Saturday, February 9, 2019 8:58 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

**EXTERNAL EMAIL**

Formstack

**Formstack Submission For:** PlanningApplicationComments2019
Submitted at 02/09/19 8:57 PM

| | |
|---|---|
| Meeting Date: | Tuesday, February 12, 2019 |
| Project Number: | PRJ-75268 |
| Position: | I OPPOSE the project and all related applications. |
| Name: | Jimmy Lee Smith Jr |
| Residential or Business Address: | 4412 Mossy Rock Ct<br>Las Vegas, NV 89108 |

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Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038



Submitted after final agenda
Date 2/9/19 Item 42-45P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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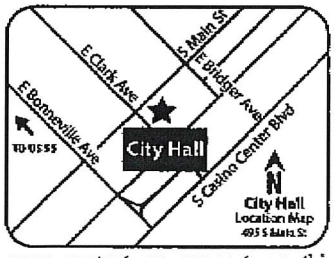


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**VAR-75324 and SUP-75325 [PRJ-75268]**
Planning Commission Meeting of **2/12/19**

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Dept of Planning
City of Las Vegas

Case: VAR-75324 and SUP-75325
13813801034
BELL STEWART L
VRANESH JOSEPH REVOCABLE FAM TR
1700 S 8TH ST
LAS VEGAS NV 89104-2845

42-43P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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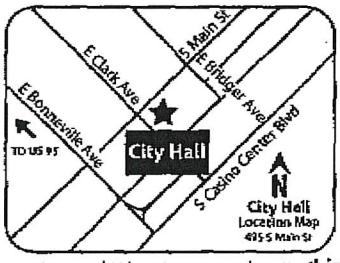


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☐ I SUPPORT this Request

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Planning Commission Meeting of **2/12/19**

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City of Las Vegas

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42-43P

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Planning Commission Meeting of **2/12/19**

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City of Las Vegas

Case: VAR-75324 and SUP-75325
13813801045
VRANESH JOSEPH
BELL STEWART L
1700 S 8TH ST
LAS VEGAS NV 89104-2845

42-43P

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**82**

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**DEPARTMENT: Planning**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
SUP-75325 - ABEYANCE ITEM - SPECIAL USE PERMIT RELATED TO VAR-75324 - PUBLIC HEARING - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. - For possible action on a request for a Special Use Permit FOR A PROPOSED 191-UNIT SENIOR CITIZEN APARTMENTS USE adjacent to the south side of Smoke Ranch Road, approximately 175 feet east of Decatur Boulevard (APN 139-19-101-002), C-1 (Limited Commercial) Zone, Ward 5 (Crear) [PRJ-75268]. Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| **Planning Commission Mtg.** | **6** | **Planning Commission Mtg.** | **0** |
| **City Council Meeting** | **5** | **City Council Meeting** | **5** |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Consolidated Backup
2. Supporting Documentation
3. Clark County Department of Aviation Comments for SUP-75325 and SUP-75326 [PRJ-75268]

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**

# DEPARTMENT OF PLANNING

**Application / Petition Form & Statement of Financial Interest**

| Department Use | |
|---|---|
| Case # | SUP-75325 |
| Meeting Date | |
| Total Fee | |
| Received By/Date | |

**Case Type** (Special Use Permit, Rezoning, Variance, Site Development Plan Review, etc) Variance, Special Use Permit, Site Development Review

**Project Address** (Location) 2360 N. Decatur Boulevard

**Project Name** PRJ-75268 **Proposed Use** Senior Citizen Apartments

**Assessor's Parcel #(s)** 139-19-101-002 **Ward #** 5

**General Plan:** Existing GC Proposed No Change **Zoning:** Existing C-1 Proposed No Change

**Additional Information**

**Property Owner** Safe Nest: Temporary Assistance for Domestic Crisis Contact Liz Ortenberger

Address 3900 Meadows Lane City LV State NV Zip 89107

E-mail lort@safenest.org Phone 702-821-2742

**Applicant** Colliers International Contact Vince Schettler

Address 3960 Howard Huges Parkway, #150 City Las Vegas State NV Zip 89169

E-mail vince.schettler@colliers.com Phone 702-836-3764

**Representative** Baughman & Turner, Inc Contact Jodi Jorjorian

Address 1210 Hinson Street City Las Vegas State NV Zip 89102

E-mail jodij@baughman-turner.com Phone 702-870-8771

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company? ☐ Yes ☒ No

**If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.**

**City Official** **Partner(s)**

**Partner(s)**

- I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in the application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.
- Application will not be deemed complete until the submitted materials have been reviewed by Department of Planning for consistency with the Zoning Ordinance.

**Property Owner Signature**

An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps and Parcel Maps

**Print Name** Dana Dwiggins, President, Board of Trustees

Subscribed and sworn before me

This 14th day of December, 20 18

Alexandra Carnival

Notary Public in and for said County and State

ALEXANDRA CARNIVAL
Notary Public State of Nevada
No. 15-1861-1
My Appt. Exp. June 4, 2019

PRJ-75268
12/17/18

# CITY OF LAS VEGAS
# PLANNING COMMISSION AND CITY COUNCIL
# RECOMMENDATIONS / COMMENTS

| | |
|---|---|
| FROM: | **CLARK COUNTY DEPARTMENT OF AVIATION** |
| APPLICATION NUMBERS: | **SUP-75326 & SUP-75325** |
| PROJECT: | **53' TALL 191 UNIT SENIOR CITIZEN APARTMENTS** |
| LOCATION: | **139-19-101-002** |
| MEETING DATES: | **FEBRUARY 12, 2019, PLANNING COMMISSION & MARCH 6, 2019, CITY COUNCIL** |

COMMENTS:

Federal Aviation Regulations (Title 14, Part 77) require that the Federal Aviation Administration (FAA) be notified before the construction or alteration of any building or structure greater than 200 feet in height (§ 77.13(a)(1)) or that will exceed a slope of 100:1 for a distance of 20,000 feet from the nearest point of any airport runway greater than 3,200 feet in length (§ 77.13 (a)(2)(i)). Such notification allows the FAA to determine what impact, if any, the proposed development will have upon navigable airspace, and allows the FAA to determine whether the development requires obstruction marking or lighting.

The proposed development will exceed the 100:1 notice requirement for the North Las Vegas Airport (VGT). Therefore, as required by 14 CFR Part 77, the FAA must be notified of the proposed construction or alteration. **The CCDOA requests that the City of Las Vegas impose the conditions listed below for the project:**

- Applicant is required to file a valid FAA Form 7460-1, "Notice of Proposed Construction or Alteration" with the FAA, in accordance with 14 CFR Part 77, or submit to the Clark County Director of Aviation a "Property Owner's Shielding Determination Statement" and request written concurrence from the Clark County Department of Aviation;
- No Building Permit or other construction permit shall be issued for any structure greater than 35 feet above the surface of land that, based upon the FAA's 7460 airspace determination (the outcome of filing the FAA Form 7460-1), would (a) constitute a hazard to air navigation, (b) would result in an increase to minimum flight altitudes during any phase of flight (unless approved by the Department of Aviation), or (c) would otherwise be determined to pose a significant adverse impact on airport or aircraft operations.
- Applicant is advised that FAA's airspace determinations are dependent on petitions by any interested party and the height that will not present a hazard as determined by the FAA may change based on these comments.

- Applicant is advised that the FAA's airspace determinations include expiration dates and that the separate airspace determinations will be needed for construction cranes or other temporary equipment.

The proposed development lies just outside the 2015 AE-60 (60-65 DNL) noise contour for North Las Vegas Airport (VGT), and is subject to significant aircraft noise and continuing over-flights. Future demand for air travel and airport operations is expected to increase significantly. Clark County intends to continue to upgrade VGT to meet future air traffic demand, and nighttime operations may and will continue to occur at VGT.

- Applicant is advised that issuing a stand-alone noise disclosure statement to the purchaser or renter of each unit in the proposed development and to forward the completed and recorded noise disclosure statements to the Department of Aviation's Noise Office is strongly encouraged. Additionally, the Federal Aviation Administration will no longer approve remedial noise mitigation measures for incompatible development impacted by aircraft operations which was constructed after October 1, 1998, and funds will not be available in the future should the residents wish to have their buildings purchased or soundproofed.

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**83**

**DEPARTMENT: Planning**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
SUP-75326 - ABEYANCE ITEM - SPECIAL USE PERMIT RELATED TO VAR-75324 AND SUP-75325 - PUBLIC HEARING - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. - For possible action on a request for a Special Use Permit FOR A 53-FOOT TALL BUILDING WHERE THE AIRPORT OVERLAY DISTRICT LIMITS THE HEIGHT TO 35 FEET adjacent to the south side of Smoke Ranch Road, approximately 175 feet east of Decatur Boulevard (APN 139-19-101-002), C-1 (Limited Commercial) Zone, Ward 5 (Crear) [PRJ-75268]. Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| **Planning Commission Mtg.** | **4** | **Planning Commission Mtg.** | **0** |
| **City Council Meeting** | **6** | **City Council Meeting** | **5** |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Consolidated Backup
2. Supporting Documentation
3. Backup Submitted from the March 6, 2019 City Council Meeting
4. Backup Submitted at the February 12, 2019 Planning Commission Meeting

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**

# DEPARTMENT OF PLANNING

**Application / Petition Form & Statement of Financial Interest**

| Department Use | |
|---|---|
| Case # | SUP-75326 |
| Meeting Date | |
| Total Fee | |
| Received By/Date | |

**Case Type** (Special Use Permit, Rezoning, Variance, Site Development Plan Review, etc) Variance, Special Use Permit, Site Development Review

**Project Address** (Location) 2360 N. Decatur Boulevard

**Project Name** PRJ-75268 **Proposed Use** Senior Citizen Apartments

**Assessor's Parcel #(s)** 139-19-101-002 **Ward #** 5

**General Plan:** Existing GC Proposed No Change **Zoning:** Existing C-1 Proposed No Change

**Additional Information**

**Property Owner** Safe Nest: Temporary Assistance for Domestic Crisis Contact Liz Ortenberger

Address 3900 Meadows Lane City LV State NV Zip 89107

E-mail lort@safenest.org Phone 702-821-2742

**Applicant** Colliers International Contact Vince Schettler

Address 3960 Howard Huges Parkway, #150 City Las Vegas State NV Zip 89169

E-mail vince.schettler@colliers.com Phone 702-836-3764

**Representative** Baughman & Turner, Inc Contact Jodi Jorjorian

Address 1210 Hinson Street City Las Vegas State NV Zip 89102

E-mail jodij@baughman-turner.com Phone 702-870-8771

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company? ☐ Yes ☒ No

**If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.**

**City Official** _____ **Partner(s)** _____

**Partner(s)** _____

- I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in the application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.
- Application will not be deemed complete until the submitted materials have been reviewed by Department of Planning for consistency with the Zoning Ordinance.

**Property Owner Signature** _____

An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps and Parcel Maps

**Print Name** Dana Dwiggins, President, Board of Trustees

Subscribed and sworn before me

This 14th day of December, 20 18

Alexandra Carnival

Notary Public in and for said County and State

ALEXANDRA CARNIVAL
Notary Public State of Nevada
No. 15-1861-1
My Appt. Exp. June 4, 2019

PRJ-75268
12/17/18

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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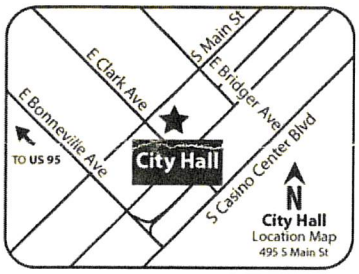


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75326 and SDR-75327 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: SUP-75326 and SDR-75327
13919110048
SCHAFFER TRUST
SCHAFFER MARK S OR JUDITH K TRS
4409 MOSSY ROCK CT
LAS VEGAS NV 89108-2951

99 LRDFNP1 89108

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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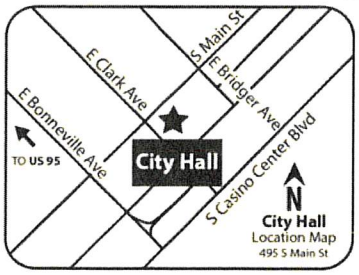


PLEASE MAINTAIN ZONING STANDARDS THAT WILL BENEFIT THE HOMEOWNERS OF BRISTOL MANOR, WE SEEM TO BE A NEGLIGABLE TRIANGLE OF RESIDENTS WHOSE NEEDS ARE PUT ASIDE TO BENEFIT COMMERCE.

If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ■ I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75326 and SDR-75327 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: SUP-75326 and SDR-75327
13919110032
SMITH JIMMY LEE JR
4412 MOSSY ROCK CT
LAS VEGAS NV 89108-2950

Submitted after final agenda
Date 2/26/19 Item 90-91

99 LRDFNP1 89108

City of Las Vegas
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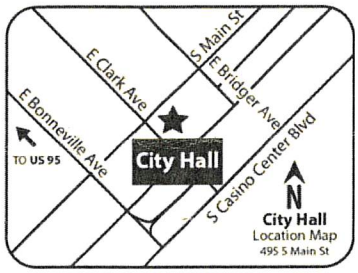


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75326 and SDR-75327 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: SUP-75326 and SDR-75327
13919213016
BAKER DIANNA S & RONALD R
4501 MARK AVE
LAS VEGAS NV 89108-2873

99 LRDFNP1 89108

City of Las Vegas
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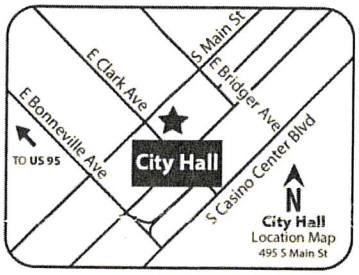


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75326 and SDR-75327 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: SUP-75326 and SDR-75327
13824511052
PARRA ALBERTO
4975 REITER AVE
LAS VEGAS NV 89108

Submitted after final agenda

Date 2/27/19 Item 90-91

99 LRDFNP1 89108

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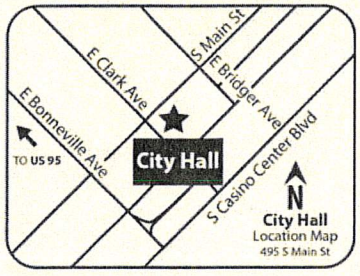


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75326 and SDR-75327 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Dear Planning Commissioners,
Please Don't Impact the Qualities of our Life & Neighborhood with Rezoning and High Density, Than your Votes in Past already have!! We have a Huge Development going in across the Street from this

Case: SUP-75326 and SDR-75327
13919213041
PRICE SHIRLEY E
4424 STACEY AVE
LAS VEGAS NV 89108-2858

99 LRDFNP1 89106

Submitted after final agenda
Date 3/4/19 Item 90-91

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Las Vegas, Nevada 89101

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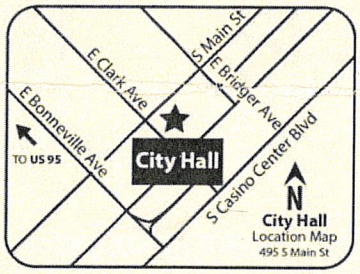


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☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75326 and SDR-75327 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: SUP-75326 and SDR-75327
13824511020
KRANJCEVICH DAVID G & CAROLE A
5020 AUBORN AVE
LAS VEGAS NV 89108-3037

99 LRDFNP1 89108

Submitted after final agenda

Date 3/4/19 Item 90-91

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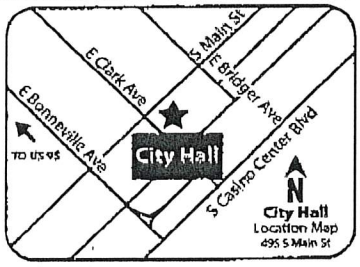


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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75326 and SDR-75327 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: SUP-75326 and SDR-75327
13813801046
BELL STEWART L
VRANESH JOSEPH REVOCABLE FAM TR
1700 S 8TH ST
LAS VEGAS NV 89104-2845

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Las Vegas, Nevada 89101

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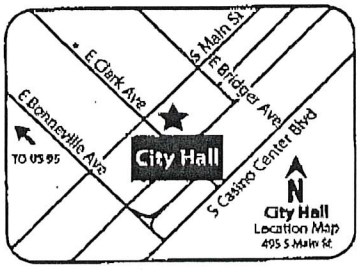


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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75326 and SDR-75327 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Case: SUP-75326 and SDR-75327
13813801034
BELL STEWART L
VRANESH JOSEPH REVOCABLE FAM TR
1700 S 8TH ST
LAS VEGAS NV 89104-2845

Submitted after final agenda
2/25/19 90-91
Date Item

City of Las Vegas
Office Of The City Clerk
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Las Vegas, Nevada 89101

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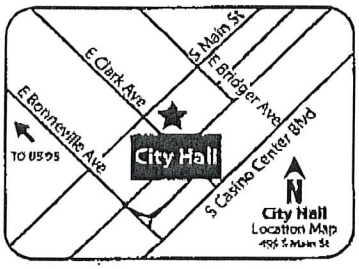


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Case: VAR-75324 and SUP-75325
13813801045
VRANESH JOSEPH
BELL STEWART L
1700 S 8TH ST
LAS VEGAS NV 89104-2845

[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75324 and SUP-75325 [PRJ-75268]**
City Council Meeting of **3/06/2019**

City of Las Vegas
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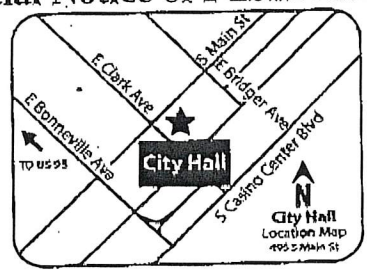


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Case: SUP-75326 and SDR-75327
13813801045
VRANESH JOSEPH
BELL STEWART L
1700 S 8TH ST
LAS VEGAS NV 89104-2845

[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75326 and SDR-75327 [PRJ-75268]**
City Council Meeting of **3/06/2019**

Submitted after final agenda
Date 2/25/19 Item 90-91

:ity of Las Vegas
)ffice Of The City Clerk
-95 South Main Street, 2nd Floor
:as Vegas, Nevada 89101

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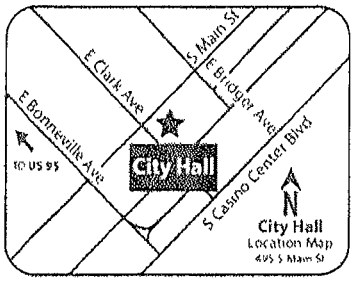


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[x] I SUPPORT this Request
[ ] I OPPOSE this Request

)lease use available blank space on card for your comments.

Case: SUP-75326 and SDR-75327
13824511036
2300 N DECATUR L L C
8370 WILSHIRE BLVD #230
BEVERLY HILLS CA 90211

**;UP-75326 and SDR-75327 [PRJ-75268]**
:ity Council Meeting of **3/06/2019**

Submitted after final agenda
Date 2/26/19 Item 90-91

City of Las Vegas
Office Of The City Clerk
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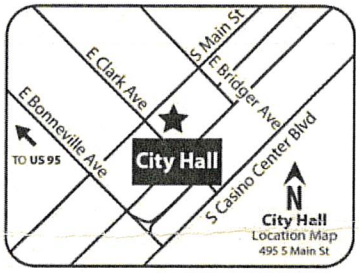


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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75326 and SDR-75327 [PRJ-75268]**

City Council Meeting of **3/06/2019**

Case: SUP-75326 and SDR-75327
13919110067
JOPLIN DIANE C
2313 VALLEY DR
LAS VEGAS NV 89108-2941

99 LRDFNP1 89108

Submitted after final agenda

Date 2/27/19 Item 90-91

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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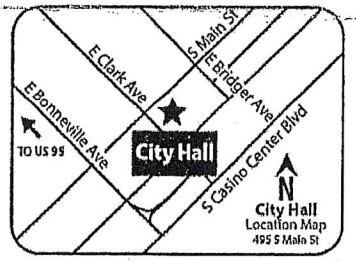
**Return Service Requested**
**Official Notice of Public Hearing**




RECEIVED
FEB 0 5 2019
Dept of Planning
City of Las Vegas

If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018
If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request
☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75326 and SDR-75327 [PRJ-75268]**
Planning Commission Meeting of **2/12/19**

Case: SUP-75326 and SDR-75327
13824511020
KRANJCEVICH DAVID G & CAROLE A
5020 AUBORN AVE
LAS VEGAS NV 89108-3037

99 LRDFMP1 89106

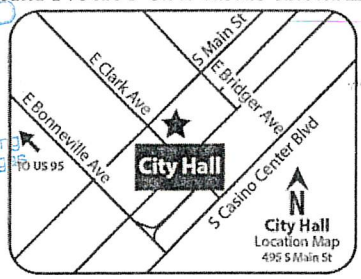
Submitted after final agenda
Date 2/5/19 Item 44-45P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

PRSRT
FIRST CLASS MAIL
U.S. Postage
PAID
Las Vegas, NV
Permit No. 1630

**Return Service Requested**
**Official Notice of Public Hearing**

RECEIVED
Dept of Planning
City of Las Vegas

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If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75326 and SDR-75327 [PRJ-75268]**
Planning Commission Meeting of **2/12/19**

We oppose this Rezoning & Development. There is already a rezoning change for Multiple Hundreds of Apts going in across Smoke Ranch & Decatur — the traffic and Single Family home values would be impacted negatively — Please Do not Approve

Case: SUP-75326 and SDR-75327
13919213041
PRICE SHIRLEY E
4424 STACEY AVE
LAS VEGAS NV 89108-2858

Please Do the right thing for our Neighborhood & Quality of life & Home Values

99 LRDFNP1 89108

44 P
45 P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

PRSRT
FIRST CLASS MAIL
U.S. Postage
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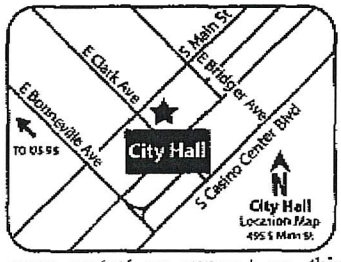
**Official Notice of Public Hearing**

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If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request
☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75326 and SDR-75327 [PRJ-75268]**
Planning Commission Meeting of **2/12/19**

RECEIVED
FEB 0 5 2019
Dept of Planning
City of Las Vegas

Case: SUP-75326 and SDR-75327
13813801046
BELL STEWART L
VRANESH JOSEPH REVOCABLE FAM TR
1700 S 8TH ST
LAS VEGAS NV 89104-2845

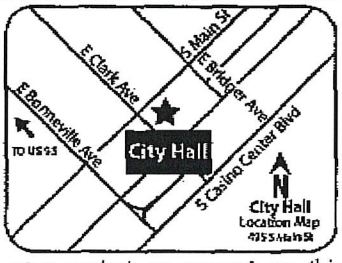
44-45P

01/01/2006 00:01 7023198501

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

PRSRT
FIRST CLASS MAIL
U.S. Postage
PAID
Las Vegas, NV
Permit No. 1630

**Return Service Requested**
**Official Notice of Public Hearing**

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If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75326 and SDR-75327 [PRJ-75268]**
Planning Commission Meeting of **2/12/19**

RECEIVED
FEB 0 5 2019
Dept of Planning
City of Las Vegas

Case: SUP-75326 and SDR-75327
13813801045
VRANESH JOSEPH
BELL STEWART L
1700 S 8TH ST
LAS VEGAS NV 89104-2845

93 LRDFNP1 89104

PAGE 01/05

44-45P

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**84**

**DEPARTMENT: Planning**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
SDR-75327 - ABEYANCE ITEM - SITE DEVELOPMENT PLAN REVIEW RELATED TO VAR-75324, SUP-75325 AND SUP-75326 - PUBLIC HEARING - APPLICANT: VISION COMMERCIAL ONE, LLC - OWNER: SAFE NEST TEMPORARY ASSISTANCE FOR DOMESTIC CRISIS, INC. - For possible action on a request for a Site Development Plan Review FOR A PROPOSED 191-UNIT SENIOR CITIZEN APARTMENTS DEVELOPMENT WITH WAIVERS TO ALLOW A ZERO-FOOT LANDSCAPE BUFFER ON THE NORTH AND WEST PROPERTY LINES WHERE 15 FEET IS THE MINIMUM REQUIRED AND A ZERO-FOOT LANDSCAPE BUFFER ALONG A PORTION OF THE EAST PROPERTY LINE WHERE EIGHT FEET IS THE MINIMUM REQUIRED; ALSO TO ALLOW A ZERO-FOOT LANDSCAPE BUFFER ALONG A PORTION OF THE NORTH AND WEST PROPERTY LINE WHERE EIGHT FEET IS REQUIRED ADJACENT TO THE CONVENIENCE STORE on 5.33 acres adjacent to the south side of Smoke Ranch Road, approximately 175 feet east of Decatur Boulevard (APN 139-19-101-002), C-1 (Limited Commercial) Zone, Ward 5 (Crear) [PRJ-75268]. Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| **Planning Commission Mtg.** | **4** | **Planning Commission Mtg.** | **0** |
| **City Council Meeting** | **6** | **City Council Meeting** | **5** |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (5-0-1 vote) recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Consolidated Backup
2. Supporting Documentation
3. Traffic Notes Submitted by the City of Las Vegas Department of Public Works Traffic Engineering Division

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**

# DEPARTMENT OF PLANNING

**Application / Petition Form & Statement of Financial Interest**

| Department Use | |
|---|---|
| Case # | SDR-75327 |
| Meeting Date | |
| Total Fee | |
| Received By/Date | |

**Case Type** (Special Use Permit, Rezoning, Variance, Site Development Plan Review, etc) Variance, Special Use Permit, Site Development Review

**Project Address** (Location) 2360 N. Decatur Boulevard

**Project Name** PRJ-75268 **Proposed Use** Senior Citizen Apartments

**Assessor's Parcel #(s)** 139-19-101-002 **Ward #** 5

**General Plan:** Existing GC Proposed No Change **Zoning:** Existing C-1 Proposed No Change

**Additional Information**

**Property Owner** Safe Nest: Temporary Assistance for Domestic Crisis Contact Liz Ortenberger

Address 3900 Meadows Lane City LV State NV Zip 89107

E-mail lort@safenest.org Phone 702-821-2742

**Applicant** Colliers International Contact Vince Schettler

Address 3960 Howard Huges Parkway, #150 City Las Vegas State NV Zip 89169

E-mail vince.schettler@colliers.com Phone 702-836-3764

**Representative** Baughman & Turner, Inc Contact Jodi Jorjorian

Address 1210 Hinson Street City Las Vegas State NV Zip 89102

E-mail jodij@baughman-turner.com Phone 702-870-8771

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company? ☐ Yes ☒ No

**If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.**

**City Official** _____ **Partner(s)** _____

**Partner(s)** _____

- I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in the application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.
- Application will not be deemed complete until the submitted materials have been reviewed by Department of Planning for consistency with the Zoning Ordinance.

**Property Owner Signature** _____

An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps and Parcel Maps

**Print Name** Dana Dwiggins, President, Board of Trustees

Subscribed and sworn before me

This 14th day of December, 20 18

Alexandra Carnival

Notary Public in and for said County and State

ALEXANDRA CARNIVAL
Notary Public State of Nevada
No. 15-1861-1
My Appt. Exp. June 4, 2019

PRJ-75268
12/17/18

**SDR 75327**
**Vision Commercial One, LLC**

# SEC Smoke Ranch Road and Decatur Boulevard

Proposed 191 unit senior housing facility.

**Traffic produced by proposed development:**

| | DESCRIPTION | #UNIT | RATE/# UNIT | TOTAL |
|---|---|---|---|---|
| Average Daily Traffic (ADT) | SENIOR ADULT HOUSING-ATTACHED [DU] | 191 | 3.70 | **707** |
| AM Peak Hour | | | 0.20 | **38** |
| PM Peak Hour | | | 0.26 | **50** |

*(heaviest 60 minutes)*

**Existing traffic on all nearby streets:**

**Smoke Ranch Road**

| | |
|---|---|
| Average Daily Traffic (ADT) | 14,384 |
| PM Peak Hour | 1151 |

*(heaviest 60 minutes)*

**Decatur Boulevard**

| | |
|---|---|
| Average Daily Traffic (ADT) | 26,637 |
| PM Peak Hour | 275 |

*(heaviest 60 minutes)*

**Traffic Capacity of adjacent streets:**

| | Adjacent street ADT Capacity |
|---|---|
| Smoke Ranch Road | 35,490 |
| Decatur Boulevard | 50,900 |

This project will add approximately 707 trips per day on Smoke Ranch Rd. and Decatur Blvd. Currently, Smoke Ranch is at about 41 percent of capacity and Decatur is at about 52 percent of capacity. With this project, Smoke Ranch is expected to be at about 43 percent of capacity and Decatur is expected to be at about 54 percent of capacity.

Based on Peak Hour use, this development will add into the area roughly 50 additional cars, or just under one every minute.

Note that this report assumes all traffic from this development uses all named streets.

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**85**

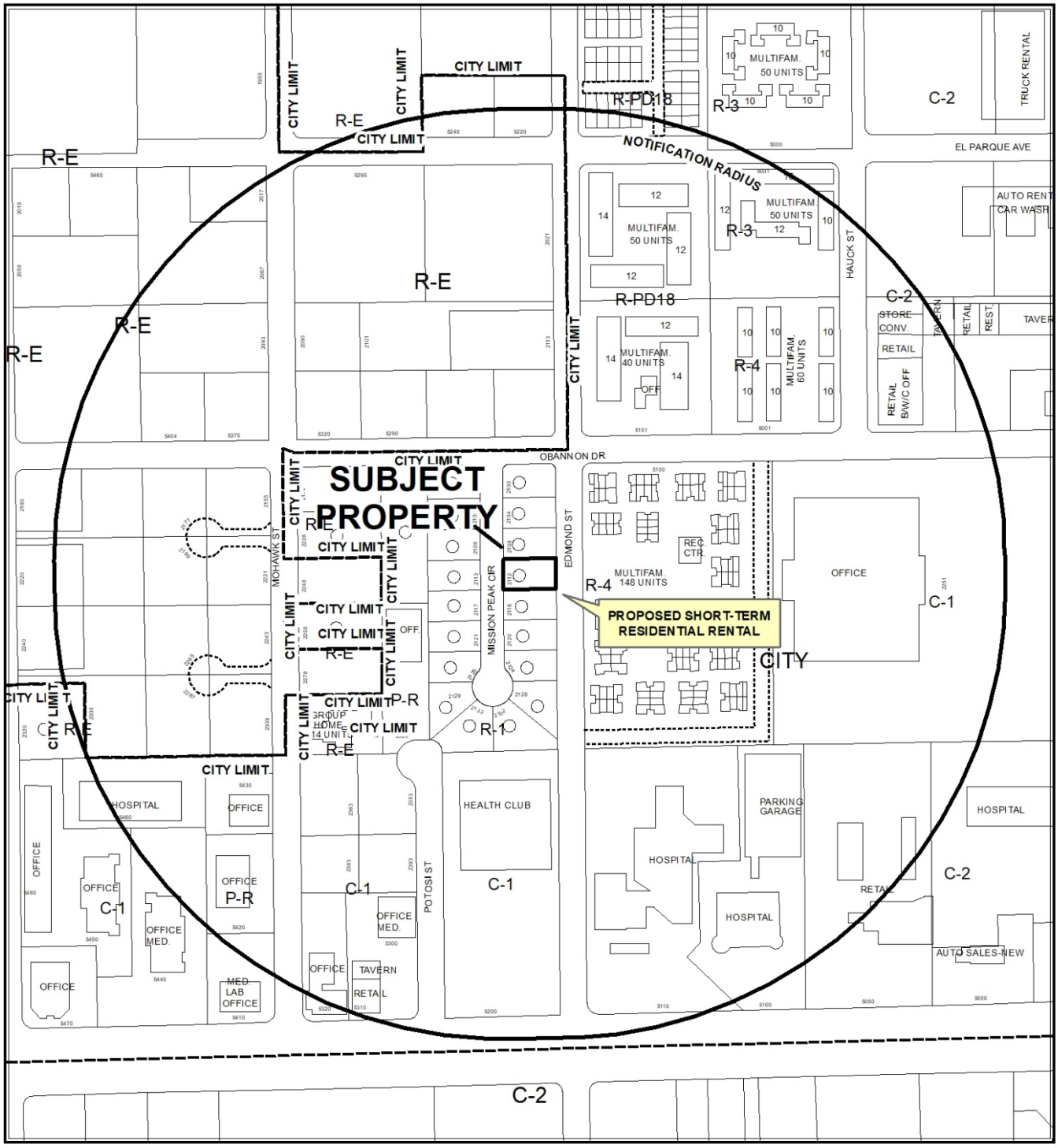
**DEPARTMENT: Planning**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
SUP-75044 - ABEYANCE ITEM - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT/OWNER: VALERIE MARTINET - For possible action on an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit FOR A PROPOSED SHORT-TERM RESIDENTIAL RENTAL USE at 2112 Mission Peak Circle (APN 163-01-812-015), R-1 (Single Family Residential) Zone, Ward 1 (Tarkanian) [PRJ-74500]. The Planning Commission (7-0 vote) recommends DENIAL. Staff recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 0 | Planning Commission Mtg. | 0 |
| City Council Meeting | 26 | City Council Meeting | 0 |

**RECOMMENDATION:**
The Planning Commission (7-0 vote) recommends DENIAL. Staff recommends APPROVAL, subject to conditions:

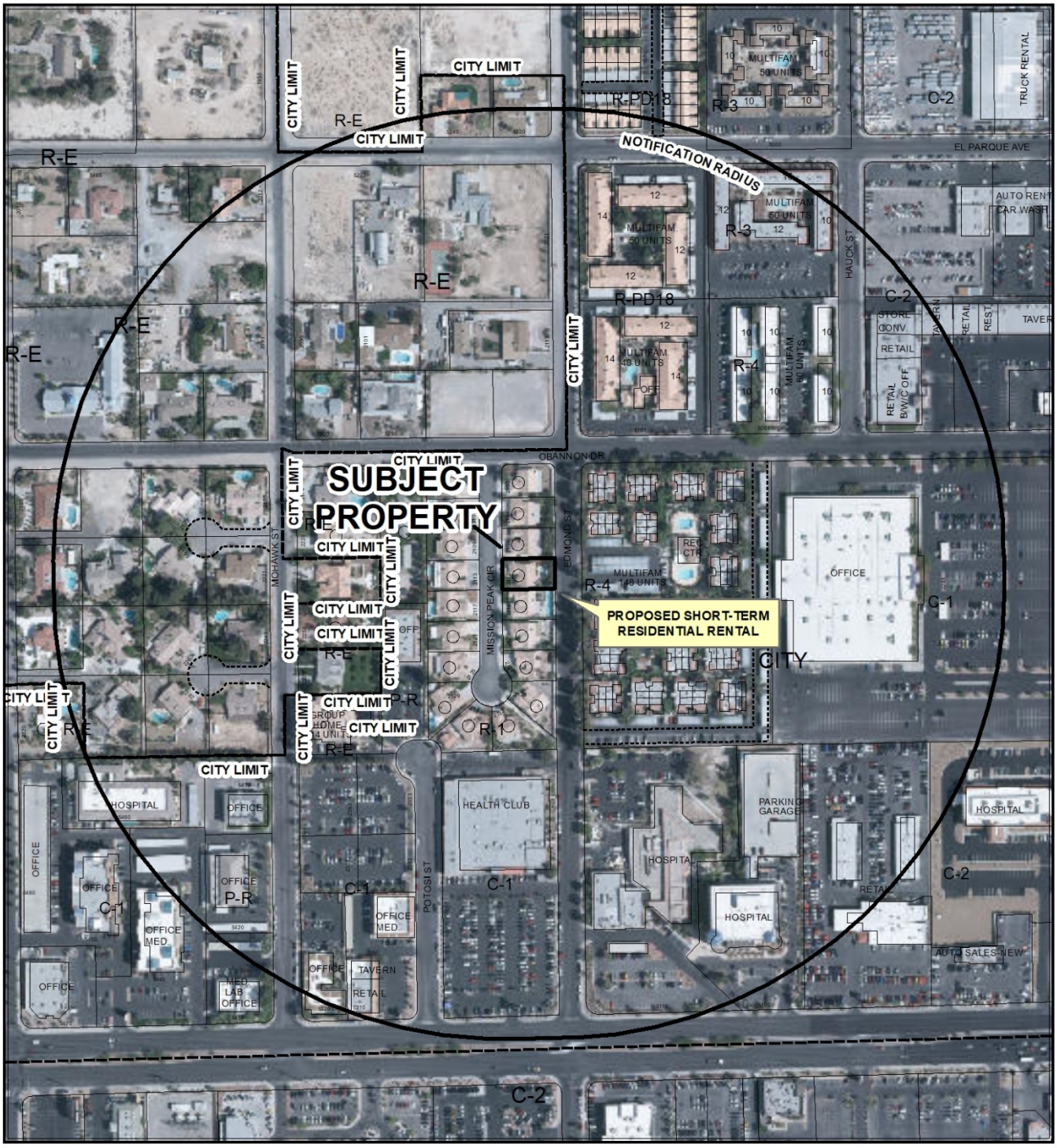
**BACKUP DOCUMENTATION:**
1. Location, Aerial and Special Maps
2. Appeal Documentation
3. Conditions and Staff Report
4. Supporting Documentation
5. Photo(s)
6. Justification Letter
7. Backup Submitted at the February 20, 2019 City Council Meeting
8. Submitted at Meeting - Chronology of Events Related to SUP-75044 and Supplemental Documentation Submitted by Valerie Martinet
9. Backup Submitted at the January 8, 2019 Planning Commission Meeting




**CASE:** **SUP-75044 (PRJ-74500)**

**RADIUS:** 1000 FEET

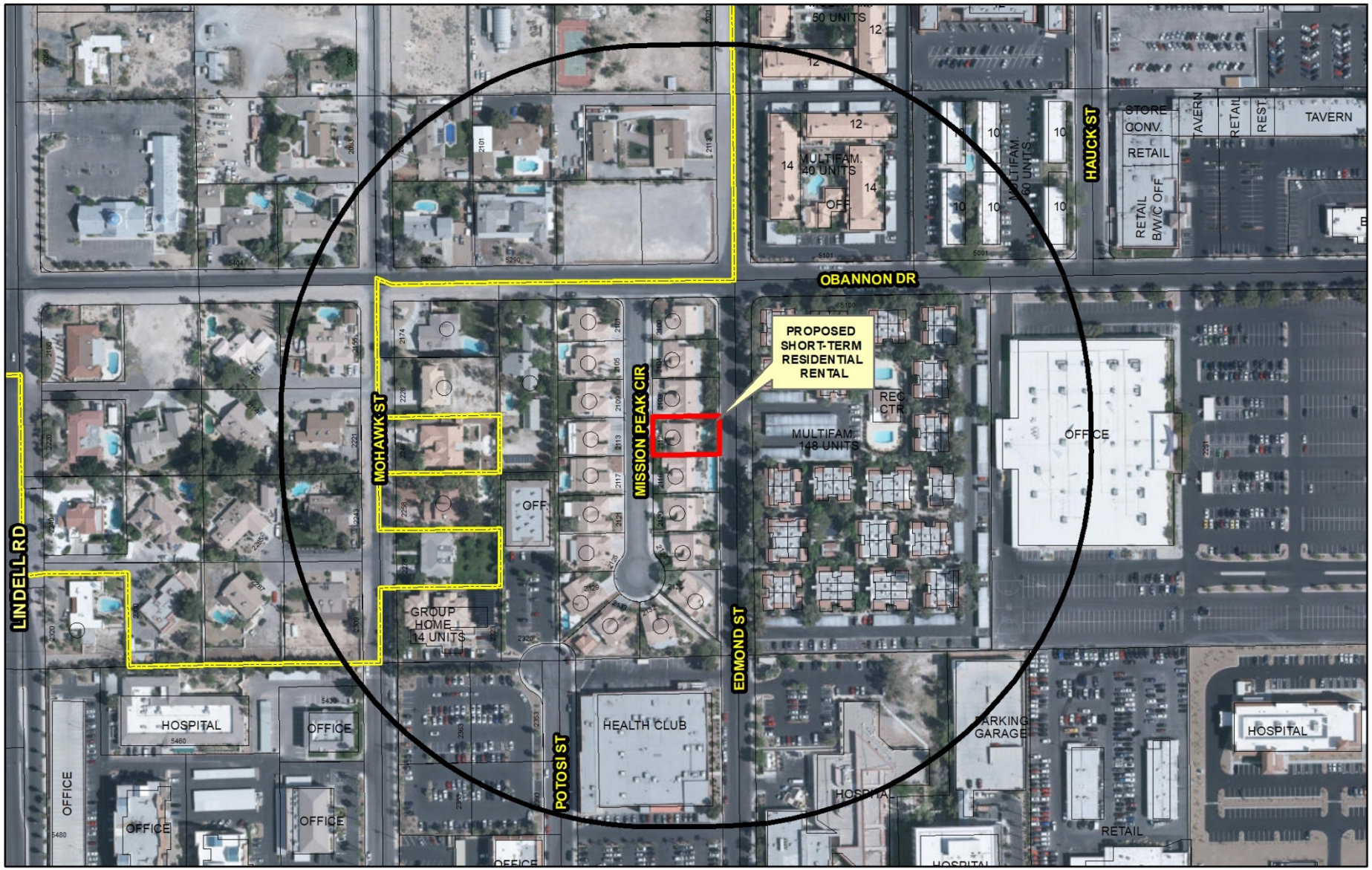
**ZONING OF SUBJECT PROPERTY:** R-1 (SINGLE FAMILY RESIDENTIAL)




**CASE:** **SUP-75044 (PRJ-74500)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** R-1 (SINGLE FAMILY RESIDENTIAL)




**SUP-75044**
**(PRJ-74500)**

**Short Term Rental**

## Business Licence

- Existing Business Licence
- Pending Review
- Pending
- Special Use Permit
- Dual - Business License & Special Use Permit

## Prohibited Areas

- Art District
- Symphony Park
- Cliff"s Edge
- Grand Canyon Village
- Providence Square
- Skye Canyon
- Summerlin
- Sun City
- Town Center
- West Summerlin
- Medical District

- City Limits
- Subject Property
- 660 ft Buffer

N

GIS maps are normally produced only to meet the needs of the City. Due to continuous development activity this map is for reference only.
**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Monday, November 26, 2018

**LAS VEGAS CITY COUNCIL**

CAROLYN G. GOODMAN
*Mayor*

LOIS TARKANIAN
*Mayor Pro Tem*

STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

OFFICE OF THE
CITY CLERK

**LUANN HOLMES**
CITY CLERK

**CITY HALL**
495 S. MAIN ST.
LAS VEGAS, NV 89101
702.229.6011 | VOICE
702.382.4803 | FAX
711 | TTY

cityoflasvegas
lasvegasnevada.gov

January 22, 2019

Valerie Martinet
Cisnet, LLC
7495 W. Azure Drive, #110
Las Vegas, NV 89130

RE: Planning Commission Appeal Confirmation
SUP-75044

Dear Ms. Martinet:

The City of Las Vegas has received your request for appeal to the Planning Commission decision on January 8, 2019. The notification fee of $500 for the appeal has been collected, and the item is scheduled to be heard at the February 20, 2019 City Council Meeting. You will also receive a postcard confirming this date.

Please contact the City Clerk's office at 702-229-6311 or the Planning Department at 702-229-6301 in the event you have any questions.

Sincerely,

**LUANN D. HOLMES, MMC**
City Clerk

/dao

cc: Planning Department

CITY OF LAS VEGAS

INTER-OFFICE MEMORANDUM

Date
January 22, 2019

| TO: | FROM: |
|---|---|
| DEPARTMENT OF PLANNING | CITY CLERK |
| **SUBJECT:** | **COPIES TO:** |
| APPEAL OR CITY COUNCIL REVIEW INFORMATION ON PLANNING COMMISSION ACTIONS | |

This is to certify that the following action relative to the Planning Commission decision on the application of:

**FILE NO.:** SUP-75044 [PRJ-74500] - SPECIAL USE PERMIT

**APPLICANT:** APPLICANT/OWNER: VALERIE MARTINET

**WARD:** Ward 1 (Tarkanian)

Appeal by applicant or any other aggrieved person: (Yes) No

Review requested by City Council: Yes (No)

1/22/2019
DATE

Debra A. Outland
DEBRA A. OUTLAND, DEPUTY CITY CLERK

**PLANNING AND DEVELOPMENT DEPARTMENT INFORMATION:**

Date of Planning Commission Action: January 8, 2019

Last day for filing an appeal by applicant or any other aggrieved person. (Appeal period is 10 days after the date of the PC decision): January 22, 2019

Last day for a review being requested by the City Council. (Review period is 10 days after the date of the PC decision.): January 22, 2019

**SET DATE 2/6/2019**

**COUNCIL 2/20/2019**

RECEIVED
CITY CLERK

2019 JAN 17 A 6:35

**FROM**

Name: Valerie Martinet
Phone: Fax: 8183010908
E-mail: vmartinet2@fax.onesuite.com

**TO**

City Clerk of Las Vegas
1-702-382-4803
City of Las Vegas

Sent: 2019-01-16 at: 20:16:16 GMT- 08:00 1 page(s) (including cover)

Subject: PRJ-74500 Appeal of Decision

Comments:

Dear City Clerk of Las Vegas,

I am writing to appeal the denial decision of PRJ-74500 at the Planning Commission meeting that took place on January 8, 2019.

I owe the Planning Commission, and specifically Commissioner Quinn an apology for flooding the website with comments of support from outside of our community.

I respectfully request that my petition be presented to the City Council at one the future meetings. I'd also request an abeyance to the meeting scheduled on February 20, 2019 so I can hold a meeting with my community. I am willing to go into March if necessary.

Thank you for your time and consideration.

Valerie Martinet

Property Address:
2112 Mission Peak Circle
Las Vegas, NV 89146

Mailing Address:
7495 W Azure Dr. #110
Las Vegas, NV 89130

E-Mail:valerie.martinet@cisnetllc.com

Phone: 702.250.0253 | efax: 818.301.0908

V. M 1/21/19

SUP-75044 [PRJ-74500]

CITY OF LAS VEGAS
DEPARTMENT OF CITY CLERK

Operator ID: SMAYS

Transaction: 380279

Reference #:

Today's Date: 01/22/2019 12:12:12 PM

Posting Date: 01/22/2019

| Account Description | Account Number | | Amount Due |
|---|---|---|---|
| GENERAL FUND.Meeting Management.Miscellaneous Fees.Meeting Services | 100000.04401.270100.C21000.000.000 | $ | 500.00 |
| | **Total Amount Due** | $ | **500.00** |

| Method of Payment | Number | Authorization | | Amount Paid |
|---|---|---|---|---|
| Check | 002521 | | $ | 500.00 |
| | | **Tendered** | $ | **500.00** |
| | | **Change** | $ | **.00** |

Customer Information:

Valerie Martinet
Cisnet, LLC
2112 Mission Peak Circle
Las Vegas, NV 89146

Comments:
Appeal for SUP-75044 [PRJ-74500] 1/8/19 Planning Commission Meeting

City of Las Vegas

## *AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT/OWNER: VALERIE MARTINET**

## ** STAFF RECOMMENDATION(S) **

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **SUP-75044** | Staff recommends APPROVAL, subject to conditions: | N/A |

## ** NOTIFICATION **

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED** 11

**NOTICES MAILED** 362 *By City Clerk

**PROTESTS** 6

**APPROVALS** 1

ES

**** CONDITIONS ****

# SUP-75044 CONDITIONS

***Planning***

1. At such time as the property is put up for sale, the property owner shall voluntarily expunge the Special Use Permit.

2. Conformance to all Minimum Requirements under LVMC Title 19.12 for a Short-Term Residential Rental use, unless waived herein.

3. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

4. The use shall not include the rental or occupancy of an accessory structure (Class I or II), a tent, a trailer or a mobile unit.

5. Prior to the issuance of a Short-Term Residential Rental business license all inspections required by the City of Las Vegas must be approved.

6. All necessary business licenses shall be obtained in compliance with Title 6 prior to any rental activities.

7. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

8. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit, as well as submitted as part of any business license application.

9. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

The applicant is proposing to operate a Short-Term Residential Rental use within the existing single-family dwelling at 2112 Mission Peak Circle.

## ISSUES

- Pursuant to Title 19.12, a Short-Term Residential Rental use is permitted in the R-1 (Single Family Residential) zoning district as a Conditional Use.
- The applicant will not comply with the owner occupied requirements of the conditional use regulations and therefore per Title 19.12.040 a Special Use Permit is required.
- The applicant is required to schedule an inspection through the Department of Planning - Code Enforcement Division. The inspection must be approved prior to the issuance of the business license.

## ANALYSIS

The subject property contains a single-family dwelling, is zoned R-1 (Single Family Residential); and is subject to Title 19 requirements. The dwelling contains three bedrooms per Clark County Assessor records. The Short-Term Residential Rental definition specifically prohibits the rental or occupancy of an accessory structure (Class I or II), a tent, a trailer or a mobile unit. Staff has included a recommended condition that includes that restriction.

A Short-Term Residential Rental use is permitted in the R-1 (Single Family Residential) zoning district as a Conditional Use. The proposed use would not meet the Conditional Use Regulations requiring it to be owner occupied during each period the unit is rented; therefore, per Title 19.12.040 a Special Use Permit is required. If another Short Term Residential Rental Special Use Permit (SUP) is approved within the 660-foot separation radius after a complete application is submitted, the additional SUP may factor into the determinations made by staff, Planning Commission and City Council. Further, it may necessitate additional waivers, renotification at the expense of the applicant, and delays in obtaining final action.

The Short-Term Residential Rental use is defined as "The commercial use, or the making available for commercial use, of a residential dwelling unit for dwelling, lodging or sleeping purposes, wherein any individual guest rents or occupies the entire dwelling unit or one or more individual rooms within the unit for a period of less than 31 consecutive calendar days. This use does not include a "Community Residence," "Facility for Transitional Living for Released Offenders," or any other facility with dwelling units that is specifically defined in Chapter 19.18. For purposes of this Title, this use does not include the rental or occupancy of an accessory structure (Class I or II), a tent, a trailer or a mobile unit. In the case of a single parcel containing more than one dwelling unit, each dwelling unit constitutes a separate short-term residential rental use." Additionally, the following analysis is required:

The Minimum Special Use Permit Requirements for this use include: (The requirements marked with an asterisk cannot be waived.)

*1. The operator must obtain a business license to operate the use.

*If this Special Use Permit is approved, the applicant will be required to obtain a business license prior to operating.*

*2. The use must comply on an ongoing basis with all governmental licensing and regulatory requirements, including the payment of applicable room taxes and licensing fees.

*If a business license is issued for this Short-Term Residential Rental, it will be subject to license renewal and annual compliance review to ensure that all regulatory requirements continue to be met.*

*3. The use must comply with the City's noise regulations as they apply to residential uses, as well as any applicable provisions of the Municipal Code that may pertain to odor nuisances.

*The Code Enforcement Division will investigate noise and odor nuisance allegations and take enforcement action when appropriate. Reports of violations will be forwarded to the Business Licensing Division for action when appropriate.*

*4. Vehicle parking associated with the use shall comply with applicable parking regulations, and vehicles of guests and invitees shall not obstruct traffic or access to other properties in the area.

*The Code Enforcement Division will investigate traffic and access obstruction allegations and take enforcement action when appropriate. Reports of violations will be forwarded to the Business Licensing Division for action when appropriate.*

*5. In addition to and independent of any enforcement authority or remedy described in this Title, the failure to comply with a Minimum Special Use Permit Requirement or other condition of approval associated with this use may be enforced as in the case of a violation of Title 6 by means of a civil proceeding pursuant to LVMC 6.02.400 to 6.02.460, inclusive.

*If a business license is issued for this Short-Term Residential Rental, it will be subject to license renewal and annual compliance review to ensure that all regulatory requirements continue to be met.*

*6. The use is allowed in the P-O, O, C-1, C-2 and C-PB Zoning Districts only in connection with the residential component of a mixed-use development or in a dwelling unit permitted as a legal nonconforming use.

*This condition does not apply, as the subject site is not zoned P-O, O, C-1, C-2 or C-PB.*

*7. The maximum occupancy of the residential dwelling unit shall not exceed the limits provided for in LVMC 6.75.090.

*The Code Enforcement Division will investigate maximum occupancy allegations and take enforcement action when appropriate. Reports of violations will be forwarded to the Business Licensing Division for action when appropriate.*

8. The use may not be located closer than 660 feet to any other Short-Term Residential Rental use (measured from property line to property line).

*The proposed use meets this requirement, as the subject property is 3,482 feet from the nearest Short-Term Residential Rental use.*

Additional parking for a Short-Term Residential Rental is only required if the unit has more than five bedrooms, at which point one additional space shall be required for every two additional bedrooms or fractional portion thereof. The proposed Short-Term Residential Rental has three bedrooms and therefore is not required to provide additional parking.

The proposed use can be conducted in a manner that is harmonious and compatible with the existing surrounding land uses. Therefore, staff recommends approval.

## FINDINGS (SUP-75044)

In order to approve a Special Use Permit application, per Title 19.16.110(L) the Planning Commission and City Council must affirm the following:

1. **The proposed land use can be conducted in a manner that is harmonious and compatible with existing surrounding land uses, and with future surrounding land uses as projected by the General Plan.**

   The proposed Short-Term Residential Rental use can be conducted in a manner that is harmonious and compatible with the existing surrounding land uses. The subject property is located more than 660 feet from another Short-Term Residential Use.

2. **The subject site is physically suitable for the type and intensity of land use proposed.**

   The subject site is physically suitable for the use as a Short-Term Residential Rental.

3. **Street or highway facilities providing access to the property are or will be adequate in size to meet the requirements of the proposed use.**

   The proposed Short-Term Residential Rental use will be accessed from Mission Peak Circle, a 51-foot wide local street, which will provide adequate access for the proposed use.

4. **Approval of the Special Use Permit at the site in question will not be inconsistent with or compromise the public health, safety, and welfare or the overall objectives of the General Plan.**

   The approval of the Special Use Permit on this subject property will be subject to conditions of approval, business license approval, and compliance inspections to assure it will not compromise the public health safety and welfare.

5. **The use meets all of the applicable conditions per Title 19.12.**

   The proposed Short-Term Residential Rental use complies with all of the Special Use Permit requirements listed in Title 19.12.

## BACKGROUND INFORMATION

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc.*** | |
|---|---|
| 01/08/19 | The Planning Commission unanimously voted to DENY a request for a for a Special Use Permit (SUP-75044) FOR A PROPOSED SHORT-TERM RESIDENTIAL RENTAL USE at 2112 Mission Peak Circle (APN 163-01-812-015), R-1 (Single Family Residential) Zone, Ward 1 (Tarkanian) [PRJ-74500]. |
| 01/22/19 | The Office of the City Clerk received an appeal of the Denial by the Planning Commission on a request for a Special Use Permit (SUP-75044). The request will be considered by the City Council on February 20, 2019. |
| 02/20/19 | The City Council voted to hold a request for an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit (SUP-75044) in abeyance to the March 20, 2019 City Council Meeting. |

| ***Most Recent Change of Ownership*** | |
|---|---|
| 07/11/18 | A deed was recorded for a change in ownership. |

| ***Related Building Permits/Business Licenses*** |
|---|
| There were no related Building Permits or Business Licenses at the time of review. |

| ***Pre-Application Meeting*** | |
|---|---|
| 09/13/18 | Staff held a pre-application meeting over the phone to discuss the submittal requirements and deadlines for a Special Use Permit with the applicant. |

| ***Neighborhood Meeting*** |
|---|
| A neighborhood meeting was not required or held. |

| ***Field Check*** | |
|---|---|
| 11/29/18 | During a routine site visit, staff observed a well maintained single family dwelling. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Net Acres | 0.18 |

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Land Use Designation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | Single Family, Detached | L (Low Density Residential) | R-1 (Single Family Residential) |
| North | Single Family, Detached | L (Low Density Residential) | R-1 (Single Family Residential) |
| South | Single Family, Detached | L (Low Density Residential) | R-1 (Single Family Residential) |
| East | Multi-Family Residential | M (Medium Density Residential) | R-4 (High Density Residential) |
| West | Single Family, Detached | L (Low Density Residential) | R-1 (Single Family Residential) |

| ***Master and Neighborhood Plan Areas*** | ***Compliance*** |
|---|---|
| No Applicable Master Plan Area | N/A |
| ***Special Area and Overlay Districts*** | ***Compliance*** |
| No Applicable Special Area or Overlay Districts | N/A |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Trails | N/A |
| Las Vegas Redevelopment Plan Area | N/A |
| Interlocal Agreement | N/A |
| Project of Significant Impact (Development Impact Notification Assessment) | N/A |
| Project of Regional Significance | Y |

| ***Street Name*** | ***Functional Classification of Street(s)*** | ***Governing Document*** | ***Actual Street Width (Feet)*** | ***Compliance with Street Section*** |
|---|---|---|---|---|
| Mission Peak Circle | Local Street | Title 13 | 51 | Y |

# DEPARTMENT OF PLANNING

## STATEMENT OF FINANCIAL INTEREST

Case Number: SUP-75044 APN: 163-01-812-015

Name of Property Owner: Valerie Martinet

Name of Applicant: Valerie Martinet

Name of Representative: self (Valerie Martinet)

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ **Yes** ☒ **No**

If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.

City Official: _____

Partner(s): _____ _____

APN: _____

Signature of Property Owner: _____

Print Name: Valerie Martinet

Subscribed and sworn before me

This 28 day of August, 2018

Jeanne McConnell

Notary Public in and for said County and State

JEANNE MCCONNELL
NOTARY PUBLIC
STATE OF NEVADA
APPT. No. 97-4735-1
MY APPT. EXPIRES MAY 23, 2022

Revised 03/28/16

PRJ-74500
11/13/18

# DEPARTMENT OF PLANNING

## APPLICATION / PETITION FORM

**Application/Petition For:** SUP Permit

**Project Address (Location)** 2112 Mission Peak Circle, LV, NV 89146

**Project Name** PRJ-74500 **Proposed Use** Short Term Rental

**Assessor's Parcel #(s)** 163-01-812-015 **Ward #** 1

**General Plan:** existing x proposed _____ **Zoning:** existing x proposed _____

**Commercial Square Footage** n/a **Floor Area Ratio** _____

**Gross Acres** .18 **Lots/Units** 1 **Density** _____

**Additional Information** _____

**PROPERTY OWNER** Valerie Martinet **Contact** same

**Address** 2112 Mission Peak Circle **Phone:** 7022500253 **Fax:** 8183010908

**City** Las Vegas **State** NV **Zip** 89146

**E-mail Address** valerie.martinet@cisnetllc.com

**APPLICANT** Cisnet, LLC /Valerie Martinet **Contact** Valerie Martinet

**Address** 7495 W Azure Dr. #110 **Phone:** 7022500253 **Fax:** 8183010908

**City** Las Vegas **State** NV **Zip** 89130

**E-mail Address** valerie.martinet@cisnetllc.com

**REPRESENTATIVE** self **Contact** Valerie Martinet

**Address** 7495 W Azure Dr. #110 **Phone:** 7022500253 **Fax:** 8183010908

**City** Las Vegas **State** NV **Zip** 89130

**E-mail Address** valerie.martinet@cisnetllc.com

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.

**Property Owner Signature*** _____

*An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps, and Parcel Maps.

**Print Name** Valerie Martinet

Subscribed and sworn before me

This 30th day of October, 20 18.

_____

Shilo Lee Losino, Notary Public.

Notary Public in and for said County and State

SHILO LEE LOSINO
Notary Public - California
Los Angeles County
Commission # 2259919
My Comm. Expires Oct 24, 2022

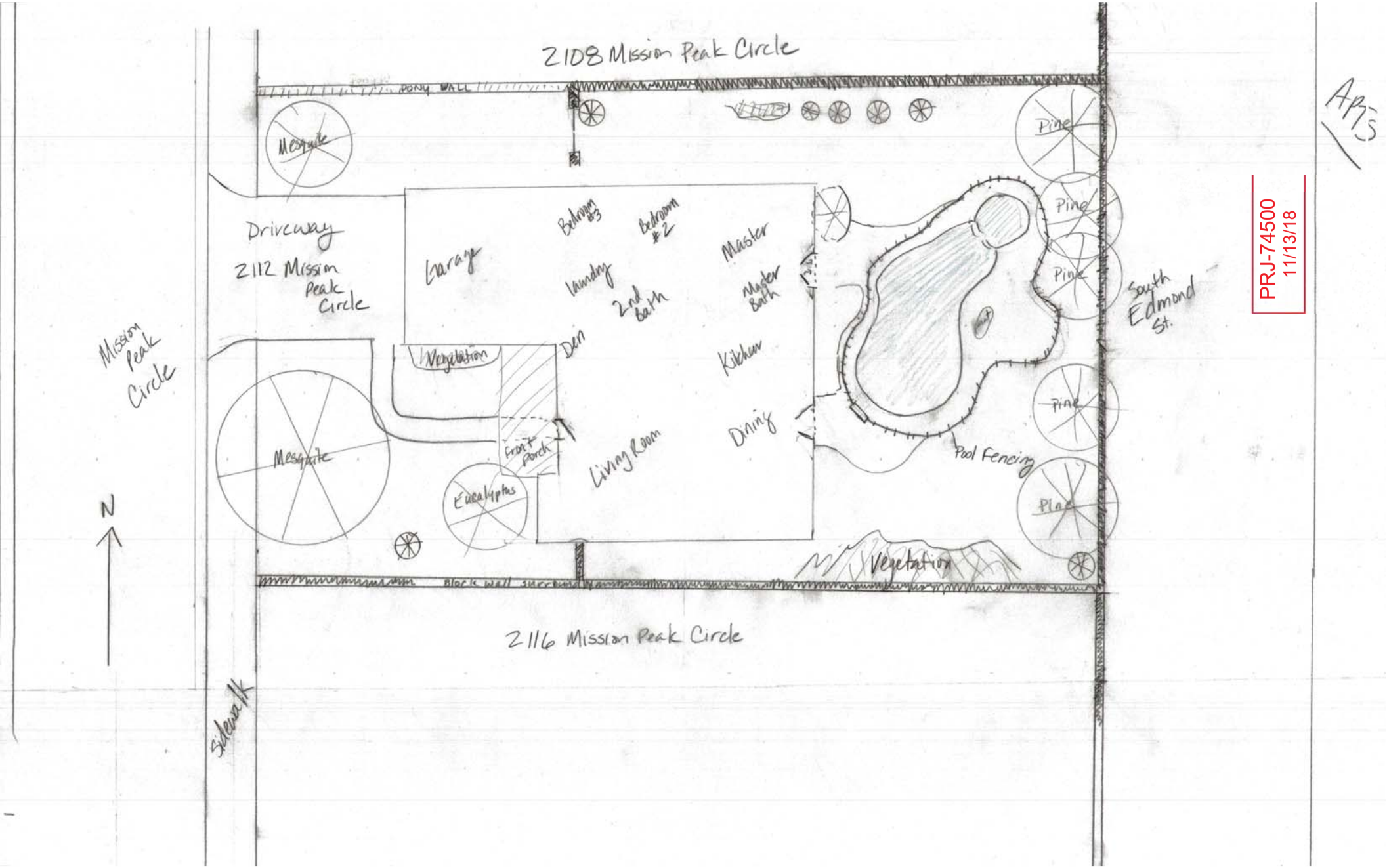
Revised 03/28/16

***FOR DEPARTMENT USE ONLY***

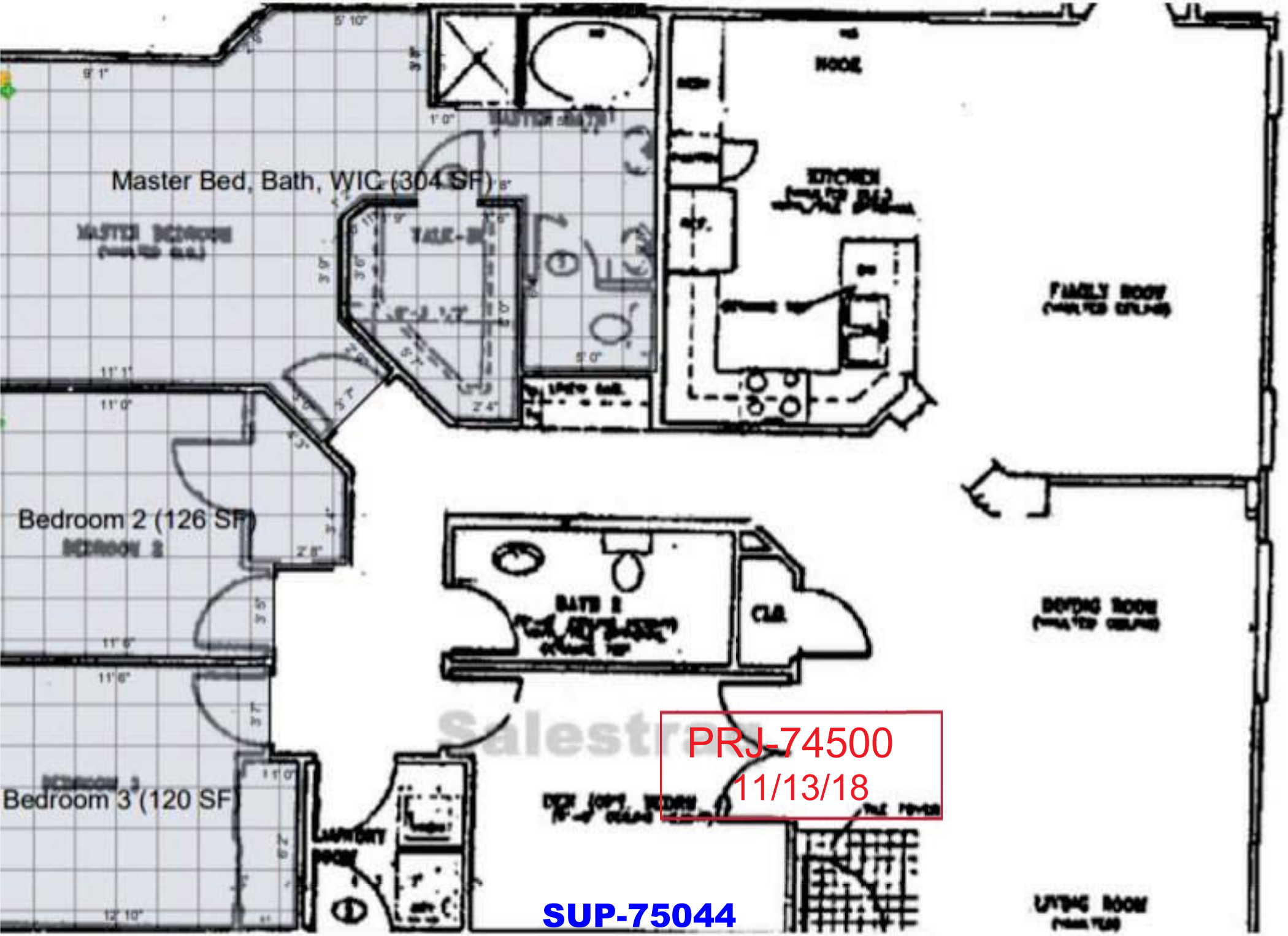
| | |
|---|---|
| Case # | SUP-75044 |
| Meeting Date: | |
| Total Fee: | |
| Date Received:* | |
| Received By: | |

*The application will not be deemed complete until the submitted materials have been reviewed by the Department of Planning for consistency with applicable sections of the Zoning Ordinance.

PRJ-74500
11/13/18


2108 Mission Peak Circle
Pony Wall
Mesquite
Driveway
2112 Mission Peak Circle
Garage
Bedroom #3
Bedroom #2
Laundry
2nd Bath
Master
Master Bath
Kitchen
Dining
Den
Vegetation
Front Porch
Living Room
Mesquite
Eucalyptus
Pine
Pine
Pine
Pine
Pool Fencing
South Edmond St.
Mission Peak Circle
N
Block Wall
Vegetation
2116 Mission Peak Circle
Sidewalk
A-5
PRJ-74500
11/13/18

**SUP-75044**


Master Bed, Bath, WIC (304 SF)
Bedroom 2 (126 SF)
Bedroom 3 (120 SF
PRJ-74500
11/13/18
SUP-75044




**SUP-75044 [PRJ-74500] - SPECIAL USE PERMIT - APPLICANT/OWNER: VALERIE MARTINET**
**2112 MISSION PEAK CIRCLE**

11/29/18

City of Las Vegas
Dept. of Planning
333 N. Rancho Dr.
Las Vegas, NV 89106

6/18/2018

To whom it may concern:

I am looking to have a part-time Short-Term Rental using AirBNB or VRBO or Homeaway. My home is not in an HOA or a Master Planned Community and has no Short-Term Rentals within 660 feet. The home is a 3-bedroom, owner occupied home, but I don't plan on being in the home when I rent it out, so I am going to be applying for a Special Use Permit.

The home will be available to rent for periods of not less than three days and not more than seven days. The address is 2112 Mission Peak Circle, LV NV 89146. The home has been a rental for years; as a matter of fact, I was a renter there and then I purchased the house. I had been renting it out over the last 7 years or so. I want to be able to spend more time here and in the house. I do have a 2nd home in CA, but LV is my home base.

When I am not in town, I would like to rent it out as a Short-Term Rental. I have taken the classes offered by the City and been researching. I want to be sure I am licensed and follow all applicable laws.

Thank you in advance for your consideration!

Warm regards,

Valerie Martinet
Chez Cisnet – 702.250.0253

7495 W Azure Dr. #110
LV NV 89130

PRJ-74500
11/13/18

SUP-75044

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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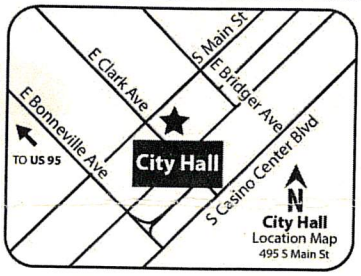
**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request
☒ I OPPOSE this Request

Robert Carlucci

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044

16301702008
CARLUCCI ROBERT & WEI
5220 EL PARQUE AVE
LAS VEGAS NV 89146

97 LRDFNP1 89146

Submitted after final agenda
59

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**

City Council Meeting of 2/20/2019

Case: SUP-75044

16301812017
BUBENICEK PETR
2104 MISSION PEAK CIR
LAS VEGAS NV 89146-0337

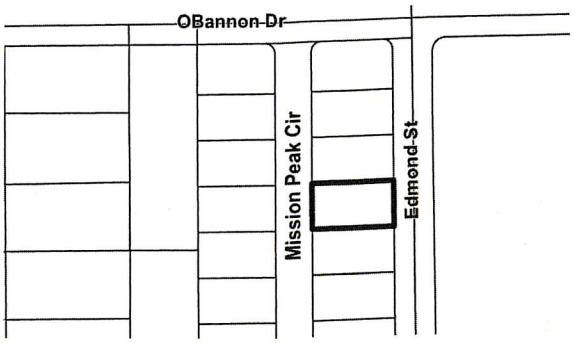
97 LADFNP1 89146

## Application Information

SUP-75044 - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT/OWNER: VALERIE MARTINET - For possible action on an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit FOR A PROPOSED SHORT-TERM RESIDENTIAL RENTAL USE at 2112 Mission Peak Circle (APN 163-01-812-015), R-1 (Single Family Residential) Zone, Ward 1 (Tarkanian) [PRJ-74500]. The Planning Commission (7-0 vote) recommends DENIAL. Staff recommends APPROVAL.

I DO NOT WANT THIS IN MY NEIGHBORHOOD. THERE MAY BE ILLEGAL DRUG USE AND PROSTITUTION. IT WILL LOWER THE VALUE OF THE HOMES. NEIGHBORS WILL BE IN CHARGE TO POLICE THE SHORT TERM RENTAL HOUSE.

## Application Location




The proposed project may not pertain to the entire highlighted project site.

## Public Hearing Information

| | |
|---|---|
| **Meeting:** | City Council |
| **Date:** | February 20, 2019 |
| **Location:** | City Council Chambers<br>495 South Main St, 2nd Fl.<br>Las Vegas, Nevada |
| **Not to be heard before:** | 11:00 A.M. |

Any and all interested persons may appear and be heard at said meeting, or may, prior thereto, file written objections thereto or approvals thereof with the City Clerk, 2nd Floor, City Hall, 495 South Main Street, Las Vegas, Nevada, 89101. For further information, go to www.lasvegasnevada.gov or call (702) 229-6311 (TTY 7-1-1). **Note that postcards and comments received after an agenda posts will not be reflected online until after the meeting; however, the comments are made available to the members of the governing body for their consideration prior to the meeting.**

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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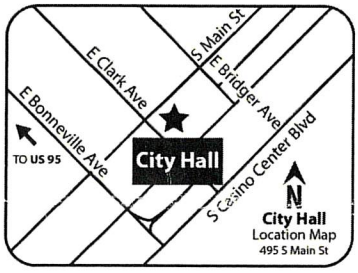


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

WE DO NOT WANT SHORT TERM RENTALS ON OUR STREET. WE PURCHASED THIS HOME IN THIS NEIGHBORHOOD BECAUSE IT IS QUIET. EVERYONE ON THE STREET KNOWS EACH OTHER AS OUR STREET IS A CUL DE SAC. WE STRONGLY OPPOSE THIS & SIDE WITH THE PLANNING DEPARTMENT TO DENY THIS REQUEST.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301812002
OLLMAN FAMILY LIVING TRUST
OLLMAN DANIEL E & SHERYL L TRS
2105 MISSION PEAK CIR
LAS VEGAS NV 89146-0338

97 LRDFNP1 89146

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Office Of The City Clerk
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Las Vegas, Nevada 89101

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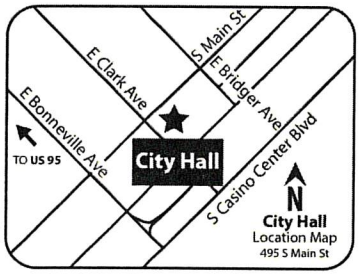


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301812001
TSANG FAMILY TRUST
TSANG SUSANNA LEE TRS
2101 MISSION PEAK CIR
LAS VEGAS NV 89146-0338

97 LRDFNP1 89146

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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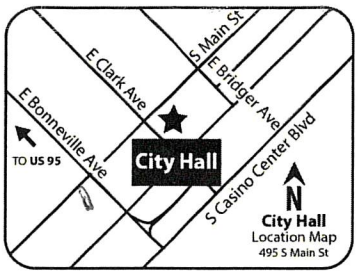


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301710123
ZIMAN TEREZIA
4282 DESERT HEART CT
LAS VEGAS NV 89147

139 LRDFNP1 89147

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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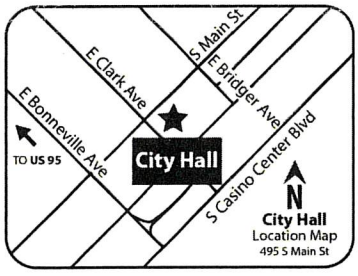


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301710030
ZIMAN TEREZIA
4282 DESERT HEART CT
LAS VEGAS NV 89147

139 LRDFNP1 89147

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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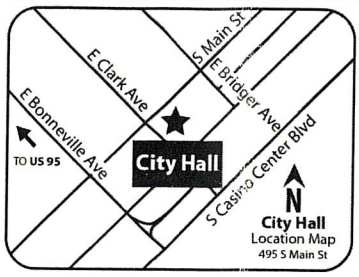
## Return Service Requested
## Official Notice of Public Hearing

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please oppose.
Keep our neighborhood
safe, quiet + vibrant

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301706003
BASTIAN C THOMAS & BILLIE M
2090 MOHAWK ST
LAS VEGAS NV 89146-3310

97 LRDFNP1 89146

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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## Return Service Requested
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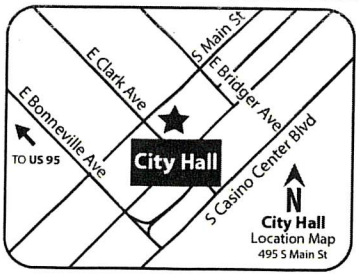


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301710008
ZIMAN TEREZIA
4282 DESERT HEART CT
LAS VEGAS NV 89147

139 LRDFNP1 89147

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
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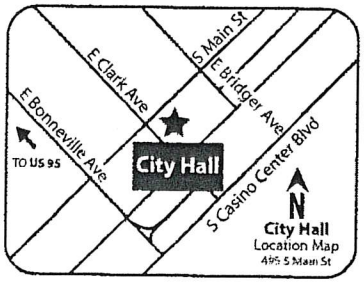


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☐ I SUPPORT this Request
☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301802002
WILLIAMS CHARLENE GRACE
2228 MOHAWK ST
LAS VEGAS NV 89146-3312

97 LADFNP1 89146

02/18/2019 20:08 #144 P.001/001

Submitted after final agenda
Item 59

From:

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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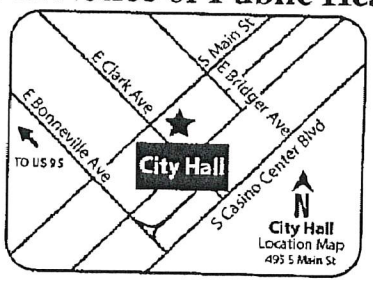
Permit No. 1630

# Return Service Requested
# Official Notice of Public Hearing

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments,
**SUP-75044**
City Council Meeting of 2/20/2019

16301812003 Case: SUP-75044
CUNNINGHAM ALVIN R & MELCHORA
2109 MISSION PEAK CIR
LAS VEGAS NV 89146

ST LRDFMPL 89146

Submitted after final agenda
Item 59

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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## Return Service Requested
## Official Notice of Public Hearing




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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301812012
CATTON LARRY D & BARBARA
702 WILCLIFF PL
MCPHERSON KS 67460-3612

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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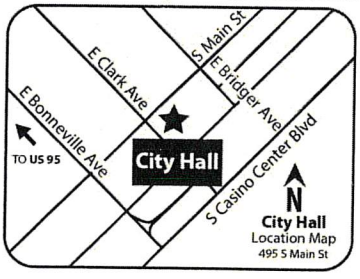
## Return Service Requested
## Official Notice of Public Hearing

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301812008
COOPER KEVIN K & SUSAN R
2129 MISSION PEAK CIR
LAS VEGAS NV 89146-0339

Submitted after final agenda
Item 59

97 LRDFNP1 89146

02/13/2019 14:41 17026432910 ROUSH PAGE 01

City of Las Vegas
Office Of The City Clerk
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Las Vegas, Nevada 89101

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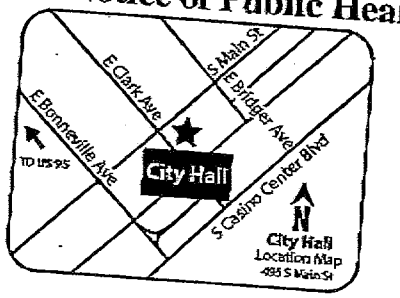
**Return Service Requested**
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**

City Council Meeting of 2/20/2019

16301710080 Case: SUP-75044
POTTER KATHLEEN A
1800 EDMOND ST #209
LAS VEGAS NV 89146

97 LRDFNP1 89146

City of Las Vegas
Office Of The City Clerk
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## Return Service Requested
## Official Notice of Public Hearing

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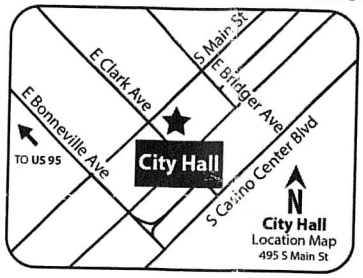


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☐ I SUPPORT this Request

☒ I OPPOSE this Request

A thousand times over!!!

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044

16301702007
HEIN ELDRED L & MARIANNE D FAM T
HEIN MARIANNE D TRS
5240 EL PARQUE AVE
LAS VEGAS NV 89146-3365

97 LRDFNP1 89146

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
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## Return Service Requested
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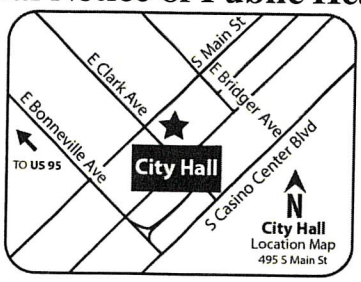


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☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044

16301812013
GUO ROBERT D
LIU-GUO GWEN W
2120 MISSION PEAK CIR
LAS VEGAS NV 89146-0337

97 LRDFNP1 89146

City of Las Vegas
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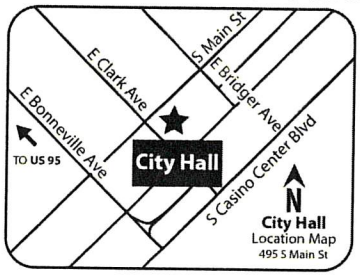


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301813001
MCDONALD LAYNE R
MCDONALD RANDY L & TONI
2132 MISSION PEAK CIR
LAS VEGAS NV 89146

97 LRDFNP1 89146

City of Las Vegas
Office Of The City Clerk
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Las Vegas, Nevada 89101

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## Return Service Requested
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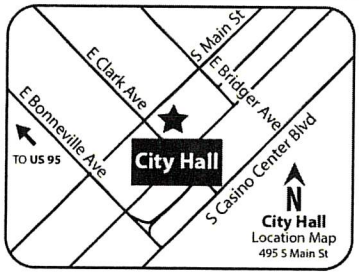


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301812014
NORTHOUSE LISA ANN & THOMAS FRAN
2116 MISSION PEAK CIR
LAS VEGAS NV 89146

97 LRDFNP1 89146

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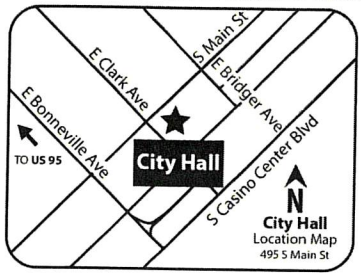
## Return Service Requested
## Official Notice of Public Hearing

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**

City Council Meeting of 2/20/2019

Case: SUP-75044

16301813002
DOJO1 LIVING TRUST
KOROWICKI LOLA TRS
2128 MISSION PEAK CIR
LAS VEGAS NV 89146-0341

97 LRDFNP1 89146

City of Las Vegas
Office Of The City Clerk
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Las Vegas, Nevada 89101

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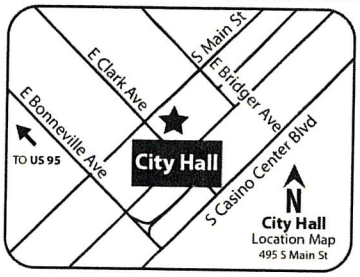
## Official Notice of Public Hearing

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**

City Council Meeting of 2/20/2019

Case: SUP-75044

16301812005
SCHEPPKE RAINER
2117 MISSION PEAK CIR
LAS VEGAS NV 89146-0338

97 LRDFNP1 89146

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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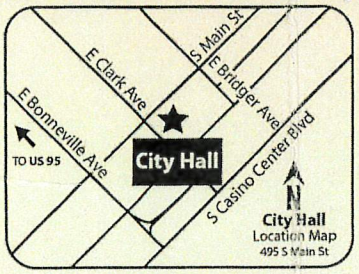
**Return Service Requested**
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request
☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301710076
GEX LOUIS JAMES III
1800 EDMOND ST #203
LAS VEGAS NV 89146-0330

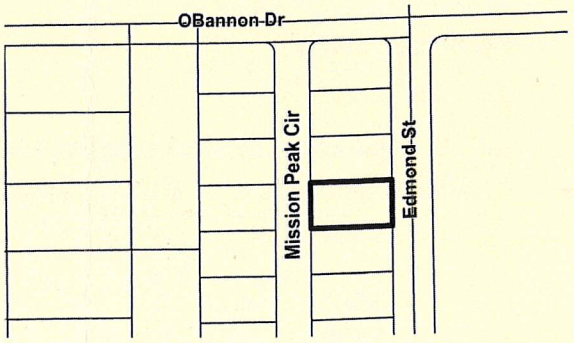
97 LRDFNP1 89146

## Application Information

SUP-75044 - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT/OWNER: VALERIE MARTINET - For possible action on an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit FOR A PROPOSED SHORT-TERM RESIDENTIAL RENTAL USE at 2112 Mission Peak Circle (APN 163-01-812-015), R-1 (Single Family Residential) Zone, Ward 1 (Tarkanian) [PRJ-74500]. The Planning Commission (7-0 vote) recommends DENIAL. Staff recommends APPROVAL.

I strongly oppose this appeal as I opposed the original application. This is a neighborhood of single family dwellings and not an appropriate area for short term rentals.

## Application Location




The proposed project may not pertain to the entire highlighted project site.

## Public Hearing Information

| | |
|---|---|
| **Meeting:** | City Council |
| **Date:** | February 20, 2019 |
| **Location:** | City Council Chambers<br>495 South Main St, 2nd Fl.<br>Las Vegas, Nevada |
| **Not to be heard before:** | 11:00 A.M. |

Any and all interested persons may appear and be heard at said meeting, or may, prior thereto, file written objections thereto or approvals thereof with the City Clerk, 2nd Floor, City Hall, 495 South Main Street, Las Vegas, Nevada, 89101. For further information, go to www.lasvegasnevada.gov or call (702) 229-6311 (TTY 7-1-1). **Note that postcards and comments received after an agenda posts will not be reflected online until after the meeting; however, the comments are made available to the members of the governing body for their consideration prior to the meeting.**

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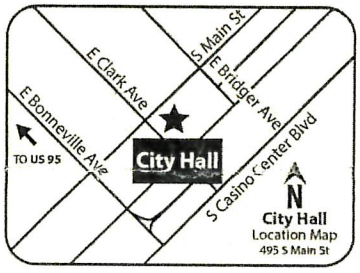
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request
☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301706006
LIEBL BERRY FAMILY TRUST TRS
LIEBL ANDREA C TRS
5320 O BANNON DR
LAS VEGAS NV 89146

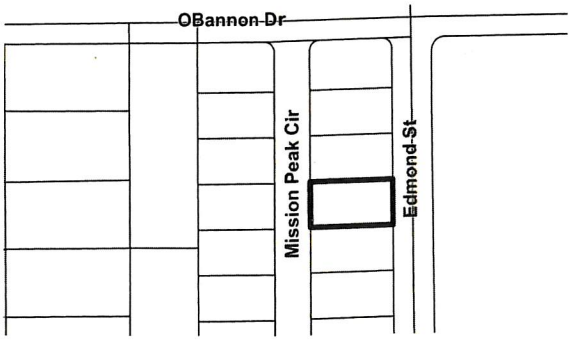
97 LADFNP1 89146

## Application Information

SUP-75044 - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT/OWNER: VALERIE MARTINET - For possible action on an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit FOR A PROPOSED SHORT-TERM RESIDENTIAL RENTAL USE at 2112 Mission Peak Circle (APN 163-01-812-015), R-1 (Single Family Residential) Zone, Ward 1 (Tarkanian) [PRJ-74500]. The Planning Commission (7-0 vote) recommends DENIAL. Staff recommends APPROVAL.

This would turn into a short term weekend party house. No one would want to live next door. Would increase traffic on Obannon which is already to busy. Please hear us and Vote NO

## Application Location

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## Public Hearing Information

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|---|---|
| **Meeting:** | City Council |
| **Date:** | February 20, 2019 |
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Las Vegas, Nevada 89101

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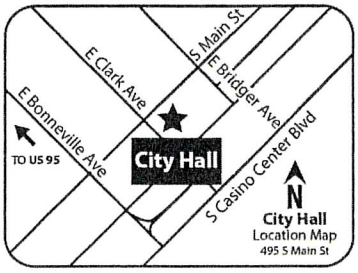
**Return Service Requested**
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request
☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301812004
WOOD FAMILY TRUST
WOOD RODNEY H & NANCY L TRS
3540 W SAHARA AVE #E251
LAS VEGAS NV 89102-5816

89 LRDFNP1 89102

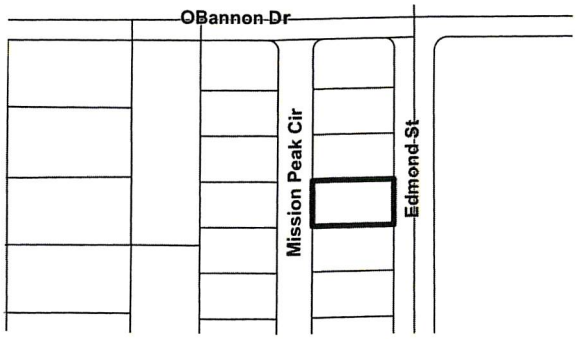
## Application Information

SUP-75044 - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT/OWNER: VALERIE MARTINET - For possible action on an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit FOR A PROPOSED SHORT-TERM RESIDENTIAL RENTAL USE at 2112 Mission Peak Circle (APN 163-01-812-015), R-1 (Single Family Residential) Zone, Ward 1 (Tarkanian) [PRJ-74500]. The Planning Commission (7-0 vote) recommends DENIAL. Staff recommends APPROVAL.

Senior Citizen
Disabled Veteran

We have enough traffic on the street as it. Don't need addl strangers in and out all hours of the night.

## Application Location

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## Public Hearing Information

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| **Meeting:** | City Council |
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fice Of The City Clerk
5 South Main Street, 2nd Floor
s Vegas, Nevada 89101

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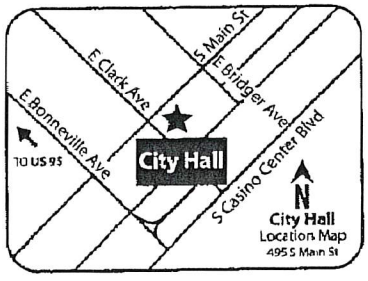


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

lease use available blank space on card for your comments.

**UP-75044**

ity Council Meeting of 2/20/2019

The owner has not occupied this home in over 6 years, + we believe has committed mortgage fraud to refinance. She was a slum lord + showed no interest other than profit.

Case: SUP-75044
16301812016
DIMITROV VALENTIN D & CAROL A
2108 MISSION PEAK CIR
LAS VEGAS NV 89146-0337

Please do not approve
She reside in California

97 LADFNP1 89146

Feb 12 19 12:08p Carol Dimitrov 702-254-6066 p.1

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## Return Service Requested
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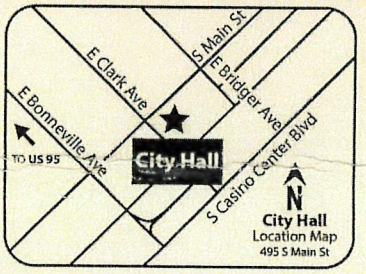


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☐ I SUPPORT this Request

☒ I OPPOSE this Request

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**SUP-75044**

City Council Meeting of 2/20/2019

Case: SUP-75044

16301706007
KERNANHAN FAMILY TRUST
KERNAHAN JOHN RICHARD TRS
5290 OBANNON DR
LAS VEGAS NV 89146-3342

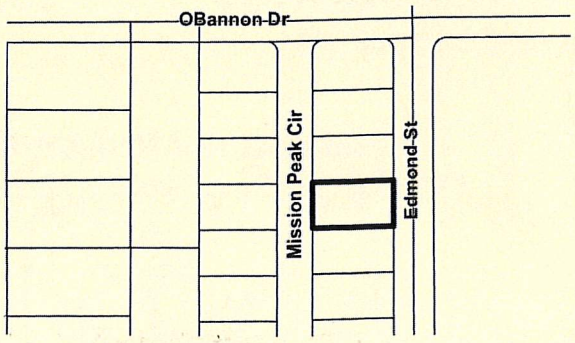
97 LRDFMP1 89146

## Application Information

SUP-75044 - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT/OWNER: VALERIE MARTINET - For possible action on an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit FOR A PROPOSED SHORT-TERM RESIDENTIAL RENTAL USE at 2112 Mission Peak Circle (APN 163-01-812-015), R-1 (Single Family Residential) Zone, Ward 1 (Tarkanian) [PRJ-74500]. The Planning Commission (7-0 vote) recommends DENIAL. Staff recommends APPROVAL.

This would Bring a Problem to our Neighborhood. We do Not want it. We oppose

## Application Location

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## Public Hearing Information

| | |
|---|---|
| **Meeting:** | City Council |
| **Date:** | February 20, 2019 |
| **Location:** | City Council Chambers<br>495 South Main St, 2nd Fl.<br>Las Vegas, Nevada |
| **Not to be heard before:** | 11:00 A.M. |

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Las Vegas, Nevada 89101

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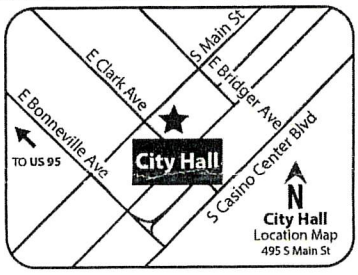
## Return Service Requested
## Official Notice of Public Hearing

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Case: SUP-75044
16301706008
KERNAHAN FAMILY TRUST
KERNAHAN JOHN RICHARD TRS
5290 W OBANNON DR
LAS VEGAS NV 89146-3342

97 LRDFNP1 89146

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SUP-75044 - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT/OWNER: VALERIE MARTINET - For possible action on an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit FOR A PROPOSED SHORT-TERM RESIDENTIAL RENTAL USE at 2112 Mission Peak Circle (APN 163-01-812-015), R-1 (Single Family Residential) Zone, Ward 1 (Tarkanian) [PRJ-74500]. The Planning Commission (7-0 vote) recommends DENIAL. Staff recommends APPROVAL.

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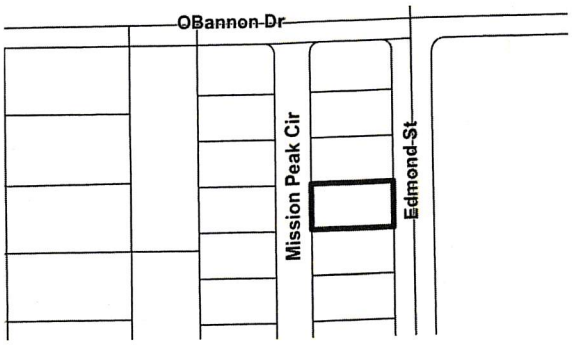


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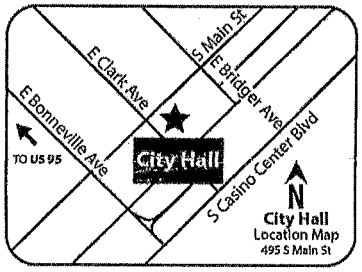


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☐ I SUPPORT this Request
☒ I OPPOSE this Request

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City Council Meeting of 2/20/2019

Case: SUP-75044
16301706009
KERNAHAN FAMILY TRUST
KERNAHAN JOHN RICHARD TRS
5290 W OBANNON DR
LAS VEGAS NV 89146-3342

97 LRDFNP1 89146

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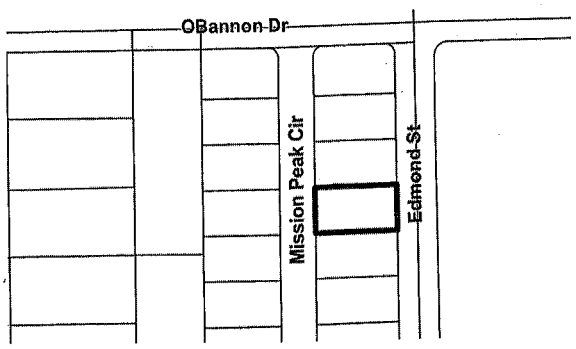


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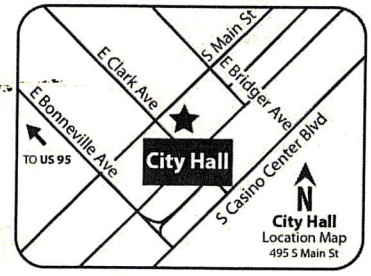


Arnold+WESTEN Holmes

Case: SUP-75044

16301812007
~~MESZAROS IMRE & JUDITH~~
2125 MISSION PEAK CIR
LAS VEGAS NV 89146

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☐ I SUPPORT this Request
☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

97 LRDFNP1 89146

Submitted after final agenda

Item 59

City of Las Vegas
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Las Vegas, Nevada 89101

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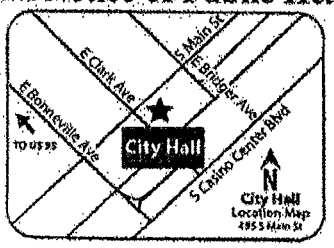


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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

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2019 FEB 19 P 3:58

Name: DeEtte Jensen

Address: 8121 Canyon Wren AVE
Las Vegas NV 89149

Signature: DeEtte Jensen

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2019 FEB 19 A 7:05

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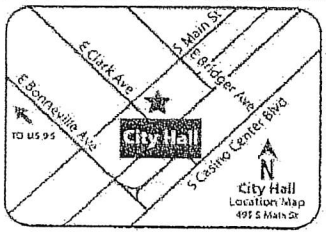
**Return Service Requested**
**Official Notice of Public Hearing**

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.
SUP-75044
City Council Meeting of 2/20/2019

Name: DAWN Houlf

Address: 8504 Homestead Rd
Las Vegas, NV 89143

Signature: Dawn Houlf

Submitted after final agenda
Item 59

City of Las Vegas
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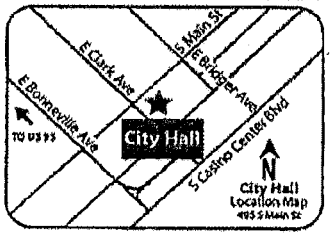


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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Name: Jimmi Mckee

Address: 4825 N. Pioneer Way
Las Vegas NV 89149

Signature:

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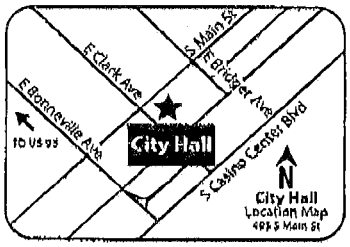


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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044**
City Council Meeting of 2/20/2019

Name: Alicia Taylor

Address: 6625 W. Sahara Ave #8
Las Vegas, NV 89146

Signature: A Taylor

**Chronology of events related to SUP-75044, provided by Valerie Martinet for Carolyn G. Goodman, Mayor**

**May 2018**

- I was notified that my long-term tenant would be breaking her lease
- Knew that I wanted to convert to a Short-Term Rental (STR), so contacted the City and spoke to Angelica Bisacky. Angelica emailed with the steps to follow on 5/15/18 and registered me for the "Short Term Residential Rental Community Workshops".
- I did my research to make sure that there were no STR's within 660 feet, that I was in the City of LV (not the county) and that my property met all requirements, which it did and still does
- Registered for The City of Las Vegas "Short Term Residential Rental Community Workshops" being held on 5/31/18 and started communicating with Katherine "Kat" Read. She ended up putting me on a wait list and I attended the workshop and started working on my CUV, then realized I needed a SUP.

**June 2018**

- Tenant vacates, I start rehab of the home which requires funds, so I refinance to do the work to prep to rehab the home (tile, paint, cleaning, etc.) Then steps to qualify as an STR, which includes work I would not have done for myself or another tenant. Things such as
    - Pool Fencing
    - Interconnected Smoke / Carbon Monoxide Alarms
    - Furniture, linens, décor, Cable, internet, etc. All amenities to be found in an STR.

**July – Aug 2018**

- Work continued the house and I start submitting all necessary paperwork to the city for my SUP and licensing

**Sept. 2018**

- Start working directly with my planner, Erin Schwab. Fredra is going to call to set up a meeting, we were never able to connect, but set up a meeting with Erin for 9/13/18 at 9:00 am.
- We worked on all documents, and paperwork throughout Sept. Finished up and had everything notarized as necessary. Submitted all to EPLAN on line for 11/27/18 Planning Commission Meeting

**Oct. 2018**

- Discovered that fees were not submitted in time for 11/27 meeting, paid $1030 to be on the December agenda, however, there was no December meeting, so on agenda for 1/22/19 meeting.

**Nov. 2018**

- Discuss with various neighbors about the intention of doing an STR, with no opposition. This includes Sherri Ollman, Valentino Dimitrov, Andrea. Valentino hugs me and tells me it's a great idea! Better than leaving vacant. Nancy across the street tells Bob that no one is happy with this.
- Lots of back and forth with Erin Schwab about the meeting date. I am told 1/22 so I plan on being there.

**Dec 2018**

- City of Las Vegas bans Short Term Rentals on the SUP permit. I am "grandfathered in" for consideration, as I had already started the process. I work through this with Erin via email. Then the meeting date changes.
- See below email string:

> Mon 12/17/2018 8:23 AM
> Valerie,
> You will receive a letter by mail detailing the meeting. Planning Commission begins at 6:00pm in Council Chambers on the second floor of City Hall. You are required to attend. I would suggest watching previous meetings to prepare yourself.
>
> I believe we were transitioning to our new schedule when I told you Jan 22. However, you made the cut off for Jan 8.
>
> Mon 12/17/2018 8:18 AM

Submitted at City Council
Date 3/20/19 Item 85
By Valerie MARTINET

Great news Erin. Thank you! Yes, I still want to proceed with the application and have no desire to withdraw it.

You last told me I was scheduled for January 22nd! Good thing I emailed about this. What time am I to be there on Jan. 8th and what can I do to prepare?

Thank you.

Valerie Martinet
Cisnet, LLC
702.250.0253

-------- Original Message --------
Subject: RE: Checking on my submission
From: Erin Schwab <eschwab@LasVegasNevada.GOV>
Date: Mon, December 17, 2018 8:00 am
To: "valerie.martinet@cisnetllc.com" <valerie.martinet@cisnetllc.com>

Valerie,
Your application can still be heard under the old regulations you submitted under. It is currently scheduled for the January 8th Planning Commission meeting. Any application that has been submitted and paid for is subject to the old Special Use Permit requirements. If you do not want to proceed with the application, you can withdraw it. We are not accepting any new Special Use Permit applications for Short-Term as of 12/09/18.

Planning Commission and possibly City Council will hear your item if you pursue the application. Both have the authority to deny or approve your application.

Thank you,

**Erin Schwab**
Planner I
Department of Planning | Case Planning
**702-229-2087**
333 N. Rancho Dr. | Las Vegas, NV 89106

lasvegasnevada.gov

**From:** valerie.martinet@cisnetllc.com <valerie.martinet@cisnetllc.com>
**Sent:** Friday, December 14, 2018 10:03 AM
**To:** Erin Schwab <eschwab@LasVegasNevada.GOV>
**Subject:** RE: Checking on my submission

Good morning Erin,

Could you please call me regarding the City Council's ban on Short Term Rentals? Am I affecting by this since I had already started the process and paid my fees and submitted all my paperwork?

Thanks so much.

PS - It would really mean a lot to me if you could call me today, as I am planning 2019 with my family over the holidays, which include this rental's availability to them! :-)

Valerie Martinet
Cisnet, LLC
702.250.0253

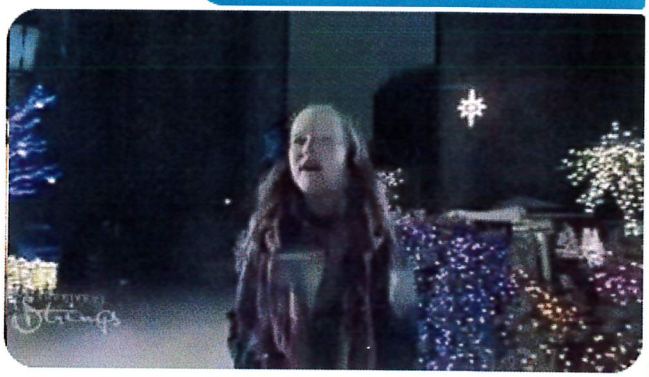
- I send Christmas Greetings via FB to all my neighbors, they wish the same to me in response. Here is an example:

Carol Dimitrov

12/23/18, 9:38 AM

Merry Christmas

Send this to all
Your friends and family including me



12/24/18, 11:24 PM

Thank you and best wishes for a Merry Christmas😇

- On 12/26 I am advised by a neighbor that there is HUGE SIGN in my front yard of my house! I am not advised that there would be a sign posted, only that the neighbors would be notified by mail of the Planning Commission Meeting. So this comes as a complete surprise to me. Why wouldn't the City have let me know? This causes a neighborhood uproar and "conspiracy" by Carol Dimitrov while I am out traveling for the Holiday. I get a hateful message from her on FB:

12/26/18, 7:33 PM

Hi Valerie, I just wanted you to know that the sign is up for your short term rental on Mission Peak. It really should not have surprised me. I had I wanted to give you the benefit of doubt and keep good faith when you sent me your request to be friends on Facebook a few days ago. I was hoping that your insistence that you would be renting the property to an elderly couple and the property was not going to be a short term rental, as all the neighbors believed, was true. It is just just another fabrication of your truth or in other words a lie. Valerie, I know that we may never see the $350 you owe us for finishing construction of the wall which by the way, is once again cracked from your pine trees. How you can lie to your neighbors who have tried to watch out for your property since you were not living here and neglected it is beyond me. I really find even being friends on Facebook with someone of little integrity is difficult for me. Best of luck!



👍 1

12/26/18, 9:02 PM

What??? I even told Vsl that I was doing an executive rental! We've been on LinkedIn forever, and I wanted to send you a holiday wish is all. I've already told Val that I would pay the extra and just paid him $100 earlier this month. I have not had any intention of deceiving anyone. I am living there part time and renting part time. I have a professional retired couple coming from 1/1 to 3/31. This is different than what you're thinking, I assure you.

We will be at OUR HOME this weekend and welcome a conversation to discuss and hear your concerns. We'll be there Saturday.

12/26/18, 10:13 PM



Thank you for your quick response. I have many concerns but perhaps those will be addressed another time.

12/27/18, 6:12 AM

I'm looking forward to hearing and discussing with you both.

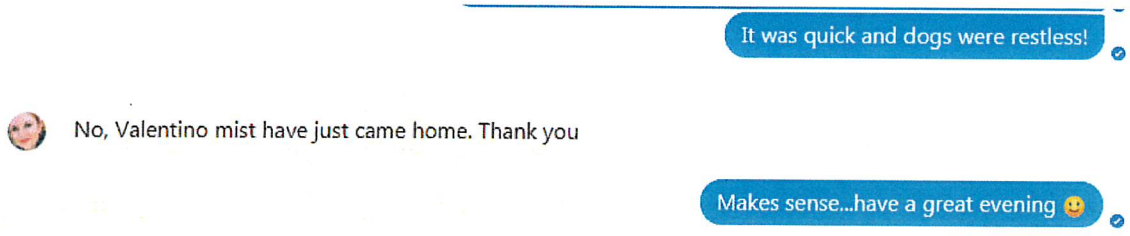
12/29/18, 5:11 PM

Hi Carol, you saw, we just rolled in. We'll be here until Monday morning if you'd like to talk. What's a good time for you and Val?



Sorry I did not see you, I have not left my office all day. We are both on crazy schedules now and I most likely will be at the nursing home most of the day tomorrow and preparing for company. . I am working on some projects that I am behind on and the deadline is creeping up. So sorry but I can not give you any specifics at this time.

Oh, you weren't in the garage with Andrea when we pulled up? Okay, just let me know as they come up. Happy New Year and good luck on your projects!




- During December, the neighbors encouraged my past tenant to
- On 12/29 I send out FB messages and Texts to my neighbors:
    - Hi Lisa! (Sherri, Val, Carol, Andrea, etc.) Do you and Tom (or other spouse) have any questions about our pending executive rental? We're here until Monday morning if you want to chat.
    - No one responds, not one person.

**Jan 2019**

- Schedule meeting with Pro Tem Mayor Lois Tarkanian through Ann Calponen (sp?) for 1/8 at 1:30 pm. I show up for the meeting and I am not on the schedule, but they fit me in. I meet with Ms. Tarkanian and Roberta (I believe that was her assistant's name).
- Attend the City Planning Commission meeting. Here is where other problems started. Commissioner Quinn did not like that folks from out of the area emailed in with their support of my permit. She said (recording confirms this) that ALL 31 the supporters were out of state, which is simply not true. She proceeds to tell me that my petition is a waste of the Clerk's time and that she's never seen such disregard for the process. She was wrong. Of the 31 supporters, 7 are in Las Vegas. PLUS, there was one other LV supporter at the meeting. There were 8 who opposed, and of the 8, 5 showed up at the meeting. There are 8 supporters. Please see attached. **It didn't seem to matter to Commissioner Quinn that there was support or opposition. She said, and this is a direct quote, "We have 31 of your sent in, that these support you, nobody lives in Las Vegas, NV. Therefore my recommendation this evening for item SUP 75044 is for denial, and I hope it's final action, this is an atrocity".**

  **I have the recording here if I may play it, it is only 2 minutes long.**

- I appeal the decision and pay another $500 to the City for the right to appeal.

**Feb 2019**

- I decide to have a neighborhood meeting in preparation for the upcoming appeal to be heard at the City Council Meeting of Feb. 20th. Emails back and forth with Erin Schwab and Debbie Outland. Learn I must mail out notices of the meeting and it must comply with various rules. Lots of back and forth with getting labels (sent to me 3x, first two times were incorrect, which I found after printing. On their 3rd attempt, the city sent me the correct list of labels). Get mail out notifying my neighbors of meeting to be held on Feb. 13th. Here again, lies from neighbors about the validity of my meeting:
    - On Social Media, Carol Dimitrov posts that this isn't a valid meeting (I didn't know this until after the fact, a site called **NextDoor**) and instructed everyone not to attend since it "wasn't a real meeting". She lied, as I held a meeting and published the meeting.
    - When I have a phone conversation with Lois Tarkanian on 2/19, the day before the City Council Meeting, she informs me that staff showed up for my meeting on 2/14 and no one was there! Because they came the next day, which was the wrong date. They got this info from Erin's office, which was incorrect. (see attachment).
    - On 2/19, Carol posts again on Social Media that my home is a "PARTY HOUSE"
    - I request an abeyance to March 20th meeting and am informed by Lois that the decision has already been made to deny the request and is unlikely to be changed. I do not get decision by the City until 2/20 that the abeyance has been approved, yet it was posted on social media on 2/19, again by Carol Dimitrov, that the date had been approved for abeyance, where she instructed the neighbors not to attend.
- Here are some things that are being said about me personally on social media that are simply lies that were posted in Feb 2019
-

- Carol Dimitrov
- , Jones Oakey·5 Feb
- Please add 2112 Mission Peak Circle 89146 for properties to oppose for STR. The owner was denied at the planning commission meeting and has appealed. We have numerous documentation to prove she is unfit to follow the law and has possibly even committed fraud. We will be attending the city council meeting to oppose this on February 20th. She has sent out what my look like official notices in our neighborhood meetings which we will ignore Please join us to oppose SUP-75044 and call 702-229-6405 . We are in ward 1 with Lois Tarkanian.



- 1 Thank
- L
- Lisa Skurow
- , Davis Park·18 Feb
- Carol Dimitrov, 2112 Mission Peak is in the City of Las Vegas. The STRs that we, in Davis Park, are opposed to are in the County. It is absolutely illegal to operate a STR in the County limits, but not in The City of Las Vegas. You are lucky in the City. It sounds like the owner of that address has done everything by the book, by applying with the City for Permit, notifying neighbors, being granted a hearing, etc. Unfortunately, our only recourse, in the County, is to report the abuses of neighbors who have specifically purchased homes and have completely walled in these homes with non-conforming concrete structures, in order to hide their STR and Party House businesses.



- 1 Thank



- Carol Dimitrov
- , Jones Oakey·18 Feb
- Lisa Skurow: I understand most of your comments with the exception: That the owner has done everything by the book AND how lucky we are to have an STR in our Las Vegas neighborhood. Lisa, you have been opposing them in your area, stating many problems and that they are Party Houses. I think since you have represented the owner of this property in your position as a Real Estate Agent, you may be looking through a different lens. I have been told that you have received complaints from neighbors concerning the issues going on at this property and pretty much shrugged those concerns off. They may not be significant to you, however they are for our neighborhood. Yes STR's may not be illegal, but that does not mean they do not contribute to problems that need to be addressed and considered if someone is going to operate one. This particular owner has a bad track record. Sorry to inform you of that since she is your friend. There are issues that I will not cover on a public forum but the City Council will be made aware of them. Since there is a conflict of interest and it involves ethical issues, I do not feel the need to discuss this with you further at this time. I wish you the best in fighting them in your neighborhood!.



- L

- Lisa Skurow
- , Davis Park·19 Feb
- Carol Dimitrov. I am sorry that you are misinformed! I have NEVER represented anyone in the rental of an STR! I happen to know the owner of the house, where you are opposing her permit for an STR, but I NEVER represented her, in anything. Who told you that "I represented the owner of that property?" You are throwing around words like "fraud, representation, conflict of interest, and ethical issues" when you really shouldn't use libelous language.

**March 2019**

- Despite being told that this would still be denied by Ms. Tarkanian, I am coming to the 3/20 meeting to present this package to the Mayor and City Council

City of Las Vegas

# AGENDA MEMO - PLANNING

PLANNING COMMISSION MEETING DATE: JANUARY 8, 2019
DEPARTMENT: PLANNING
ITEM DESCRIPTION: APPLICANT/OWNER: VALERIE MARTINET

## ** STAFF RECOMMENDATION(S) **

| CASE NUMBER | RECOMMENDATION | REQUIRED FOR APPROVAL |
|---|---|---|
| SUP-75044 | Staff recommends APPROVAL, subject to conditions: | N/A |

## ** NOTIFICATION **

NEIGHBORHOOD ASSOCIATIONS NOTIFIED 11

NOTICES MAILED 362

PROTESTS 0

APPROVALS 0

ES

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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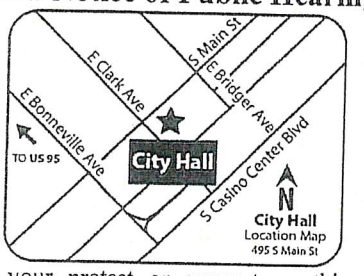
**Return Service Requested**
**Official Notice of Public Hearing**




SUPPORT

If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018
If you would like to contact your Council Representative, please call (702) 229-6405.

☒ I SUPPORT this Request

☒ I OPPOSE this Request

L.L.A

Please use available blank space on card for your comments.
**SUP-75044 [PRJ-74500]**
Planning Commission Meeting of **1/8/2019**

16301706002
ANTOINE LEILANI L
2450 W MESQUITE AVE
PAHRUMP NV 89060

Case: SUP-75044

67 JRDGNP1 89060

Las Vegas Home Owners in Support - 7 were disqualified as being out of state per Ms. Quinn

Submitted At Meeting
Date 1/8/2019 Item 60

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/06/19 10:33 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Dawn Houlf |
| Residential or Business Address: | 8504 HOMESTEAD RD<br>LAS VEGAS, NV 89143 |
| Phone: | (702) 236-6266 |
| Email: | dawn@exiterno.com |

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Submitted at 01/07/19 1:20 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Darry Lulli |
| Residential or Business Address: | 1270 Burnham Ave #1083<br>Las Vegas, NV 89104 |

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Submitted at 01/02/19 6:16 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-74500 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Robert Robinson |
| Residential or Business Address: | 2112 Mission Peak Circle<br>Las Vegas, NV 89146 |
| Phone: | (702) 250-6976 |
| Email: | bob.robinson@tsico.com |
| Comments: | I am in favor of the project and all related applications because the purpose behind this request is to create a place for business travelers to use while in Las Vegas. As a frequent business traveler myself, I try to book my accommodations at Airbnb or VRBO rentals whenever possible because:<br>1.) The locations are quieter than hotels and I can either relax after work or focus on preparation for<br>the next day's meetings in a quiet and comfortable space.<br>2.) The cost is very reasonable and usually friendlier to my travel budget.<br>3.) I can cook my own meals which is important to me because of dietary restrictions that are hard to |



60A
Pg 1 of 2

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manage while traveling.
4.) The "feel" of s short term rental is much closer to home, which I prefer to the feeling of living out
of a suitcase.

I can only conclude that those who are looking for a party atmosphere would choose to stay on the Strip. For those of us traveling for business, my sense is that most of us are looking for a quieter alternative. That is the purpose behind petitioners request and I support the plan.

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Submitted after Final Agenda
60!
Pg 2 of 2

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/08/19 11:01 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Debbie Chase |
| Residential or Business Address: | 4465 N Chieftain St<br>Las Vegas, NV 89129 |
| Phone: | (702) 970-1130 |
| Email: | thechaseison@cox.net |

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Submitted at 01/04/19 11:17 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Raymond McIntosh |
| Residential or Business Address: | 10560 Haven St<br>Las Vegas, NV 89183 |

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Submitted at 01/02/19 5:59 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Valerie Martinet |
| Residential or Business Address: | 7495 W Azure Dr.<br>#110<br>Las Vegas, NV 89130 |
| Phone: | (702) 250-0253 |
| Email: | vcmartinet@gmail.com |
| Comments: | I whole heartedy recommend and endorse this project. In the last 5 years, I've stayed at short term rentals almost exclusively vs staying at a hotel. I travel frequently and I find the ease of eating in so much more satisfying than finding restaurants in cities I'm not familiar with. I also find it quieter than a hotel with more comforts of home.<br><br>Thank you!<br>Valerie Martinet |



**Submitted after Final Agenda**

607

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**Formstack Submission For:** PlanningApplicationComments2018
Submitted at 01/03/19 4:34 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Lisa Swan |
| Residential or Business Address: | 2645 SW 87th Ave<br>Portland, OR 97225 |
| Email: | lswanb@hotmail.com |
| Comments: | I live in a neighborhood that has two Air BnB homes and we have never had a problem with noise or parking for either one. I have known Valerie Martinet for 16 years and she is very careful about who she does business with. She would never allow large groups or parties to book with her. |

~~Stewart~~
Out of area
support w/comments
Speaking to my
character
(7) (Business + Personal)

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Disqualified by Ms. Quinn



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Submitted at 01/03/19 3:53 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Karen Cooper |
| Residential or Business Address: | 16 Conover Ln<br>Rumson, NJ 07760 |
| Email: | karencooper@comcast.net |
| Comments: | I support approving the property for rent on Airbnb or other vacation rental sites. I know the owner and she intends to screen renters carefully to use the home as a corporate retreat or family vacation rental, not a bachelor party venue. It's better that the property owner can support the property with the additional income than having to sell it at below market value with further depresses the values of other nearby properties. |

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Submitted at 01/03/19 3:49 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Reynaldo Ramos |
| Residential or Business Address: | 2323 W. Beverly Rd.<br>Phoenix, AZ 85041 |
| Phone: | (602) 509-1794 |
| Email: | rgsomar@aol.com |
| Comments: | The owner of this projects is interested in making the property available for executive rental for conventions, to business people working out of town, retired couples, etc. NO parties, events, bachelor parties, weddings, etc. The owner is very responsible as we have known each other and worked together for over 15 years. The owner recently offer to assist me with my own business, due to a medical emergency I suffered, that I gratefully turned over my business. It has been almost three months now. |

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Submitted at 01/03/19 3:16 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Deb Wedemeier |
| Residential or Business Address: | 41131 Denian Ct<br>Murrieta, CA 92562 |
| Phone: | (319) 533-6800 |
| Email: | debwedemeier@gmail.com |
| Comments: | Valerie is a responsible business person and would not allow anything she is associated with to be anything but professional and well maintained. |

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GSA

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Submitted at 01/07/19 12:49 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ- 75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Michael Nunez |
| Residential or Business Address: | 421 Bruce Pl<br>Horizon City, TX 79928 |
| Phone: | (915) 588-5763 |
| Email: | michael.nunez@transworldsystems.com |
| Comments: | I have known Valerie Martinet for over 2 decades and she is a business professional with TSI. Her connections are not with college students or people looking for a place to have wild parties, she would be renting her house to business professionals that might want a secluded place to stay while in Las Vegas on business. She would also be renting her home to many with TSI, even her clients that are doctors, attorneys, dentist, CFO's, CEO's and owners of small companies. These professionals would due less harm to the neighborhood than renters that could care less, might skip out on rent and cause harm to neighbors. |



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| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Tina Rowley |
| Residential or Business Address: | 21500 Lassen St Space 78<br>Chatsworth, CA 91311 |
| Email: | tinaahhr11@aol.com |
| Comments: | I'm looking forward to staying in this quite, well equip rental when I come to town on business. I also am looking forward to staying when I come to town to attend rehearsal I have throughout the year. Thank you |

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Submitted at 01/06/19 7:49 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | William Fister |
| Residential or Business Address: | 3225 White Avenue #1<br>Clifton, CO 81520 |
| Phone: | (970) 261-7961 |
| Email: | billfister68@gmail.com |
| Comments: | I know Valerie Martinet extremely well and know her to be sound honest business person. I am confident her intent is to offer her home in Vegas to business executives rather than as a vacation or party rental. Valerie works closely with Doctors, Company Executives, and business owners that she would most likely make this home available to. I believe this would be socially and economically beneficial for the community. Please let me know if I any be of any additional assistance. |

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Submitted at 01/04/19 6:34 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Sara Postlethwaite |
| Residential or Business Address: | 3225 67 Ter S<br>Apt C<br>St Petersburg, FL 33712 |
| Email: | sarapost@earthlink.net |

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stewart
out of area
support

General Support



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| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | David Huntington |
| Residential or Business Address: | Residential<br>2050 NE 39th St N305<br>Lighthouse Point, FL 33064 |
| Phone: | (315) 274-2803 |
| Email: | cashflowdh@gmail.com |

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| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Teressa Mccord |
| Residential or Business Address: | PO Box 1008<br>Jenks, OK 74037 |
| Phone: | (918) 813-8505 |
| Email: | tm@herotohealth.com |

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Submitted at 01/04/19 10:54 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Alex Marcopolos |
| Residential or Business Address: | 1208 WILLOW TREE DR<br>MCKINNEY, TX 75071 |
| Phone: | (214) 690-9643 |
| Email: | alex.alexmail@gmail.com |

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Submitted at 01/04/19 11:49 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Katherine Blake |
| Residential or Business Address: | 8348 Rudnick Ave<br>West Hills, CA 91304 |
| Phone: | (818) 702-6920 |
| Email: | kblake@socal.rr.com |

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Submitted at 01/04/19 1:47 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Jim Wells |
| Residential or Business Address: | 28802 Conejo View Dr.<br>Agoura Hills, CA 91301 |
| Email: | jambadawg@earthlink.net |
| Comments: | I support. |

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| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | erika Wallace |
| Residential or Business Address: | 4219 olde Oaks dr.<br>Jacksonville, FL 32223 |
| Email: | erikajwallace@yahoo.com |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 3:04 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | John Spann |
| Residential or Business Address: | 1662 PASEO VISTA<br>CORONA, CA 92881-0769 |
| Phone: | (951) 847-5199 |
| Email: | john.spann@transworldsystems.com |

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| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Larry Eddo |
| Residential or Business Address: | 419 Birmingham Rd<br>Burbank, CA 91504 |
| Phone: | (213) 365-4325 |
| Email: | leddotsi2@me.com |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 3:17 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Greg Klipp |
| Residential or Business Address: | 46 Dukes Circle<br>Lincolnshire, IL 60069 |

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Formstack, 8604 Allisonville Road, Suite 300, Indianapolis, IN 46250



60A

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Thursday, January 3, 2019 3:41 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

RECEIVED
JAN 0 3 2018
Dept of Planning
City of Las Vegas

Formstack

## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 3:40 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Rosemary Carroll |
| Residential or Business Address: | 8431 Mari Ben Lane<br>Corryton, TN 37721 |
| Phone: | (865) 851-8389 |
| Email: | rcarroll07@comcast.net |

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GOA

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Thursday, January 3, 2019 4:34 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

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City of Las Vegas

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 4:33 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Betsy Sendel |
| Residential or Business Address: | 838 Blue Ridge Circle<br>WPB, FL 33409 |
| Phone: | (561) 313-3897 |

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**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Thursday, January 3, 2019 4:36 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

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City of Las Vegas

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 4:35 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Peter Martin |
| Residential or Business Address: | 1224 Newcastle Ct<br>Tracy, CA 95376 |
| Email: | petejmartin@yahoo.com |

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**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Thursday, January 3, 2019 4:50 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

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Dept of Planning
City of Las Vegas

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 4:50 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | TJ Hollman |
| Residential or Business Address: | 104 McTigh Rd<br>Higganum, CT 06441 |
| Phone: | (617) 943-2114 |
| Email: | tjhollman@gmail.com |

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**Nora Lares**

| | |
|---|---|
| **From:** | noreply@formstack.com |
| **Sent:** | Tuesday, January 8, 2019 10:56 AM |
| **To:** | Planning Comments |
| **Subject:** | Planning Application Comments Form |

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JAN 0 8 2018
Dept of Planning
City of Las Vegas

Formstack

## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/08/19 10:55 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Logan Banker |
| Residential or Business Address: | 4930 fillmore st<br>North keizer, OR 97303 |
| Phone: | (520) 904-8459 |
| Email: | loganryanb12@gmail.com |

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**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Friday, January 4, 2019 4:44 AM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

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Dept of Planning
City of Las Vegas

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/04/19 4:43 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ- 15044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | mark griffith |
| Residential or Business Address: | 2513 green acres drive<br>allentown, PA 18103 |
| Phone: | (610) 703-8033 |
| Email: | kgriff5@ptd.net |

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**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Sunday, January 6, 2019 4:10 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

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JAN 0 7 2019
Dept of Planning
City of Las Vegas

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/06/19 4:09 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Christina Alderman |
| Residential or Business Address: | 18457 SE STEPHENS CIR<br>PORTLAND, OR 97233 |
| Phone: | (503) 302-3949 |
| Email: | calderman1120@yahoo.com |
| Comments: | Not only do I travel to Las Vegas a lot with friends and family, I am also a Short Term owner in OR. My husband and I, friends and I have always booked vacation homes, short terms, etc. for the last 10yrs or more and enjoy them so much more then the normal or extreme hotels. I believe this is a great option for owners and travelers alike!!! |

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60 A5

16301710034 Case: SUP-75044
KING LEON ANTHONY & LISA CARR
2430 8TH AVE
LOS ANGELES CA 90018-1767

16301710035 Case: SUP-75044
NDIRA INC
1070 W CENTURY DR #101
LOUISVILLE CO 80027

16301710036 Case: SUP-75044
WU TONY
XU JIANG
87 RICHARD BROWN DR
UNCASVILLE CT 06382

16301710037 Case: SUP-75044
J J RAY L L C
2646 GRAND AVE #1
BILLINGS MT 59102

16301710038 Case: SUP-75044
CARLOS JOSE I & MARIA A
5324 PADUA WAY
LAS VEGAS NV 89107-0404

16301710039 Case: SUP-75044
VANDYKE DANIEL L
6347 VERNON WOODS DR NE
SANDY SPRINGS GA 30328

16301710040 Case: SUP-75044
S J FAMILY LIVING TRUST
JOHNSON KENNETH L JR
1800 EDMOND ST #249
LAS VEGAS NV 89146-0333

16301710041 Case: SUP-75044
MCGINLEY FAMILY TRUST 2005
MCGINLEY CAROL A TRS
1800 EDMOND ST #144
LAS VEGAS NV 89146-0328

16301710042 Case: SUP-75044
WU GUIMEI
HAO QI
4952 W MOBERLY AVE
LAS VEGAS NV 89139

16301710043 Case: SUP-75044
GROSS PRISCILLA TRUST
GROSS PRISCILLA M TRS
1800 EDMOND ST #143
LAS VEGAS NV 89146-0328

16301710044 Case: SUP-75044
BALIAN VAHAN
8067 DARK HOLLOW PL
LAS VEGAS NV 89117

16301710045 Case: SUP-75044
MATEI ADRIAN
CHIHAI NATALIA
6773 PRAIRIE CLOVER ST
LAS VEGAS NV 89148

16301710046 Case: SUP-75044
MA MAGGIE WEN HSIEN
1800 EDMOND ST #242
LAS VEGAS NV 89146

16301710047 Case: SUP-75044
LASTRA NORMA L
1800 EDMOND ST #141-E
LAS VEGAS NV 89146-0328

16301710048 Case: SUP-75044
PASTORI YASNA
1800 EDMOND ST #241
LAS VEGAS NV 89146

16301710049 Case: SUP-75044
MEDINA SANDRA A
1800 EDMOND ST #140
LAS VEGAS NV 89146-0328

16301710050 Case: SUP-75044
NGUYEN THULHA T
5713 ENCHANTED PALMS AVE
LAS VEGAS NV 89139-5610

16301710051 Case: SUP-75044
CHING CURTIS
98-1234 ILIEE PL
AIEA HI 96701-3463

16301710052 Case: SUP-75044
SELASSIE EMANUEL
BEKELE KELEMWA A
1800 EDMOND ST #235
LAS VEGAS NV 89146-0332

16301710053 Case: SUP-75044
CHAN LAI SHEUNG
6149 S RAINBOW BLVD
LAS VEGAS NV 89118

16301710054 Case: SUP-75044
KING GREGGY OLIVER M
5248 STEINBRENNER LN
LAS VEGAS NV 89118

16301710055 Case: SUP-75044
LIGERALDE GERALD L & JUANITA
1117 N 16TH ST
SHEBOYGAN WI 53081

16301710056 Case: SUP-75044
DAUGHERTY WILLIE
1800 EDMOND ST #237
LAS VEGAS NV 89146-0332

16301710057 Case: SUP-75044
ALONSO HECTOR
2340 STUTS LN
RICHMOND VA 23236

16301710058 Case: SUP-75044
NOIROT RUDY
4040 S EASTERN AVE #100
LAS VEGAS NV 89119

16301710059 Case: SUP-75044
VANVALKENBURG JAMES
P O BOX 28636
LAS VEGAS NV 89126-2636

16301710060 Case: SUP-75044
WALKER DURWOOD M & JOSEPHINE
2131 NANTUCKET DR
SUN CITY CENTER FL 33573

16301710061 Case: SUP-75044
MACKARO PAUL M
128 TILBURY AVE
LAS VEGAS NV 89123-1187

16301710062 Case: SUP-75044
STROE DORICA & MIRCEA G
2541 W ORANGE AVE
ANAHEIM CA 92804-3324

16301710063 Case: SUP-75044
OWENS RICHERD C & NANCY J
9116 DOVE RIVER RD
LAS VEGAS NV 89134

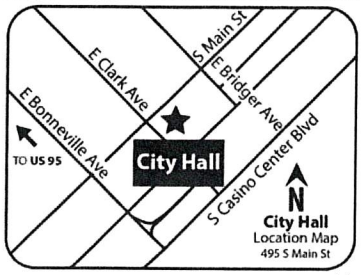
Example of mailing labels. 1 sheet of 15 Total of 362 labels, 201 are out of state!

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

PRSRT
FIRST CLASS MAIL
U.S. Postage
**PAID**
Las Vegas, NV
Permit No. 1630

**Return Service Requested**
**Official Notice of Public Hearing**




SUPPORT

If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018
If you would like to contact your Council Representative, please call (702) 229-6405.

L.L.A

☒ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75044 [PRJ-74500]**
Planning Commission Meeting of **1/8/2019**

Case: SUP-75044

16301706002
ANTOINE LEILANI L
2450 W MESQUITE AVE
PAHRUMP NV 89060

67 JRDGNP1 89060

Submitted At Meeting
Date 1/8/2019 Item 60

City of Las Vegas
Dept. of Planning
333 N. Rancho Dr.
Las Vegas, NV 89106

6/18/2018

To whom it may concern:

I am looking to have a part-time Short-Term Rental using AirBNB or VRBO or Homeaway. My home is not in an HOA or a Master Planned Community and has no Short-Term Rentals within 660 feet. The home is a 3-bedroom, owner occupied home, but I don't plan on being in the home when I rent it out, so I am going to be applying for a Special Use Permit.

The home will be available to rent for periods of not less than three days and not more than seven days. The address is 2112 Mission Peak Circle, LV NV 89146. The home has been a rental for years; as a matter of fact, I was a renter there and then I purchased the house. I had been renting it out over the last 7 years or so. I want to be able to spend more time here and in the house. I do have a 2nd home in CA, but LV is my home base.

When I am not in town, I would like to rent it out as a Short-Term Rental. I have taken the classes offered by the City and been researching. I want to be sure I am licensed and follow all applicable laws.

Thank you in advance for your consideration!

Warm regards,

Valerie Martinet
Chez Cisnet – 702.250.0253

7495 W Azure Dr. #110
LV NV 89130

PRJ-74500
11/13/18

SUP-75044

Submitted at Planning Commission

Date 1/8/2019 Item 60

by Carol Dimitrov

This signed document is in reference to the property owned by:

Valerie J Martinet and Robert C Robinson at:

2112 Mission Peak Circle

Las Vegas, NV 89146

This is a statement about Valerie J Martinet and Robert C Robinson and their false claims of residing at the property at 2112 Mission Peak Circle to their lender to refinance their property.

It is also a statement confirming that there has been a lack of maintaining the property over many years for their tenants.

I, Jaclyn Gasiewicz resided at 2112 mission peak circle for five years I vacated June 29th 2018. During time I was asked by Valerie to leave my house for the day so she could get it appraised to get refinanced, I was told(by Valerie) they were not allowed to have renters during this process.

I had a few issues during my time at the residence that either my husband or neighbor had to fix. Valerie or property management were not helping. For example: my husband rewired ceiling fans that were not up to code in four of the rooms I sent pictures to rental property management company. Also, time and time again I had issues with a tree in front leaning on a house (from a wind storm) Valerie or property management could care less for months I had neighbors help with that. Also, after maintaining the property and leaving it in great condition I was promised my security deposit back and had a list of false reasons not to get it. I had pictures when leaving went back and forth with property management and that point Valerie would no longer speak me.

Since I live out of state and here only for a few days during the holiday, I am stating that this information is true and signing it in front of two witnesses.

Jaclyn Gasiewicz 12/31/18 5:55 Pm
702-738-6726

witnessed by Carol A. Dimitrio 12-31-18

Valentina Dimitrov 12-31-18
702-286-0323

Planning Commission Meeting

January 8, 2019

OPPOSE the request for Valerie Martinet for a proposed short-term residential rental use.

- Sherri Ollman 2105 Mission Peak Circle, been in house 17 years in June 2019.
- We live in a community of Families. Everyone knows each other, not your typical neighborhood in Las Vegas. Our neighborhood is made up of 18 single family homes of senior citizens and working class folks and children.
- We have a phone list and we communicate with each other.
- We do not have an HOA, so we watch out for each other with a neighborhood watch.

- I am very concerned about the negative elements besides partying the short term rental will bring such as vandalism and burglary. Who will these short term renters bring back to the house in addition to themselves to 'party'? Undesirables, such as drug dealers and hookers.
- I have known Valerie for seven years, she has only lived in the house for two years. She has rented it to Jaclyn Gaziewitz-Schneider for the last 5 years. Jackie moved out end of June 2018.
- Valerie has stayed with us in our home, and slept in my son's bed, multiple times in the last 6 years. It's been about 1-2 years since she has stayed with us. Valerie works for herself and has clients all over the country but mainly in Nevada and California. She has a home in West Hills, CA which she bought in 2017, I believe. We stayed with them in their rental in Canoga Park where she lived for 4 years previously.
- Valerie has not lived in the house since before Jackie, and the previous renters, Wes and Brandy.
- She is claiming she is or has lived in the house recently, she only had the opportunity to do so to renovate it once Jackie and her family moved out at the end of June.
- There are many inconsistencies of what Valerie says and what she actually does. She used Jackie multiple times to act like Valerie was living in the house to refinance.
- Valerie is trying to make money off our family neighborhood community, she is looking out for herself and does not care about what happens to our community.
- WE OPPOSE THE SHORT TERM RESIDENTIAL RENTAL USE!

Signed _____ Date 1/5/2019

Sheryl Ollman 2105 Mission Peak Circle, Las Vegas, NV 89146

January 5, 2019

My name is Lola Korowicki, and I am the original owner of 2128 Mission Peak Circle. I have lived here for over 25 years and take pride in my lovely, small community. My neighbors are invested in taking care of their homes and make a concerted effort in acknowledging each other if only with a wave or a "good morning."

Valerie Martinet was a renter at 2112 Mission Peak Circle many years ago and then bought the house. She lived there for no more than a year before she moved to California. Only renters have occupied her house up until the summer of 2018, NOT Valerie herself. She has not lived in the house except for the short period previously mentioned.

Valerie also has not maintained her house or the property, but left it up to her renters to do so. The only time that anything was done, was when the last of her long term renters moved out. It worries me that someone with such little regard for her own property could potentially be given a permit to rent this property out on a short term basis to strangers which would also have no vested interest in our community other than to have a good time at our expense.

I do not want a party house in MY neighborhood. My neighborhood deserves better than that.

Lola Korowicki

2116 Mission Peak Circle
Las Vegas, NV 89146

My name is Lisa A. Northouse, I am the property owner adjacent to 2112 Mission Peak aka the subject property. I strongly oppose this application for short term rental.

The structure of Las Vegas is hospitality. Keep it on the strip or commercial zoned property please. This is a residential neighborhood where community and family life are promoted. The owner Valerie Martinet does not reside in her house here at 2112 Mission Peak nor has she for the past 7 years. She has not taken responsibility for maintanence when there were long term renters in residence, who by the way were great neighbors contributing to the family neighborhood we have. I believe the property will be in serious decline if allowed to house new tenants on a weekly basis, who do not have a vested interest in our community.

Our small neighborhood consisting of 18 homes is tight community. We watch out for each other, we know who belongs on street and watch for strange vehicles and suspicious activity. I think a weekly turn over of vehicles would seriously impede our desire to maintain a safe quiet neighborhood.

I ask that you please turn down this non owner occupied short term rental. Thank you for your consideration.

Sincerely,

Lisa A Northouse

Lisa A Northouse
concerned home owner

Inst #: 20180711-0003126
Fees: $40.00
07/11/2018 02:40:34 PM
Receipt #: 3451350
Requestor:
WFG NATIONAL TITLE COMPANY
Recorded By: SOV Pgs: 14
DEBBIE CONWAY
CLARK COUNTY RECORDER
Src: ERECORD
Ofc: ERECORD

Assessor's Parcel Number: 163-01-812-015

RECORDING REQUESTED BY, AND
WHEN RECORDED, MAIL TO:
MORTGAGE SOLUTIONS LLC
6625 W SAHARA AVE STE 8
LAS VEGAS, NEVADA 89146

This instrument was prepared by:
MORTGAGE SOLUTIONS LLC
6625 W SAHARA AVE STE 8
LAS VEGAS, NEVADA 89146

Mail Tax Statements To:
CMG MORTGAGE, INC. DBA CMG FINANCIAL
3160 CROW CANYON ROAD, SUITE 400
SAN RAMON, CALIFORNIA 94583

I hereby affirm that this document submitted for recording does not contain any personal information about any person(s) as defined by NRS 603A.040 on the document.

Signature: Stacie Whiteman
Printed Name & Title:

[Space Above This Line For Recording Data]

# DEED OF TRUST

MIN: 101146800000026124
SIS Telephone #: (888) 679-MERS

**This is a home loan as defined in NRS 598D.040 and is subject to the provisions of § 152 of the Home Ownership and Equity Protection Act of 1994, 15 U.S.C. § 1602(aa), and the regulations adopted by the Bureau of Consumer Financial Protection pursuant thereto, including, without limitation, 12 C.F.R. § 1026.32.**

DEFINITIONS

Words used in multiple sections of this document are defined below and other words are defined in Sections 3, 11, 13, 18, 20 and 21. Certain rules regarding the usage of words used in this document are also provided in Section 16.

(A) "Security Instrument" means this document, which is dated July 6, 2018, together with all Riders to this document.

(B) "Borrower" is VALERIE J MARTINET AND ROBERT C ROBINSON WIFE AND HUSBAND AS JOINT TENANTS. Borrower is the trustor under this Security Instrument.

(C) "Lender" is MORTGAGE SOLUTIONS LLC. organized and existing under the laws of NEVADA.
Lender's address is 6625 W SAHARA AVE STE 8, LAS VEGAS, NEVADA 89146.

(D) "Trustee" is WFG NATIONAL TITLE COMPANY
Trustee's address is 7450 ARROYO CROSSING PKWY #270, LAS VEGAS, NV 89113.

(E) "MERS" is Mortgage Electronic Registration Systems, Inc. MERS is a separate corporation that is acting solely as a nominee for Lender and Lender's successors and assigns. MERS is the beneficiary under this Security Instrument. MERS is organized and existing under the laws of Delaware, and has an address and telephone number of P.O. Box 2026, Flint, MICHIGAN 48501-2026, tel. (888) 679-MERS.

(F) "Note" means the promissory note signed by Borrower and dated July 6, 2018. The Note states that Borrower owes Lender TWO HUNDRED FORTY-FOUR THOUSAND AND NO/100 Dollars (U.S. $244,000.00) plus interest. Borrower has promised to pay this debt in regular Periodic Payments and to pay the debt in full not later than August 1, 2048.

(G) "Property" means the property that is described below under the heading "Transfer of Rights in the Property."

(H) "Loan" means the debt evidenced by the Note, plus interest, any prepayment charges and late charges due under the Note, and all sums due under this Security Instrument, plus interest.

(I) "Riders" means all Riders to this Security Instrument that are executed by Borrower. The following Riders are to be executed by Borrower [check box as applicable]:

| | | |
|---|---|---|
| ☐ Adjustable Rate Rider | ☐ Condominium Rider | ☐ Second Home Rider |
| ☐ Balloon Rider | ☐ Planned Unit Development Rider | ☐ VA Rider |
| ☐ 1-4 Family Rider | ☐ Biweekly Payment Rider | |
| ☐ Other [Specify] | | |

(J) "Applicable Law" means all controlling applicable federal, state and local statutes, regulations, ordinances and administrative rules and orders (that have the effect of law) as well as all applicable final, non-appealable judicial opinions.

(K) "Community Association Dues, Fees, and Assessments" means all dues, fees, assessments and other charges that are imposed on Borrower or the Property by a condominium association, homeowners association or similar organization.

(L) "Electronic Funds Transfer" means any transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, which is initiated through an electronic terminal, telephonic instrument, computer, or magnetic tape so as to order, instruct, or authorize a financial institution to debit or credit an account. Such term includes, but is not limited to, point-of-sale transfers, automated teller machine transactions, transfers initiated by telephone, wire transfers, and automated clearinghouse transfers.

(M) "Escrow Items" means those items that are described in Section 3.

(N) "Miscellaneous Proceeds" means any compensation, settlement, award of damages, or proceeds paid by any third party (other than insurance proceeds paid under the coverages described in Section 5) for: (i) damage to, or destruction of, the Property; (ii) condemnation or other taking of all or any part of the Property; (iii) conveyance in lieu of condemnation; or (iv) misrepresentations of, or omissions as to, the value and/or condition of the Property.

(O) "Mortgage Insurance" means insurance protecting Lender against the nonpayment of, or default on, the Loan.

(P) "Periodic Payment" means the regularly scheduled amount due for (i) principal and interest under the Note, plus (ii) any amounts under Section 3 of this Security Instrument.

(Q) "RESPA" means the Real Estate Settlement Procedures Act (12 U.S.C. § 2601 *et seq.*) and its implementing regulation, Regulation X (12 C.F.R. Part 1024), as they might be amended from time to time, or any additional or successor legislation or regulation that governs the same subject matter. As used in this Security Instrument, "RESPA"

refers to all requirements and restrictions that are imposed in regard to a "federally related mortgage loan" even if the Loan does not qualify as a "federally related mortgage loan" under RESPA.

**(R) "Successor in Interest of Borrower"** means any party that has taken title to the Property, whether or not that party has assumed Borrower's obligations under the Note and/or this Security Instrument.

TRANSFER OF RIGHTS IN THE PROPERTY

The beneficiary of this Security Instrument is MERS (solely as nominee for Lender and Lender's successors and assigns) and the successors and assigns of MERS. This Security Instrument secures to Lender: (i) the repayment of the Loan, and all renewals, extensions and modifications of the Note; and (ii) the performance of Borrower's covenants and agreements under this Security Instrument and the Note. For this purpose, Borrower irrevocably grants and conveys to Trustee, in trust, with power of sale, the following described property located in the County of CLARK:

**LEGAL DESCRIPTION ATTACHED HERETO AND MADE A PART HEREOF**

which currently has the address of **2112 MISSION PEAK CIR**
**LAS VEGAS, NEVADA 89146** ("Property Address"):

TOGETHER WITH all the improvements now or hereafter erected on the property, and all easements, appurtenances, and fixtures now or hereafter a part of the property. All replacements and additions shall also be covered by this Security Instrument. All of the foregoing is referred to in this Security Instrument as the "Property." Borrower understands and agrees that MERS holds only legal title to the interests granted by Borrower in this Security Instrument, but, if necessary to comply with law or custom, MERS (as nominee for Lender and Lender's successors and assigns) has the right: to exercise any or all of those interests, including, but not limited to, the right to foreclose and sell the Property; and to take any action required of Lender including, but not limited to, releasing and canceling this Security Instrument.

BORROWER COVENANTS that Borrower is lawfully seised of the estate hereby conveyed and has the right to grant and convey the Property and that the Property is unencumbered, except for encumbrances of record. Borrower warrants and will defend generally the title to the Property against all claims and demands, subject to any encumbrances of record.

THIS SECURITY INSTRUMENT combines uniform covenants for national use and non-uniform covenants with limited variations by jurisdiction to constitute a uniform security instrument covering real property.

UNIFORM COVENANTS. Borrower and Lender covenant and agree as follows:

**1. Payment of Principal, Interest, Escrow Items, Prepayment Charges, and Late Charges.** Borrower shall pay when due the principal of, and interest on, the debt evidenced by the Note and any prepayment charges and late charges due under the Note. Borrower shall also pay funds for Escrow Items pursuant to Section 3. Payments due under the Note and this Security Instrument shall be made in U.S. currency. However, if any check or other instrument received by Lender as payment under the Note or this Security Instrument is returned to Lender unpaid, Lender may require that any or all subsequent payments due under the Note and this Security Instrument be made in one or more of the following forms, as selected by Lender: (a) cash; (b) money order; (c) certified check, bank check, treasurer's check or cashier's check, provided any such check is drawn upon an institution whose deposits are insured by a federal agency, instrumentality, or entity; or (d) Electronic Funds Transfer.

Payments are deemed received by Lender when received at the location designated in the Note or at such other location as may be designated by Lender in accordance with the notice provisions in Section 15. Lender may return any payment or partial payment if the payment or partial payments are insufficient to bring the Loan current. Lender may accept any payment or partial payment insufficient to bring the Loan current, without waiver of any rights hereunder or prejudice to its rights to refuse such payment or partial payments in the future, but Lender is not obligated to apply such payments at the time such payments are accepted. If each Periodic Payment is applied as of its scheduled due date, then Lender need not pay interest on unapplied funds. Lender may hold such unapplied funds until Borrower makes payment to bring the Loan current. If Borrower does not do so within a reasonable period of time, Lender shall either apply such

funds or return them to Borrower. If not applied earlier, such funds will be applied to the outstanding principal balance under the Note immediately prior to foreclosure. No offset or claim which Borrower might have now or in the future against Lender shall relieve Borrower from making payments due under the Note and this Security Instrument or performing the covenants and agreements secured by this Security Instrument.

**2. Application of Payments or Proceeds.** Except as otherwise described in this Section 2, all payments accepted and applied by Lender shall be applied in the following order of priority: (a) interest due under the Note; (b) principal due under the Note; (c) amounts due under Section 3. Such payments shall be applied to each Periodic Payment in the order in which it became due. Any remaining amounts shall be applied first to late charges, second to any other amounts due under this Security Instrument, and then to reduce the principal balance of the Note.

If Lender receives a payment from Borrower for a delinquent Periodic Payment which includes a sufficient amount to pay any late charge due, the payment may be applied to the delinquent payment and the late charge. If more than one Periodic Payment is outstanding, Lender may apply any payment received from Borrower to the repayment of the Periodic Payments if, and to the extent that, each payment can be paid in full. To the extent that any excess exists after the payment is applied to the full payment of one or more Periodic Payments, such excess may be applied to any late charges due. Voluntary prepayments shall be applied first to any prepayment charges and then as described in the Note.

Any application of payments, insurance proceeds, or Miscellaneous Proceeds to principal due under the Note shall not extend or postpone the due date, or change the amount, of the Periodic Payments.

**3. Funds for Escrow Items.** Borrower shall pay to Lender on the day Periodic Payments are due under the Note, until the Note is paid in full, a sum (the "Funds") to provide for payment of amounts due for: (a) taxes and assessments and other items which can attain priority over this Security Instrument as a lien or encumbrance on the Property; (b) leasehold payments or ground rents on the Property, if any; (c) premiums for any and all insurance required by Lender under Section 5; and (d) Mortgage Insurance premiums, if any, or any sums payable by Borrower to Lender in lieu of the payment of Mortgage Insurance premiums in accordance with the provisions of Section 10. These items are called "Escrow Items." At origination or at any time during the term of the Loan, Lender may require that Community Association Dues, Fees, and Assessments, if any, be escrowed by Borrower, and such dues, fees and assessments shall be an Escrow Item. Borrower shall promptly furnish to Lender all notices of amounts to be paid under this Section. Borrower shall pay Lender the Funds for Escrow Items unless Lender waives Borrower's obligation to pay the Funds for any or all Escrow Items. Lender may waive Borrower's obligation to pay to Lender Funds for any or all Escrow Items at any time. Any such waiver may only be in writing. In the event of such waiver, Borrower shall pay directly, when and where payable, the amounts due for any Escrow Items for which payment of Funds has been waived by Lender and, if Lender requires, shall furnish to Lender receipts evidencing such payment within such time period as Lender may require. Borrower's obligation to make such payments and to provide receipts shall for all purposes be deemed to be a covenant and agreement contained in this Security Instrument, as the phrase "covenant and agreement" is used in Section 9. If Borrower is obligated to pay Escrow Items directly, pursuant to a waiver, and Borrower fails to pay the amount due for an Escrow Item, Lender may exercise its rights under Section 9 and pay such amount and Borrower shall then be obligated under Section 9 to repay to Lender any such amount. Lender may revoke the waiver as to any or all Escrow Items at any time by a notice given in accordance with Section 15 and, upon such revocation, Borrower shall pay to Lender all Funds, and in such amounts, that are then required under this Section 3.

Lender may, at any time, collect and hold Funds in an amount (a) sufficient to permit Lender to apply the Funds at the time specified under RESPA, and (b) not to exceed the maximum amount a lender can require under RESPA. Lender shall estimate the amount of Funds due on the basis of current data and reasonable estimates of expenditures of future Escrow Items or otherwise in accordance with Applicable Law.

The Funds shall be held in an institution whose deposits are insured by a federal agency, instrumentality, or entity (including Lender, if Lender is an institution whose deposits are so insured) or in any Federal Home Loan Bank. Lender shall apply the Funds to pay the Escrow Items no later than the time specified under RESPA. Lender shall not charge Borrower for holding and applying the Funds, annually analyzing the escrow account, or verifying the Escrow Items, unless Lender pays Borrower interest on the Funds and Applicable Law permits Lender to make such a charge. Unless an agreement is made in writing or Applicable Law requires interest to be paid on the Funds, Lender shall not be required to pay Borrower any interest or earnings on the Funds. Borrower and Lender can agree in writing, however, that interest shall be paid on the Funds. Lender shall give to Borrower, without charge, an annual accounting of the Funds as required by RESPA.

If there is a surplus of Funds held in escrow, as defined under RESPA, Lender shall account to Borrower for the excess funds in accordance with RESPA. If there is a shortage of Funds held in escrow, as defined under RESPA, Lender shall notify Borrower as required by RESPA, and Borrower shall pay to Lender the amount necessary to make up the shortage in accordance with RESPA, but in no more than 12 monthly payments. If there is a deficiency of Funds held in escrow, as defined under RESPA, Lender shall notify Borrower as required by RESPA, and Borrower shall pay to Lender the amount necessary to make up the deficiency in accordance with RESPA, but in no more than 12 monthly payments.

Upon payment in full of all sums secured by this Security Instrument, Lender shall promptly refund to Borrower any Funds held by Lender.

**4. Charges; Liens.** Borrower shall pay all taxes, assessments, charges, fines, and impositions attributable to the Property which can attain priority over this Security Instrument, leasehold payments or ground rents on the Property, if any, and Community Association Dues, Fees, and Assessments, if any. To the extent that these items are Escrow Items, Borrower shall pay them in the manner provided in Section 3.

Borrower shall promptly discharge any lien which has priority over this Security Instrument unless Borrower: (a) agrees in writing to the payment of the obligation secured by the lien in a manner acceptable to Lender, but only so long as Borrower is performing such agreement; (b) contests the lien in good faith by, or defends against enforcement of the lien in, legal proceedings which in Lender's opinion operate to prevent the enforcement of the lien while those proceedings are pending, but only until such proceedings are concluded; or (c) secures from the holder of the lien an agreement satisfactory to Lender subordinating the lien to this Security Instrument. If Lender determines that any part of the Property is subject to a lien which can attain priority over this Security Instrument, Lender may give Borrower a notice identifying the lien. Within 10 days of the date on which that notice is given, Borrower shall satisfy the lien or take one or more of the actions set forth above in this Section 4.

Lender may require Borrower to pay a one-time charge for a real estate tax verification and/or reporting service used by Lender in connection with this Loan.

**5. Property Insurance.** Borrower shall keep the improvements now existing or hereafter erected on the Property insured against loss by fire, hazards included within the term "extended coverage," and any other hazards including, but not limited to, earthquakes and floods, for which Lender requires insurance. This insurance shall be maintained in the amounts (including deductible levels) and for the periods that Lender requires. What Lender requires pursuant to the preceding sentences can change during the term of the Loan. The insurance carrier providing the insurance shall be chosen by Borrower subject to Lender's right to disapprove Borrower's choice, which right shall not be exercised unreasonably. Lender may require Borrower to pay, in connection with this Loan, either: (a) a one-time charge for flood zone determination, certification and tracking services; or (b) a one-time charge for flood zone determination and certification services and subsequent charges each time remappings or similar changes occur which reasonably might affect such determination or certification. Borrower shall also be responsible for the payment of any fees imposed by the Federal Emergency Management Agency in connection with the review of any flood zone determination resulting from an objection by Borrower.

If Borrower fails to maintain any of the coverages described above, Lender may obtain insurance coverage, at Lender's option and Borrower's expense. Lender is under no obligation to purchase any particular type or amount of coverage. Therefore, such coverage shall cover Lender, but might or might not protect Borrower, Borrower's equity in the Property, or the contents of the Property, against any risk, hazard or liability and might provide greater or lesser coverage than was previously in effect. Borrower acknowledges that the cost of the insurance coverage so obtained might significantly exceed the cost of insurance that Borrower could have obtained. Any amounts disbursed by Lender under this Section 5 shall become additional debt of Borrower secured by this Security Instrument. These amounts shall bear interest at the Note rate from the date of disbursement and shall be payable, with such interest, upon notice from Lender to Borrower requesting payment.

All insurance policies required by Lender and renewals of such policies shall be subject to Lender's right to disapprove such policies, shall include a standard mortgage clause, and shall name Lender as mortgagee and/or as an additional loss payee. Lender shall have the right to hold the policies and renewal certificates. If Lender requires, Borrower shall promptly give to Lender all receipts of paid premiums and renewal notices. If Borrower obtains any form of insurance coverage, not otherwise required by Lender, for damage to, or destruction of, the Property, such policy shall include a standard mortgage clause and shall name Lender as mortgagee and/or as an additional loss payee.

In the event of loss, Borrower shall give prompt notice to the insurance carrier and Lender. Lender may make proof of loss if not made promptly by Borrower. Unless Lender and Borrower otherwise agree in writing, any insurance proceeds, whether or not the underlying insurance was required by Lender, shall be applied to restoration or repair of the Property, if the restoration or repair is economically feasible and Lender's security is not lessened. During such repair and restoration period, Lender shall have the right to hold such insurance proceeds until Lender has had an opportunity to inspect such Property to ensure the work has been completed to Lender's satisfaction, provided that such inspection shall be undertaken promptly. Lender may disburse proceeds for the repairs and restoration in a single payment or in a series of progress payments as the work is completed. Unless an agreement is made in writing or Applicable Law requires interest to be paid on such insurance proceeds, Lender shall not be required to pay Borrower any interest or earnings on such proceeds. Fees for public adjusters, or other third parties, retained by Borrower shall not be paid out of the insurance proceeds and shall be the sole obligation of Borrower. If the restoration or repair is not economically feasible or Lender's security would be lessened, the insurance proceeds shall be applied to the sums secured by this Security Instrument, whether or not then due, with the excess, if any, paid to Borrower. Such insurance proceeds shall be applied in the order provided for in Section 2.

If Borrower abandons the Property, Lender may file, negotiate and settle any available insurance claim and related matters. If Borrower does not respond within 30 days to a notice from Lender that the insurance carrier has offered to settle a claim, then Lender may negotiate and settle the claim. The 30-day period will begin when the notice is given. In either event, or if Lender acquires the Property under Section 22 or otherwise, Borrower hereby assigns to Lender (a) Borrower's rights to any insurance proceeds in an amount not to exceed the amounts unpaid under the Note or this Security Instrument, and (b) any other of Borrower's rights (other than the right to any refund of unearned premiums paid by Borrower) under all insurance policies covering the Property, insofar as such rights are applicable to the coverage of the Property. Lender may use the insurance proceeds either to repair or restore the Property or to pay amounts unpaid under the Note or this Security Instrument, whether or not then due.

**6. Occupancy.** Borrower shall occupy, establish, and use the Property as Borrower's principal residence within 60 days after the execution of this Security Instrument and shall continue to occupy the Property as Borrower's principal residence for at least one year after the date of occupancy, unless Lender otherwise agrees in writing, which consent shall not be unreasonably withheld, or unless extenuating circumstances exist which are beyond Borrower's control.

**7. Preservation, Maintenance and Protection of the Property; Inspections.** Borrower shall not destroy, damage or impair the Property, allow the Property to deteriorate or commit waste on the Property. Whether or not Borrower is residing in the Property, Borrower shall maintain the Property in order to prevent the Property from deteriorating or decreasing in value due to its condition. Unless it is determined pursuant to Section 5 that repair or restoration is not economically feasible, Borrower shall promptly repair the Property if damaged to avoid further deterioration or damage. If insurance or condemnation proceeds are paid in connection with damage to, or the taking of, the Property, Borrower shall be responsible for repairing or restoring the Property only if Lender has released proceeds for such purposes. Lender may disburse proceeds for the repairs and restoration in a single payment or in a series of progress payments as the work is completed. If the insurance or condemnation proceeds are not sufficient to repair or restore the Property, Borrower is not relieved of Borrower's obligation for the completion of such repair or restoration.

Lender or its agent may make reasonable entries upon and inspections of the Property. If it has reasonable cause, Lender may inspect the interior of the improvements on the Property. Lender shall give Borrower notice at the time of or prior to such an interior inspection specifying such reasonable cause.

**8. Borrower's Loan Application.** Borrower shall be in default if, during the Loan application process, Borrower or any persons or entities acting at the direction of Borrower or with Borrower's knowledge or consent gave materially false, misleading, or inaccurate information or statements to Lender (or failed to provide Lender with material information) in connection with the Loan. Material representations include, but are not limited to, representations concerning Borrower's occupancy of the Property as Borrower's principal residence.

**9. Protection of Lender's Interest in the Property and Rights Under this Security Instrument.** If (a) Borrower fails to perform the covenants and agreements contained in this Security Instrument, (b) there is a legal proceeding that might significantly affect Lender's interest in the Property and/or rights under this Security Instrument (such as a proceeding in bankruptcy, probate, for condemnation or forfeiture, for enforcement of a lien which may attain priority

over this Security Instrument or to enforce laws or regulations), or (c) Borrower has abandoned the Property, then Lender may do and pay for whatever is reasonable or appropriate to protect Lender's interest in the Property and rights under this Security Instrument, including protecting and/or assessing the value of the Property, and securing and/or repairing the Property. Lender's actions can include, but are not limited to: (a) paying any sums secured by a lien which has priority over this Security Instrument; (b) appearing in court; and (c) paying reasonable attorneys' fees to protect its interest in the Property and/or rights under this Security Instrument, including its secured position in a bankruptcy proceeding. Securing the Property includes, but is not limited to, entering the Property to make repairs, change locks, replace or board up doors and windows, drain water from pipes, eliminate building or other code violations or dangerous conditions, and have utilities turned on or off. Although Lender may take action under this Section 9, Lender does not have to do so and is not under any duty or obligation to do so. It is agreed that Lender incurs no liability for not taking any or all actions authorized under this Section 9.

Any amounts disbursed by Lender under this Section 9 shall become additional debt of Borrower secured by this Security Instrument. These amounts shall bear interest at the Note rate from the date of disbursement and shall be payable, with such interest, upon notice from Lender to Borrower requesting payment.

If this Security Instrument is on a leasehold, Borrower shall comply with all the provisions of the lease. If Borrower acquires fee title to the Property, the leasehold and the fee title shall not merge unless Lender agrees to the merger in writing.

**10. Mortgage Insurance.** If Lender required Mortgage Insurance as a condition of making the Loan, Borrower shall pay the premiums required to maintain the Mortgage Insurance in effect. If, for any reason, the Mortgage Insurance coverage required by Lender ceases to be available from the mortgage insurer that previously provided such insurance and Borrower was required to make separately designated payments toward the premiums for Mortgage Insurance, Borrower shall pay the premiums required to obtain coverage substantially equivalent to the Mortgage Insurance previously in effect, at a cost substantially equivalent to the cost to Borrower of the Mortgage Insurance previously in effect, from an alternate mortgage insurer selected by Lender. If substantially equivalent Mortgage Insurance coverage is not available, Borrower shall continue to pay to Lender the amount of the separately designated payments that were due when the insurance coverage ceased to be in effect. Lender will accept, use and retain these payments as a non-refundable loss reserve in lieu of Mortgage Insurance. Such loss reserve shall be non-refundable, notwithstanding the fact that the Loan is ultimately paid in full, and Lender shall not be required to pay Borrower any interest or earnings on such loss reserve. Lender can no longer require loss reserve payments if Mortgage Insurance coverage (in the amount and for the period that Lender requires) provided by an insurer selected by Lender again becomes available, is obtained, and Lender requires separately designated payments toward the premiums for Mortgage Insurance. If Lender required Mortgage Insurance as a condition of making the Loan and Borrower was required to make separately designated payments toward the premiums for Mortgage Insurance, Borrower shall pay the premiums required to maintain Mortgage Insurance in effect, or to provide a non-refundable loss reserve, until Lender's requirement for Mortgage Insurance ends in accordance with any written agreement between Borrower and Lender providing for such termination or until termination is required by Applicable Law. Nothing in this Section 10 affects Borrower's obligation to pay interest at the rate provided in the Note.

Mortgage Insurance reimburses Lender (or any entity that purchases the Note) for certain losses it may incur if Borrower does not repay the Loan as agreed. Borrower is not a party to the Mortgage Insurance.

Mortgage Insurers evaluate their total risk on all such insurance in force from time to time, and may enter into agreements with other parties that share or modify their risk, or reduce losses. These agreements are on terms and conditions that are satisfactory to the mortgage insurer and the other party (or parties) to these agreements. These agreements may require the mortgage insurer to make payments using any source of funds that the mortgage insurer may have available (which may include funds obtained from Mortgage Insurance premiums).

As a result of these agreements, Lender, any purchaser of the note, another insurer, any reinsurer, any other entity, or affiliate of any of the foregoing, may receive (directly or indirectly) amounts that derive from (or might be characterized as) a portion of Borrower's payments for Mortgage Insurance, in exchange for sharing or modifying the mortgage insurer's risk, or reducing losses. If such agreement provided that an affiliate of Lender takes a share of the insurer's risk in exchange for a share of the premiums paid to the insurer, the arrangement is often termed "captive reinsurance." Further:

(a) Any such agreements will not affect the amounts that Borrower has agreed to pay for Mortgage Insurance, or any other terms of the Loan. Such agreements will not increase the amount Borrower will owe for Mortgage Insurance, and they will not entitle Borrower to any refund.

(b) Any such agreements will not affect the rights Borrower has – if any – with respect to the Mortgage Insurance under the Homeowners Protection Act of 1998 or any other law. These rights may include the right to receive certain disclosures, to request and obtain cancellation of the Mortgage Insurance, to have the Mortgage Insurance terminated automatically, and/or to receive a refund of any Mortgage Insurance premiums that were unearned at the time of such cancellation or termination.

**11. Assignment of Miscellaneous Proceeds; Forfeiture.** All Miscellaneous Proceeds are hereby assigned to and shall be paid to Lender.

If the Property is damaged, such Miscellaneous Proceeds shall be applied to restoration or repair of the Property, if the restoration or repair is economically feasible and Lender's security is not lessened. During such repair and restoration period, Lender shall have the right to hold such Miscellaneous Proceeds until Lender has had an opportunity to inspect such Property to ensure the work has been completed to Lender's satisfaction, provided that such inspection shall be undertaken promptly. Lender may pay for the repairs and restoration in a single disbursement or in a series of progress payments as the work is completed. Unless an agreement is made in writing or Applicable Law requires interest to be paid on such Miscellaneous Proceeds, Lender shall not be required to pay Borrower any interest or earnings on such Miscellaneous Proceeds. If the restoration or repair is not economically feasible or Lender's security would be lessened, the Miscellaneous Proceeds shall be applied to the sums secured by this Security Instrument, whether or not then due, with the excess, if any, paid to Borrower. Such Miscellaneous Proceeds shall be applied in the order provided for in Section 2.

In the event of a total taking, destruction, or loss in value of the Property, the Miscellaneous Proceeds shall be applied to the sums secured by this Security Instrument, whether or not then due, with the excess, if any, paid to Borrower.

In the event of a partial taking, destruction, or loss in value of the Property in which the fair market value of the Property immediately before the partial taking, destruction, or loss in value is equal to or greater than the amount of the sums secured by this Security Instrument immediately before the partial taking, destruction, or loss in value, unless Borrower and Lender otherwise agree in writing, the sums secured by this Security Instrument shall be reduced by the amount of the Miscellaneous Proceeds multiplied by the following fraction: (a) the total amount of the sums secured immediately before the partial taking, destruction, or loss in value divided by (b) the fair market value of the Property immediately before the partial taking, destruction, or loss in value. Any balance shall be paid to Borrower.

In the event of a partial taking, destruction, or loss in value of the Property in which the fair market value of the Property immediately before the partial taking, destruction, or loss in value is less than the amount of the sums secured immediately before the partial taking, destruction, or loss in value, unless Borrower and Lender otherwise agree in writing, the Miscellaneous Proceeds shall be applied to the sums secured by this Security Instrument whether or not the sums are then due.

If the Property is abandoned by Borrower, or if, after notice by Lender to Borrower that the Opposing Party (as defined in the next sentence) offers to make an award to settle a claim for damages, Borrower fails to respond to Lender within 30 days after the date the notice is given, Lender is authorized to collect and apply the Miscellaneous Proceeds either to restoration or repair of the Property or to the sums secured by this Security Instrument, whether or not then due. "Opposing Party" means the third party that owes Borrower Miscellaneous Proceeds or the party against whom Borrower has a right of action in regard to Miscellaneous Proceeds.

Borrower shall be in default if any action or proceeding, whether civil or criminal, is begun that, in Lender's judgment, could result in forfeiture of the Property or other material impairment of Lender's interest in the Property or rights under this Security Instrument. Borrower can cure such a default and, if acceleration has occurred, reinstate as provided in Section 19, by causing the action or proceeding to be dismissed with a ruling that, in Lender's judgment, precludes forfeiture of the Property or other material impairment of Lender's interest in the Property or rights under this Security Instrument. The proceeds of any award or claim for damages that are attributable to the impairment of Lender's interest in the Property are hereby assigned and shall be paid to Lender.

All Miscellaneous Proceeds that are not applied to restoration or repair of the Property shall be applied in the order provided for in Section 2.

**12. Borrower Not Released; Forbearance By Lender Not a Waiver.** Extension of the time for payment or modification of amortization of the sums secured by this Security Instrument granted by Lender to Borrower or any Successor in Interest of Borrower shall not operate to release the liability of Borrower or any Successors in Interest of Borrower. Lender shall not be required to commence proceedings against any Successor in Interest of Borrower or to refuse to extend time for payment or otherwise modify amortization of the sums secured by this Security Instrument by reason of any demand made by the original Borrower or any Successors in Interest of Borrower. Any forbearance by Lender in exercising any right or remedy including, without limitation, Lender's acceptance of payments from third persons, entities or Successors in Interest of Borrower or in amounts less than the amount then due, shall not be a waiver of or preclude the exercise of any right or remedy.

**13. Joint and Several Liability; Co-signers; Successors and Assigns Bound.** Borrower covenants and agrees that Borrower's obligations and liability shall be joint and several. However, any Borrower who co-signs this Security Instrument but does not execute the Note (a "co-signer"): (a) is co-signing this Security Instrument only to mortgage, grant and convey the co-signer's interest in the Property under the terms of this Security Instrument; (b) is not personally obligated to pay the sums secured by this Security Instrument; and (c) agrees that Lender and any other Borrower can agree to extend, modify, forbear or make any accommodations with regard to the terms of this Security Instrument or the Note without the co-signer's consent.

Subject to the provisions of Section 18, any Successor in Interest of Borrower who assumes Borrower's obligations under this Security Instrument in writing, and is approved by Lender, shall obtain all of Borrower's rights and benefits under this Security Instrument. Borrower shall not be released from Borrower's obligations and liability under this Security Instrument unless Lender agrees to such release in writing. The covenants and agreements of this Security Instrument shall bind (except as provided in Section 20) and benefit the successors and assigns of Lender.

**14. Loan Charges.** Lender may charge Borrower fees for services performed in connection with Borrower's default, for the purpose of protecting Lender's interest in the Property and rights under this Security Instrument, including, but not limited to, attorneys' fees, property inspection and valuation fees. In regard to any other fees, the absence of express authority in this Security Instrument to charge a specific fee to Borrower shall not be construed as a prohibition on the charging of such fee. Lender may not charge fees that are expressly prohibited by this Security Instrument or by Applicable Law.

If the Loan is subject to a law which sets maximum loan charges, and that law is finally interpreted so that the interest or other loan charges collected or to be collected in connection with the Loan exceed the permitted limits, then: (a) any such loan charge shall be reduced by the amount necessary to reduce the charge to the permitted limit; and (b) any sums already collected from Borrower which exceeded permitted limits will be refunded to Borrower. Lender may choose to make this refund by reducing the principal owed under the Note or by making a direct payment to Borrower. If a refund reduces principal, the reduction will be treated as a partial prepayment without any prepayment charge (whether or not a prepayment charge is provided for under the Note). Borrower's acceptance of any such refund made by direct payment to Borrower will constitute a waiver of any right of action Borrower might have arising out of such overcharge.

**15. Notices.** All notices given by Borrower or Lender in connection with this Security Instrument must be in writing. Any notice to Borrower in connection with this Security Instrument shall be deemed to have been given to Borrower when mailed by first class mail or when actually delivered to Borrower's notice address if sent by other means. Notice to any one Borrower shall constitute notice to all Borrowers unless Applicable Law expressly requires otherwise. The notice address shall be the Property Address unless Borrower has designated a substitute notice address by notice to Lender. Borrower shall promptly notify Lender of Borrower's change of address. If Lender specifies a procedure for reporting Borrower's change of address, then Borrower shall only report a change of address through that specified procedure. There may be only one designated notice address under this Security Instrument at any one time. Any notice to Lender shall be given by delivering it or by mailing it by first class mail to Lender's address stated herein unless Lender has designated another address by notice to Borrower. Any notice in connection with this Security Instrument shall not be deemed to have been given to Lender until actually received by Lender. If any notice required by this Security Instrument is also required under Applicable Law, the Applicable Law requirement will satisfy the corresponding requirement under this Security Instrument.

**16. Governing Law; Severability; Rules of Construction.** This Security Instrument shall be governed by federal law and the law of the jurisdiction in which the Property is located. All rights and obligations contained in this Security Instrument are subject to any requirements and limitations of Applicable Law. Applicable Law might explicitly or implicitly allow the parties to agree by contract or it might be silent, but such silence shall not be construed as a prohibition against agreement by contract. In the event that any provision or clause of this Security Instrument or the Note conflicts with Applicable Law, such conflict shall not affect other provisions of this Security Instrument or the Note which can be given effect without the conflicting provision.

As used in this Security Instrument: (a) words of the masculine gender shall mean and include corresponding neuter words or words of the feminine gender; (b) words in the singular shall mean and include the plural and vice versa; and (c) the word "may" gives sole discretion without any obligation to take any action.

**17. Borrower's Copy.** Borrower shall be given one copy of the Note and of this Security Instrument.

**18. Transfer of the Property or a Beneficial Interest in Borrower.** As used in this Section 18, "Interest in the Property" means any legal or beneficial interest in the Property, including, but not limited to, those beneficial interests transferred in a bond for deed, contract for deed, installment sales contract or escrow agreement, the intent of which is the transfer of title by Borrower at a future date to a purchaser.

If all or any part of the Property or any Interest in the Property is sold or transferred (or if Borrower is not a natural person and a beneficial interest in Borrower is sold or transferred) without Lender's prior written consent, Lender may require immediate payment in full of all sums secured by this Security Instrument. However, this option shall not be exercised by Lender if such exercise is prohibited by Applicable Law.

If Lender exercises this option, Lender shall give Borrower notice of acceleration. The notice shall provide a period of not less than 30 days from the date the notice is given in accordance with Section 15 within which Borrower must pay all sums secured by this Security Instrument. If Borrower fails to pay these sums prior to the expiration of this period, Lender may invoke any remedies permitted by this Security Instrument without further notice or demand on Borrower.

**19. Borrower's Right to Reinstate After Acceleration.** If Borrower meets certain conditions, Borrower shall have the right to have enforcement of this Security Instrument discontinued at any time prior to the earliest of: (a) five days before sale of the Property pursuant to any power of sale contained in this Security Instrument; (b) such other period as Applicable Law might specify for the termination of Borrower's right to reinstate; or (c) entry of a judgment enforcing this Security Instrument. Those conditions are that Borrower: (a) pays Lender all sums which then would be due under this Security Instrument and the Note as if no acceleration had occurred; (b) cures any default of any other covenants or agreements; (c) pays all expenses incurred in enforcing this Security Instrument, including, but not limited to, reasonable attorneys' fees, property inspection and valuation fees, and other fees incurred for the purpose of protecting Lender's interest in the Property and rights under this Security Instrument; and (d) takes such action as Lender may reasonably require to assure that Lender's interest in the Property and rights under this Security Instrument, and Borrower's obligation to pay the sums secured by this Security Instrument, shall continue unchanged. Lender may require that Borrower pay such reinstatement sums and expenses in one or more of the following forms, as selected by Lender: (a) cash; (b) money order; (c) certified check, bank check, treasurer's check or cashier's check, provided any such check is drawn upon an institution whose deposits are insured by a federal agency, instrumentality or entity; or (d) Electronic Funds Transfer. Upon reinstatement by Borrower, this Security Instrument and obligations secured hereby shall remain fully effective as if no acceleration had occurred. However, this right to reinstate shall not apply in the case of acceleration under Section 18.

**20. Sale of Note; Change of Loan Servicer; Notice of Grievance.** The Note or a partial interest in the Note (together with this Security Instrument) can be sold one or more times without prior notice to Borrower. A sale might result in a change in the entity (known as the "Loan Servicer") that collects Periodic Payments due under the Note and this Security Instrument and performs other mortgage loan servicing obligations under the Note, this Security Instrument, and Applicable Law. There also might be one or more changes of the Loan Servicer unrelated to a sale of the Note. If there is a change of the Loan Servicer, Borrower will be given written notice of the change which will state the name and address of the new Loan Servicer, the address to which payments should be made and any other information RESPA requires in connection with a notice of transfer of servicing. If the Note is sold and thereafter the Loan is serviced by a Loan Servicer other than the purchaser of the Note, the mortgage loan servicing obligations to Borrower will remain with

the Loan Servicer or be transferred to a successor Loan Servicer and are not assumed by the Note purchaser unless otherwise provided by the Note purchaser.

Neither Borrower nor Lender may commence, join, or be joined to any judicial action (as either an individual litigant or the member of a class) that arises from the other party's actions pursuant to this Security Instrument or that alleges that the other party has breached any provision of, or any duty owed by reason of, this Security Instrument, until such Borrower or Lender has notified the other party (with such notice given in compliance with the requirements of Section 15) of such alleged breach and afforded the other party hereto a reasonable period after the giving of such notice to take corrective action. If Applicable Law provides a time period which must elapse before certain action can be taken, that time period will be deemed to be reasonable for purposes of this paragraph. The notice of acceleration and opportunity to cure given to Borrower pursuant to Section 22 and the notice of acceleration given to Borrower pursuant to Section 18 shall be deemed to satisfy the notice and opportunity to take corrective action provisions of this Section 20.

**21. Hazardous Substances.** As used in this Section 21: (a) "Hazardous Substances" are those substances defined as toxic or hazardous substances, pollutants, or wastes by Environmental Law and the following substances: gasoline, kerosene, other flammable or toxic petroleum products, toxic pesticides and herbicides, volatile solvents, materials containing asbestos or formaldehyde, and radioactive materials; (b) "Environmental Law" means federal laws and laws of the jurisdiction where the Property is located that relate to health, safety or environmental protection; (c) "Environmental Cleanup" includes any response action, remedial action, or removal action, as defined in Environmental Law; and (d) an "Environmental Condition" means a condition that can cause, contribute to, or otherwise trigger an Environmental Cleanup.

Borrower shall not cause or permit the presence, use, disposal, storage, or release of any Hazardous Substances, or threaten to release any Hazardous Substances, on or in the Property. Borrower shall not do, nor allow anyone else to do, anything affecting the Property (a) that is in violation of any Environmental Law, (b) which creates an Environmental Condition, or (c) which, due to the presence, use, or release of a Hazardous Substance, creates a condition that adversely affects the value of the Property. The preceding two sentences shall not apply to the presence, use, or storage on the Property of small quantities of Hazardous Substances that are generally recognized to be appropriate to normal residential uses and to maintenance of the Property (including, but not limited to, hazardous substances in consumer products).

Borrower shall promptly give Lender written notice of (a) any investigation, claim, demand, lawsuit or other action by any governmental or regulatory agency or private party involving the Property and any Hazardous Substance or Environmental Law of which Borrower has actual knowledge, (b) any Environmental Condition, including but not limited to, any spilling, leaking, discharge, release or threat of release of any Hazardous Substance, and (c) any condition caused by the presence, use or release of a Hazardous Substance which adversely affects the value of the Property. If Borrower learns, or is notified by any governmental or regulatory authority, or any private party, that any removal or other remediation of any Hazardous Substance affecting the Property is necessary, Borrower shall promptly take all necessary remedial actions in accordance with Environmental Law. Nothing herein shall create any obligation on Lender for an Environmental Cleanup.

NON-UNIFORM COVENANTS. Borrower and Lender further covenant and agree as follows:

**22. Acceleration; Remedies. Lender shall give notice to Borrower prior to acceleration following Borrower's breach of any covenant or agreement in this Security Instrument (but not prior to acceleration under Section 18 unless Applicable Law provides otherwise). The notice shall specify: (a) the default; (b) the action required to cure the default; (c) a date, not less than 30 days from the date the notice is given to Borrower, by which the default must be cured; and (d) that failure to cure the default on or before the date specified in the notice may result in acceleration of the sums secured by this Security Instrument and sale of the Property. The notice shall further inform Borrower of the right to reinstate after acceleration and the right to bring a court action to assert the non-existence of a default or any other defense of Borrower to acceleration and sale. If the default is not cured on or before the date specified in the notice, Lender at its option, and without further demand, may invoke the power of sale, including the right to accelerate full payment of the Note, and any other remedies permitted by Applicable Law. Lender shall be entitled to collect all expenses incurred in pursuing the remedies provided in this Section 22, including, but not limited to, reasonable attorneys' fees and costs of title evidence.**

If Lender invokes the power of sale, Lender shall execute or cause Trustee to execute written notice of the occurrence of an event of default and of Lenders' election to cause the Property to be sold, and shall cause such notice to be recorded in each county in which any part of the Property is located. Lender shall mail copies of the notice as prescribed by Applicable Law to Borrower and to the persons prescribed by Applicable Law. Trustee shall give public notice of sale to the persons and in the manner prescribed by Applicable Law. After the time required by Applicable Law, Trustee, without demand on Borrower, shall sell the Property at public auction to the highest bidder at the time and place and under the terms designated in the notice of sale in one or more parcels and in any order Trustee determines. Trustee may postpone sale of all or any parcel of the Property by public announcement at the time and place of any previously scheduled sale. Lender or its designee may purchase the Property at any sale.

Trustee shall deliver to the purchaser Trustee's deed conveying the Property without any covenant or warranty, expressed or implied. The recitals in the Trustee's deed shall be prima facie evidence of the truth of the statements made therein. Trustee shall apply the proceeds of the sale in the following order: (a) to all expenses of the sale, including, but not limited to, reasonable Trustee's and attorneys' fees; (b) to all sums secured by this Security Instrument; and (c) any excess to the person or persons legally entitled to it.

**23. Reconveyance.** Upon payment of all sums secured by this Security Instrument, Lender shall request Trustee to reconvey the Property and shall surrender this Security Instrument and all notes evidencing debt secured by this Security Instrument to Trustee. Trustee shall reconvey the Property without warranty to the person or persons legally entitled to it. Such person or persons shall pay any recordation costs. Lender may charge such person or persons a fee for reconveying the Property, but only if the fee is paid to a third party (such as the Trustee) for services rendered and the charging of the fee is permitted under Applicable Law.

**24. Substitute Trustee.** Lender at its option, may from time to time remove Trustee and appoint a successor trustee to any Trustee appointed hereunder. Without conveyance of the Property, the successor trustee shall succeed to all the title, power and duties conferred upon Trustee herein and by Applicable Law.

**25. Assumption Fee.** If there is an assumption of this loan, Lender may charge an assumption fee of U.S. $ N/A .

BY SIGNING BELOW, Borrower accepts and agrees to the terms and covenants contained in this Security Instrument and in any Rider executed by Borrower and recorded with it.

Witnesses:

-Witness

VALERIE J MARTINET (Seal) -Borrower

-Witness

ROBERT C ROBINSON (Seal) -Borrower

STATE OF NEVADA, CLARK County ss:

The foregoing instrument was acknowledged before me this 6 day of July, 2018 by VALERIE J MARTINET and ROBERT C ROBINSON.

Witness my hand and official seal.

My Commission Expires: 9-23-20
(Seal)

Notary Public

Loan originator (Organization): MORTGAGE SOLUTIONS LLC; NMLS #: 241685
Loan originator (Individual): ALICIA L TAYLOR; NMLS #: 240420

F. MUSQUIZ
Notary Public-State of Nevada
APPT. NO. 16-3904-1
My Appt. Expires 09-23-2020

## EXHIBIT "A"
## LEGAL DESCRIPTION

Lot Fifteen (15), Block One (1), of Mission Park, as shown by Map thereof on File in Book 53 of Plats, Page 60, in the Office of the County Recorder of Clark County, Nevada.

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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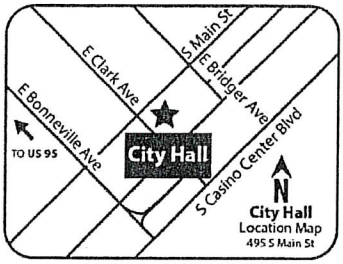
## Return Service Requested
## Official Notice of Public Hearing




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018
If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75044 [PRJ-74500]**
Planning Commission Meeting of **1/8/2019**

Case: SUP-75044

16301706006
LIEBL BERRY FAMILY TRUST TRS
LIEBL ANDREA C TRS
5320 O BANNON DR
LAS VEGAS NV 89146

97 JRDCNP1 89146

**Submitted after Final Agenda**

60P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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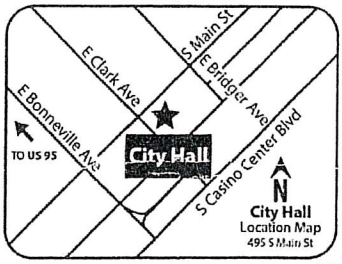


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☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**SUP-75044 [PRJ-74500]**
Planning Commission Meeting of **1/8/2019**

Case: SUP-75044

16301702008
CARLUCCI ROBERT & WEI
5220 EL PARQUE AVE
LAS VEGAS NV 89146

Robert Carlucci
Wei Carlucci

97 JRDGNP1 89146

60P

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Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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**SUP-75044 [PRJ-74500]**
Planning Commission Meeting of **1/8/2019**

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Case: SUP-75044
16301702007
HEIN ELDRED L & MARIANNE D FAM T
HEIN MARIANNE D TRS
5240 EL PARQUE AVE
LAS VEGAS NV 89146-3365

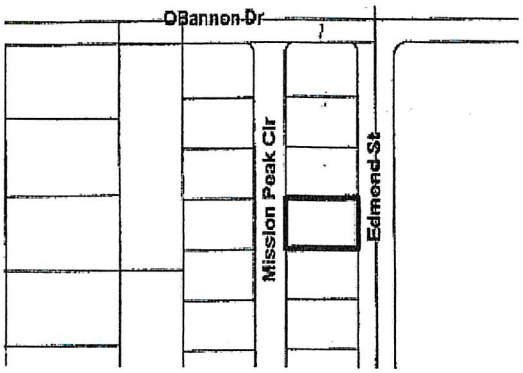
97 JRDCNP1 89145

## Application Information

**SUP-75044 - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT/OWNER: VALERIE MARTINET** - For possible action on a request for a Special Use Permit FOR A PROPOSED SHORT-TERM RESIDENTIAL RENTAL USE at 2112 Mission Peak Circle (APN 163-01-812-015), R-1 (Single Family Residential) Zone, Ward 1 (Tarkanian) [PRJ-74500].

I am opposed to short-term rentals in any neighborhood. They create nothing but havoc for the surrounding areas.

## Application Location




The proposed project may not pertain to the entire highlighted project site.

## Public Hearing Information

**Meeting:** Planning Commission
**Date:** *January 8, 2019*
**Time:** ~~5:00 P.M.~~ 6:00 P.M.
**Location:** City Council Chambers
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

Any and all interested persons may appear before the City Planning Commission either in person or by representative and object to or express approval of this request; or may, prior to this meeting, file a written objection thereto or approval thereof with the Department of Planning, Development Services Center, 333 North Rancho Drive, 3rd Floor, Las Vegas, Nevada 89106. Final Action on General Plan Amendments and Rezonings will be determined by the City Council. Other public hearing items may be deemed Final Action by the Planning Commission or forwarded to the City Council. The date of the City Council meeting, if applicable, will be announced at the Planning Commission meeting after the discussion of the item. For further information, including the full staff report, please call (702) 229-6301 (TTY 7-1-1) or go to http://www5.lasvegasnevada.gov/sirepub/meet.aspx

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City of Las Vegas
Department of Planning
Development Services Center
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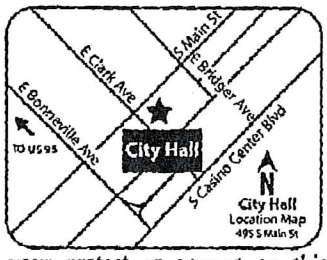


We will be at the meeting to voice multiple Concerns.

Thank you,

If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018 If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

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**SUP-75044 [PRJ-74500]**

Planning Commission Meeting of **1/8/2019**

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Dept of Planning
City of Las Vegas

Case: SUP-75044
16301812016
DIMITROV VALENTIN D & CAROL A
2108 MISSION PEAK CIR
LAS VEGAS NV 89146-0337

97 JRDGNP1 89146

Carol Dimitrov

n 02 19 03:16p

60P

Jan 06 19 11:43a Carol Dimitrov 702-254-6066 p.1

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Department of Planning
Development Services Center
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Las Vegas, Nevada 89106

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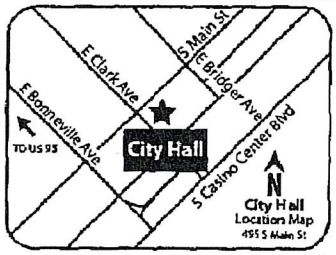


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

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**SUP-75044 [PRJ-74500]**
Planning Commission Meeting of **1/8/2019**

Case: SUP-75044
16301812017
BUBENICEK PETR
2104 MISSION PEAK CIR
LAS VEGAS NV 89146-0337

97 JRDGNP1 89146

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Department of Planning
Development Services Center
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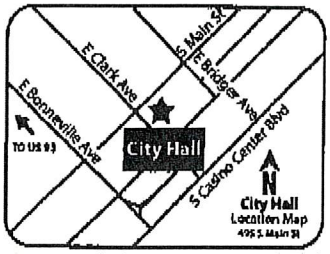


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

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**SUP-75044 [PRJ-74500]**
Planning Commission Meeting of **1/8/2019**

50 - 60% neighborhood is 65yrs or older. Many handicapped or serious medicare conditi

Case: SUP-75044
16301812004
WOOD FAMILY TRUST
WOOD RODNEY H & NANCY L TRS
3540 W SAHARA AVE #E251
LAS VEGAS NV 89102-5816

89 JRBONP1 89102

60P

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Monday, December 31, 2018 3:09 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

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City of Las Vegas

Formstack

## Formstack Submission For: PlanningApplicationComments2018
Submitted at 12/31/18 3:09 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-74500 |
| Position: | I OPPOSE the project and all related applications. |
| Name: | Lola Korowicki |
| Residential or Business Address: | 2128 Mission Peak Circle<br>Las Vegas, NV 89146 |
| Email: | rlkoro098@cox.net |
| Comments: | Very small, quite cul-de-sac neighborhood with limited parking. More than adequate rooms available at reasonable rates within close proximity to this location at Arizona Charlies and Palace Station with plenty of amenities to satisfy. Also believe the owner is a permanent resident of California which would place the care of this property in the hands of a third party. According to an article recently published, the new requirement calls on the homeowner to be at the property throughout the rental period, except to go to work or run typical personal or household errands. |

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60P

# Telephone Protest/ Approval Log

**Meeting Date:** _____ **Case Number:** _____

Date: 12/27/18
Name: John B. Wisniewski
Address: 6513 Hyde Ave LV NV 89107
Phone: 702-877-2321
☑ PROTEST ☐ APPROVE
NO
SUP 75033 58P

Date: 01/02/19
Name: Thomas Northouse
Address: 2116 Mission Peak Cir 89146
Phone: 702-376-7702
☒ PROTEST ☐ APPROVE
SUP-75044 60P

Date: 1/3/19
Name: David Francis
Address: 8921 Dia Gurdi Dr LV NV 89117
Phone: 702-498-1880
☒ PROTEST ☐ APPROVE
SUP-75150 61P

Date: 1/3/19
Name: Robert Bobbett
Address: 1540 odette Ln LV 89117
Phone: 702-363-2733
☒ PROTEST ☐ APPROVE
SUP-75150 61P

Date: 1/3/19
Name: Robert Guo
Address: 2120 mission Peak Circle LV 89146
Phone: 702-221-0331
☒ PROTEST ☐ APPROVE
SUP-75044 60P

Date: _____
Name: _____
Address: _____
Phone: _____
☐ PROTEST ☐ APPROVE

**Submitted after Final Agenda**

60P (x2)

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Wednesday, January 2, 2019 5:59 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

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Dept of Planning
City of Las Vegas

Formstack

## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/02/19 5:59 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Valerie Martinet |
| Residential or Business Address: | 7495 W Azure Dr.<br>#110<br>Las Vegas, NV 89130 |
| Phone: | (702) 250-0253 |
| Email: | vcmartinet@gmail.com |
| Comments: | I whole heartedy recommend and endorse this project. In the last 5 years, I've stayed at short term rentals almost exclusively vs staying at a hotel. I travel frequently and I find the ease of eating in so much more satisfying than finding restaurants in cities I'm not familiar with. I also find it quieter than a hotel with more comforts of home.<br><br>Thank you!<br>Valerie Martinet |



**Submitted after Final Agenda**

60A

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Wednesday, January 2, 2019 6:16 PM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

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City of Las Vegas

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/02/19 6:16 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-74500 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Robert Robinson |
| Residential or Business Address: | 2112 Mission Peak Circle<br>Las Vegas, NV 89146 |
| Phone: | (702) 250-6976 |
| Email: | bob.robinson@tsico.com |
| Comments: | I am in favor of the project and all related applications because the purpose behind this request is to create a place for business travelers to use while in Las Vegas. As a frequent business traveler myself, I try to book my accommodations at Airbnb or VRBO rentals whenever possible because:<br><br>1.) The locations are quieter than hotels and I can either relax after work or focus on preparation for<br>the next day's meetings in a quiet and comfortable space.<br>2.) The cost is very reasonable and usually friendlier to my travel budget.<br>3.) I can cook my own meals which is important to me because of dietary restrictions that are hard to |



60A
Pg 1 of 2

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JAN 0 2 2018

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City of Las Vegas

manage while traveling.
4.) The "feel" of s short term rental is much closer to home, which I prefer to the feeling of living out
of a suitcase.

I can only conclude that those who are looking for a party atmosphere would choose to stay on the Strip. For those of us traveling for business, my sense is that most of us are looking for a quieter alternative. That is the purpose behind petitioners request and I support the plan.

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**Submitted after Final Agenda**

60!

Pg 2 of 2

**Nora Lares**

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**Sent:** Friday, January 4, 2019 6:34 AM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

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City of Las Vegas

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/04/19 6:34 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Sara Postlethwaite |
| Residential or Business Address: | 3225 67 Ter S<br>Apt C<br>St Petersburg, FL 33712 |
| Email: | sarapost@earthlink.net |

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60A

**Nora Lares**

**From:** noreply@formstack.com
**Sent:** Friday, January 4, 2019 6:35 AM
**To:** Planning Comments
**Subject:** Planning Application Comments Form

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Dept of Planning
City of Las Vegas

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/04/19 6:35 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | David Huntington |
| Residential or Business Address: | Residential<br>2050 NE 39th St N305<br>Lighthouse Point, FL 33064 |
| Phone: | (315) 274-2803 |
| Email: | cashflowdh@gmail.com |

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| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Teressa Mccord |
| Residential or Business Address: | PO Box 1008<br>Jenks, OK 74037 |
| Phone: | (918) 813-8505 |
| Email: | tm@herotohealth.com |

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Submitted at 01/04/19 10:54 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Alex Marcopolos |
| Residential or Business Address: | 1208 WILLOW TREE DR<br>MCKINNEY, TX 75071 |
| Phone: | (214) 690-9643 |
| Email: | alex.alexmail@gmail.com |

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Submitted at 01/04/19 11:49 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Katherine Blake |
| Residential or Business Address: | 8348 Rudnick Ave<br>West Hills, CA 91304 |
| Phone: | (818) 702-6920 |
| Email: | kblake@socal.rr.com |

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Submitted at 01/04/19 11:17 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Raymond McIntosh |
| Residential or Business Address: | 10560 Haven St<br>Las Vegas, NV 89183 |

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Submitted at 01/04/19 1:47 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Jim Wells |
| Residential or Business Address: | 28802 Conejo View Dr.<br>Agoura Hills, CA 91301 |
| Email: | jambadawg@earthlink.net |
| Comments: | I support. |

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Submitted at 01/06/19 10:33 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Dawn Houlf |
| Residential or Business Address: | 8504 HOMESTEAD RD<br>LAS VEGAS, NV 89143 |
| Phone: | (702) 236-6266 |
| Email: | dawn@exiterno.com |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/06/19 12:14 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | erika Wallace |
| Residential or Business Address: | 4219 olde Oaks dr.<br>Jacksonville, FL 32223 |
| Email: | erikajwallace@yahoo.com |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/06/19 2:57 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Brian White |
| Residential or Business Address: | 9116 Grandhaven Avenue<br>Upper Marlboro, MD 20772 |
| Phone: | (301) 467-3735 |
| Email: | bawhite76@hotmail.com |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/06/19 4:09 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Christina Alderman |
| Residential or Business Address: | 18457 SE STEPHENS CIR<br>PORTLAND, OR 97233 |
| Phone: | (503) 302-3949 |
| Email: | calderman1120@yahoo.com |
| Comments: | Not only do I travel to Las Vegas a lot with friends and family, I am also a Short Term owner in OR. My husband and I, friends and I have always booked vacation homes, short terms, etc. for the last 10yrs or more and enjoy them so much more then the normal or extreme hotels. I believe this is a great option for owners and travelers alike!!! |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/06/19 7:49 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | William Fister |
| Residential or Business Address: | 3225 White Avenue #1<br>Clifton, CO 81520 |
| Phone: | (970) 261-7961 |
| Email: | billfister68@gmail.com |
| Comments: | I know Valerie Martinet extremely well and know her to be sound honest business person. I am confident her intent is to offer her home in Vegas to business executives rather than as a vacation or party rental. Valerie works closely with Doctors, Company Executives, and business owners that she would most likely make this home available to. I believe this would be socially and economically beneficial for the community. Please let me know if I any be of any additional assistance. |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/07/19 1:20 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Darry Lulli |
| Residential or Business Address: | 1270 Burnham Ave #1083<br>Las Vegas, NV 89104 |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 3:02 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Tina Rowley |
| Residential or Business Address: | 21500 Lassen St Space 78<br>Chatsworth, CA 91311 |
| Email: | tinaahhr11@aol.com |
| Comments: | I'm looking forward to staying in this quite, well equip rental when I come to town on business. I also am looking forward to staying when I come to town to attend rehearsal I have throughout the year. Thank you |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 3:04 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | John Spann |
| Residential or Business Address: | 1662 PASEO VISTA<br>CORONA, CA 92881-0769 |
| Phone: | (951) 847-5199 |
| Email: | john.spann@transworldsystems.com |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 3:09 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Larry Eddo |
| Residential or Business Address: | 419 Birmingham Rd<br>Burbank, CA 91504 |
| Phone: | (213) 365-4325 |
| Email: | leddotsi2@me.com |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/07/19 12:49 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ- 75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Michael Nunez |
| Residential or Business Address: | 421 Bruce Pl<br>Horizon City, TX 79928 |
| Phone: | (915) 588-5763 |
| Email: | michael.nunez@transworldsystems.com |
| Comments: | I have known Valerie Martinet for over 2 decades and she is a business professional with TSI. Her connections are not with college students or people looking for a place to have wild parties, she would be renting her house to business professionals that might want a secluded place to stay while in Las Vegas on business. She would also be renting her home to many with TSI, even her clients that are doctors, attorneys, dentist, CFO's, CEO's and owners of small companies. These professionals would due less harm to the neighborhood than renters that could care less, might skip out on rent and cause harm to neighbors. |



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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 3:16 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Deb Wedemeier |
| Residential or Business Address: | 41131 Denian Ct<br>Murrieta, CA 92562 |
| Phone: | (319) 533-6800 |
| Email: | debwedemeier@gmail.com |
| Comments: | Valerie is a responsible business person and would not allow anything she is associated with to be anything but professional and well maintained. |

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GOSA

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 3:17 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Greg Klipp |
| Residential or Business Address: | 46 Dukes Circle<br>Lincolnshire, IL 60069 |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 3:40 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Rosemary Carroll |
| Residential or Business Address: | 8431 Mari Ben Lane<br>Corryton, TN 37721 |
| Phone: | (865) 851-8389 |
| Email: | rcarroll07@comcast.net |

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Submitted at 01/03/19 3:49 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Reynaldo Ramos |
| Residential or Business Address: | 2323 W. Beverly Rd.<br>Phoenix, AZ 85041 |
| Phone: | (602) 509-1794 |
| Email: | rgsomar@aol.com |
| Comments: | The owner of this projects is interested in making the property available for executive rental for conventions, to business people working out of town, retired couples, etc. NO parties, events, bachelor parties, weddings, etc. The owner is very responsible as we have known each other and worked together for over 15 years. The owner recently offer to assist me with my own business, due to a medical emergency I suffered, that I gratefully turned over my business. It has been almost three months now. |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 3:53 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Karen Cooper |
| Residential or Business Address: | 16 Conover Ln<br>Rumson, NJ 07760 |
| Email: | karencooper@comcast.net |
| Comments: | I support approving the property for rent on Airbnb or other vacation rental sites. I know the owner and she intends to screen renters carefully to use the home as a corporate retreat or family vacation rental, not a bachelor party venue. It's better that the property owner can support the property with the additional income than having to sell it at below market value with further depresses the values of other nearby properties. |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 4:33 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Betsy Sendel |
| Residential or Business Address: | 838 Blue Ridge Circle<br>WPB, FL 33409 |
| Phone: | (561) 313-3897 |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 4:34 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Lisa Swan |
| Residential or Business Address: | 2645 SW 87th Ave<br>Portland, OR 97225 |
| Email: | lswanb@hotmail.com |
| Comments: | I live in a neighborhood that has two Air BnB homes and we have never had a problem with noise or parking for either one. I have known Valerie Martinet for 16 years and she is very careful about who she does business with. She would never allow large groups or parties to book with her. |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 4:35 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Peter Martin |
| Residential or Business Address: | 1224 Newcastle Ct<br>Tracy, CA 95376 |
| Email: | petejmartin@yahoo.com |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/03/19 4:50 PM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | TJ Hollman |
| Residential or Business Address: | 104 McTigh Rd<br>Higganum, CT 06441 |
| Phone: | (617) 943-2114 |
| Email: | tjhollman@gmail.com |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/08/19 11:01 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Debbie Chase |
| Residential or Business Address: | 4465 N Chieftain St<br>Las Vegas, NV 89129 |
| Phone: | (702) 970-1130 |
| Email: | thechaseison@cox.net |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/08/19 10:55 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ-75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | Logan Banker |
| Residential or Business Address: | 4930 fillmore st<br>North keizer, OR 97303 |
| Phone: | (520) 904-8459 |
| Email: | loganryanb12@gmail.com |

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## Formstack Submission For: PlanningApplicationComments2018
Submitted at 01/04/19 4:43 AM

| | |
|---|---|
| Meeting Date: | Tuesday, January 8, 2019 |
| Project Number: | PRJ- 75044 |
| Position: | I SUPPORT the project and all related applications. |
| Name: | mark griffith |
| Residential or Business Address: | 2513 green acres drive<br>allentown, PA 18103 |
| Phone: | (610) 703-8033 |
| Email: | kgriff5@ptd.net |

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# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**86**

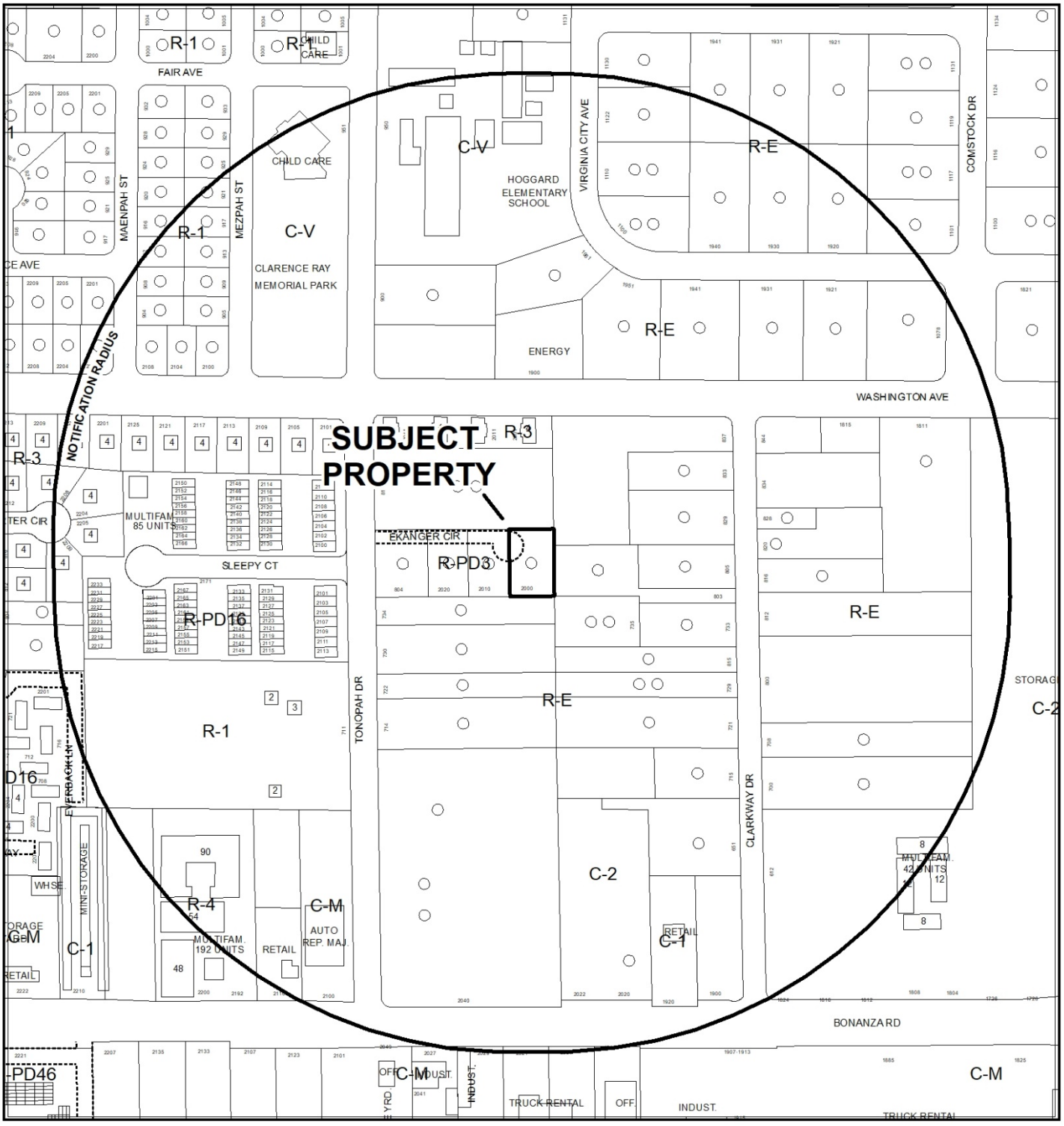
**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
VAR-75559 - VARIANCE - PUBLIC HEARING - APPLICANT/OWNER: ROYAL BYRON III - For possible action on a request for a Variance TO ALLOW A FIVE-FOOT SIDE YARD SETBACK WHERE 10 FEET IS REQUIRED AND A FIVE-FOOT REAR YARD SETBACK WHERE 20 FEET IS REQUIRED FOR A 1,844 SQUARE-FOOT ADDITION TO AN EXISTING SINGLE FAMILY RESIDENCE on 0.33 acres at 2000 Ekanger Circle (APN 139-28-301-008), R-PD3 (Residential Planned Development - 3 Units Per Acre) Zone, Ward 5 (Crear) [PRJ-75493]. Staff recommends DENIAL. The Planning Commission (4-0 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 1 | Planning Commission Mtg. | 0 |
| City Council Meeting | 0 | City Council Meeting | 0 |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (4-0 vote) recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Location and Aerial Maps
2. Conditions and Staff Report
3. Supporting Documentation
4. Photo(s)
5. Justification Letter
6. Backup Submitted at the February 26, 2019 Planning Commission Meeting



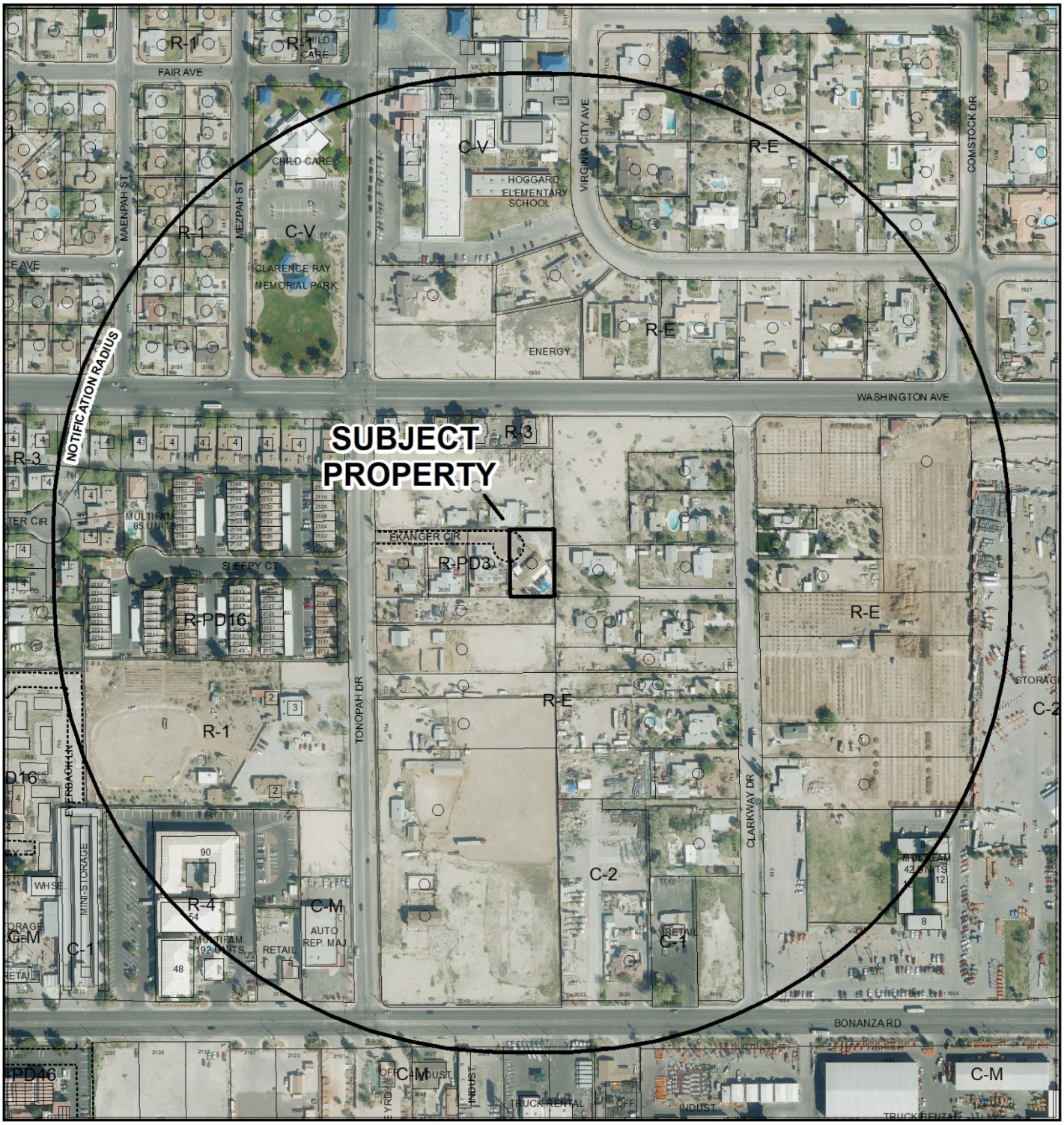

0 260 520 Feet

**CASE:** **VAR-75559 (PRJ-75493)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** R-PD3 (RESIDENTIAL PLANNED DEVELOPMENT - 3 UNITS PER ACRE)

N




0 260 520 Feet

**CASE:** **VAR-75559 (PRJ-75493)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** R-PD3 (RESIDENTIAL PLANNED DEVELOPMENT - 3 UNITS PER ACRE)

N

City of Las Vegas

## *AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT/OWNER: ROYAL BYRON III**

## ** STAFF RECOMMENDATION(S) **

| *CASE NUMBER* | *RECOMMENDATION* |
|---|---|
| **VAR-75559** | Staff recommends DENIAL. |

## ** NOTIFICATION **

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED** 20

**NOTICES MAILED** 189

**PROTESTS** 0

**APPROVALS** 0

JA

**** CONDITIONS ****

# VAR-75559 CONDITIONS

***Planning***

1. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

2. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

3. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

4. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

The project request is for a Variance to reduce the side and rear yard setbacks to allow for an addition to an existing single family house. The project parcel is a flat 0.33 acre site zoned RPD-3 with a Mixed-Use (MXU) land use; located at 2000 Ekanger Circle in the West Las Vegas Plan Area, Redevelopment and Revitalization Plan areas - Southeast Sector. The project parcel is part of a four lot subdivision comprised of approximately 13,000 square foot lots. Access to the project site is through Ekanger Circle, a private road located east of Tonopah Avenue. The project parcel is a standard corner lot at the bulb of a cul de sac

A recorded Parcel Map (PM-28-83) established building setbacks for a residential subdivision requiring a minimum 10 foot side yard setback and 20 foot rear yard setback. The proposed addition requests relief from these standards thereby reducing the side yard setback to 5 feet and lessening the rear yard setback to 5 feet.

## ISSUES

- A 5 foot side yard setback is requested where the required setback is a minimum 10 feet.
- A 5 foot rear yard setback is requested where the required setback is a minimum 20 feet.
- Parcel Map (PM-28-83) established setback standards for a four lot subdivision zoned RPD-3.

## ANALYSIS

The proposed project consists of a 1,844 square foot two story expansion of an existing single story house. The addition consists of a 922 square foot livable area above a 922 square foot garage. Access to the second level is proposed with an interior stair case connected from an existing garage that the applicant has proposed for conversion to habitable space.

The project parcel is a standard rectangular lot that does not possess any unique physical features thereby limiting reasonable use of the property.

## FINDINGS (VAR-75559)

In accordance with the provisions of Title 19.16.140(B), Planning Commission and City Council, in considering the merits of a Variance request, shall not grant a Variance in order to:

1. Permit a use in a zoning district in which the use is not allowed;
2. Vary any minimum spacing requirement between uses;
3. Relieve a hardship which is solely personal, self-created or financial in nature."

Additionally, Title 19.16.140(L) states:

> "Where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property at the time of enactment of the regulation, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the piece of property, the strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property, a variance from that strict application may be granted so as to relieve the difficulties or hardship, if the relief may be granted without substantial detriment to the public good, without substantial impairment of affected natural resources and without substantially impairing the intent and purpose of any ordinance or resolution."

No evidence of a unique or extraordinary circumstance has been presented, in that the applicant has created a self-imposed hardship by proposing a house addition that does not conform to the RPD-3 Zone rear and side yard setbacks. A project that reduces the footprint of the expansion outside of the minimum setbacks would allow conformance to Title 19 requirements. In view of the absence of any hardships imposed by the site's physical characteristics, it is concluded that the applicant's hardship is preferential in nature, and it is thereby outside the realm of NRS Chapter 278 for granting of Variances.

## BACKGROUND INFORMATION

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc*** | |
|---|---|
| 10/19/1983 | The City Council approved reclassification of property (Z-0081-83) located on the east side of Tonopah Drive between Bonanza Road and Washington Avenue from R-E (Residence Estates) to RPD-3 (Residential Planned Development), for a proposed Low Density Detached Single Family Residential development. |
| 4/6/2007 | A Code Enforcement Case (52016) was opened citing possible use of the property as an auto repair facility and storage site of unlicensed automobiles. |
| 5/25/2007 | A Code Enforcement Case (167174) was opened citing unlicensed automobiles parked that appeared abandoned on the property, and unmaintained yards. |

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc*** | |
|---|---|
| 5/17/2006 | The City Council approved a Redevelopment Plan Update (GPA-9219) to change future land use designation to Commercial, Mixed Use, Industrial or Public Facilities on various parcels located within the proposed Las Vegas Redevelopment Plan area and within the proposed Redevelopment Plan expansion area. |
| 5/26/2016 | A Code Enforcement Case (53742) was opened for an unmaintained green pool. The case was closed 5/31/2016. |
| 02/26/2019 | The Planning Commission unanimously voted to recommend APPROVAL on a request for a Variance (VAR-75559) TO ALLOW A FIVE-FOOT SIDE YARD SETBACK WHERE 10 FEET IS REQUIRED AND A FIVE-FOOT REAR YARD SETBACK WHERE 20 FEET IS REQUIRED FOR A 1,844 SQUARE-FOOT ADDITION TO AN EXISTING SINGLE FAMILY RESIDENCE on 0.33 acres at 2000 Ekanger Circle (APN 139-28-301-008), R-PD3 (Residential Planned Development - 3 Units Per Acre) Zone, Ward 5 (Crear) [PRJ-75493]. |

| ***Most Recent Change of Ownership*** | |
|---|---|
| 5/18/2017 | A deed was recorded for a change in ownership. |

| ***Pre-Application Meeting*** | |
|---|---|
| 12/18/18 | A Pre-Application Meeting was held with the property owner and the representative to discuss the project as proposed, the Title 19 required standard setbacks, staff recommendation for the request, application submittal requirements, and public hearing schedule. |

| ***Neighborhood Meeting*** |
|---|
| A Neighborhood meeting was not required, nor was one held. |

| ***Field Check*** | |
|---|---|
| 1/14/19 | A site visit was performed to survey the project location and it was determined that the site was developed with an existing one level single family house. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Gross Acres | 0.33 |

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Area Land Use Desigation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | Single Family, Detached | MXU (Mixed Use) | RPD-3 (Residential Planned Development 3 units/acre) |
| North | Single Family, Detached | MXU (Mixed Use) | R-E (Residence Estates) |
| South | Single Family, Detached | MXU (Mixed Use) | R-E (Residence Estates) |
| East | Single Family, Detached | MXU (Mixed Use) | R-E (Residence Estates) |
| West | Single Family, Detached | MXU (Mixed Use) | RPD-3 (Residential Planned Development 3 units/acre) |

| ***Master and Neighborhood Plan Areas*** | ***Compliance*** |
|---|---|
| West Las Vegas Plan | Y |
| ***Special Area and Overlay Districts*** | ***Compliance*** |
| A-O (Airport Overlay) District | Y |
| R-PD (Residential Planned Development) District | N* |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Las Vegas Redevelopment Plan Area | Y |

*Variance requested for side and rear yard setbacks reduced to 5 feet.

## DEVELOPMENT STANDARDS

***Pursuant to Parcel Map (PM-28-83) and Zone Change (Z-0081-83), the following standards apply:***

| ***Standard*** | ***Required/Allowed*** | ***Provided*** | ***Compliance*** |
|---|---|---|---|
| Min. Setbacks | | | |
| • Side | 10 Feet | 5 Feet | N |
| • Rear | 20 Feet | 5 Feet | N |

# DEPARTMENT OF PLANNING

Application / Petition Form & Statement of Financial Interest

| Department Use | |
|---|---|
| Case # | VAR-75559 |
| Meeting Date | |
| Total Fee | |
| Received By/Date | |

**Case Type** (Special Use Permit, Rezoning, Variance, Site Development Plan Review, etc) VARIANCE

**Project Address** (Location) 2000 EKANGER CIR

**Project Name** BYRON RESIDENCE **Proposed Use** NC

**Assessor's Parcel #(s)** 139-28-301-008 **Ward #** 5

**General Plan:** Existing NC Proposed NC **Zoning:** Existing R-PD3 Proposed NC

**Additional Information**

**Property Owner** ROYAL BYRON III Contact

Address 2000 EKANGER CIR. City LAS VEGAS State NV Zip 89106

E-mail nevadabarbercollege@lvcoxmail.com Phone 702-302-2780

**Applicant** ROYAL BYRON III Contact

Address 2000 EKANGER CIR City LAS VEGAS State NV Zip 89106

E-mail nevadabarbercollege@lvcoxmail.com Phone 702-302-2780

**Representative** JAM RESIDENTIAL DESIGN & DRAFTING Contact JASON MAHEU

Address 652 MIDDLEGATE RD. SUITE B City HENDERSON State NV Zip 89011

E-mail JAMDESIGN2@GMAIL.COM Phone 702-262-7955

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company? ☐ Yes ☒ No

**If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.**

**City Official** **Partner(s)**

**Partner(s)**

- I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in the application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.
- Application will not be deemed complete until the submitted materials have been reviewed by Department of Planning for consistency with the Zoning Ordinance.

**Property Owner Signature** Royal H Byron III

An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps and Parcel Maps

**Print Name** ROYAL BYRON III

Subscribed and sworn before me

This 3rd day of January, 20 19

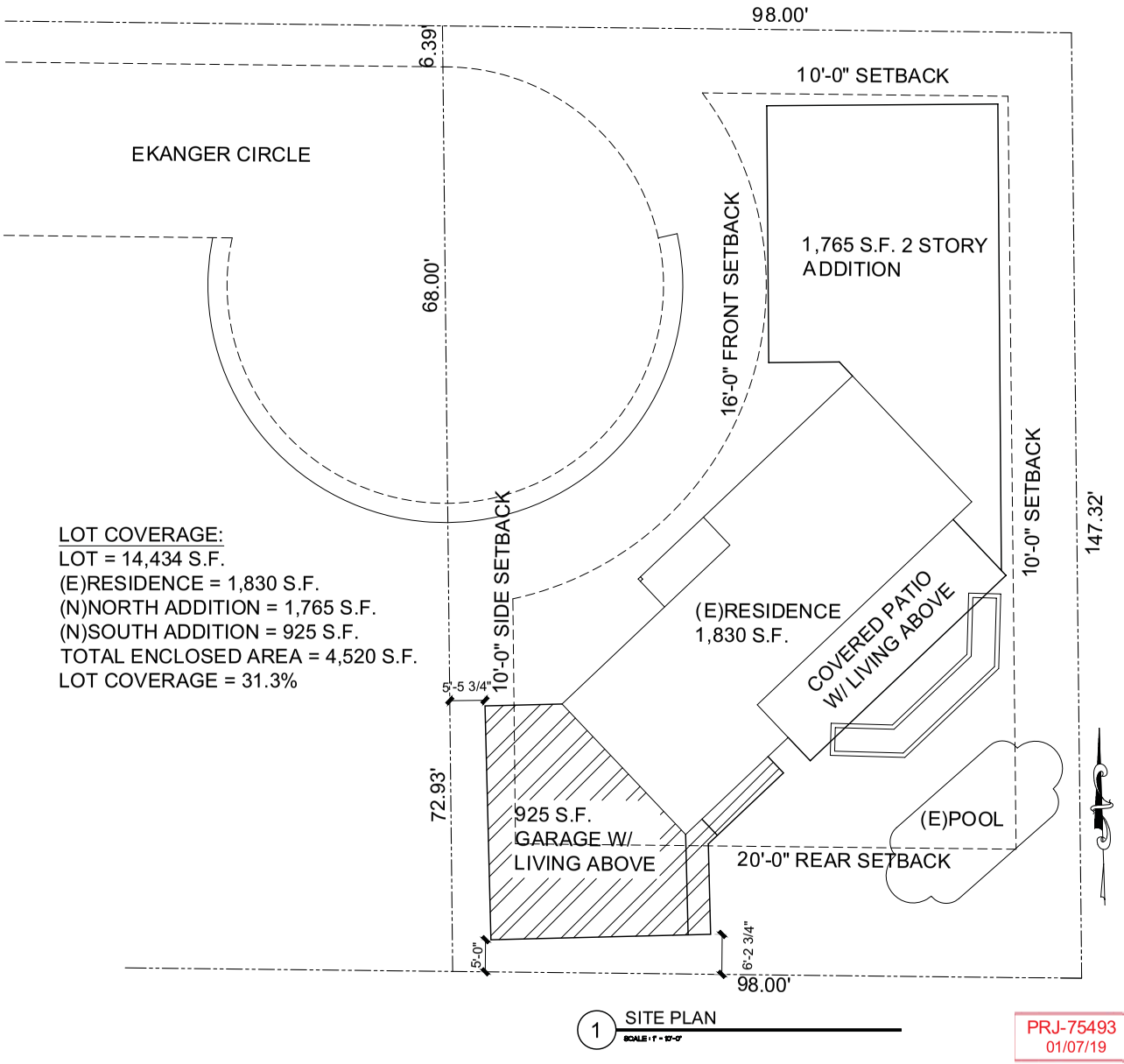
State of Nevada County of Clark

Subscribed and sworn before me on 1-3-2019 (Date)

(Notary Signature)

PRJ-75493 01/07/19

WHITNEY THOMPSON
NOTARY PUBLIC
STATE OF NEVADA
My Commission Expires: 03-23-2022
Certificate No: 18-2001-1




LOT COVERAGE:
LOT = 14,434 S.F.
(E)RESIDENCE = 1,830 S.F.
(N)NORTH ADDITION = 1,765 S.F.
(N)SOUTH ADDITION = 925 S.F.
TOTAL ENCLOSED AREA = 4,520 S.F.
LOT COVERAGE = 31.3%

1 SITE PLAN
SCALE: 1" = 10'-0"

PRJ-75493
01/07/19

VARIANCE SET 12-7-2018

12/7/18

REVISIONS

DRAWINGS AND SPECIFICATIONS REMAIN THE PROPERTY OF JASON A. MAHEU R.D. COPIES OF THE DRAWINGS AND SPECIFICATIONS RETAINED BY THE CLIENT MAY BE UTILIZED ONLY FOR HIS USE AND FOR OCCUPYING THE PROJECT FOR WHICH THEY WERE PREPARED, AND NOT FOR THE CONSTRUCTION OF ANY OTHER PROJECT. COPYRIGHT 2018

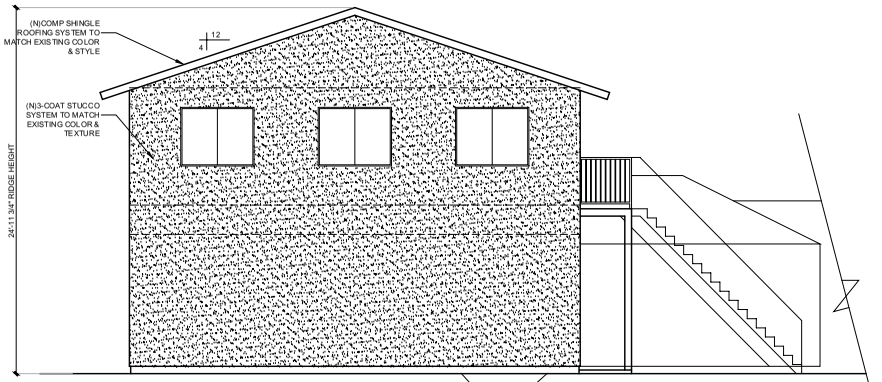
DESIGNER:
SERVICING ALL OF YOUR RESIDENTIAL DESIGN & DRAFTING NEEDS FOR OVER 18 YEARS
652 MIDDLEGATE ROAD, STE B
HENDERSON, NV 89011
JAMESIGNZ@GMAIL.COM
PH# 702-262-7955
FAX# 702-253-1982

NEW ADDITION FOR:
BYRON RESIDENCE
2000 EKANGER CIRCLE
LAS VEGAS, NV 89106

SHEET:
SITE PLAN

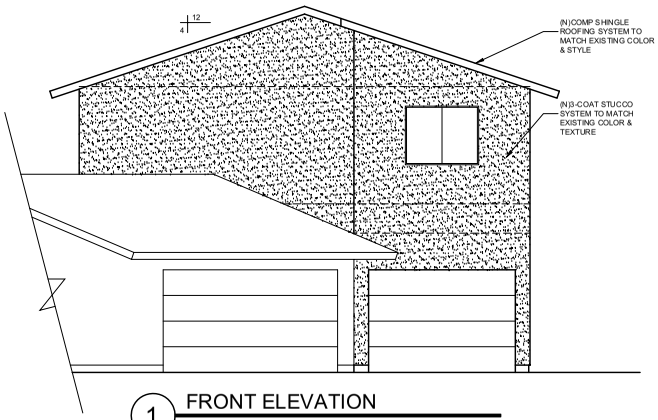
DATE
12/7/18
SHEET
AS-1

VAR-75559



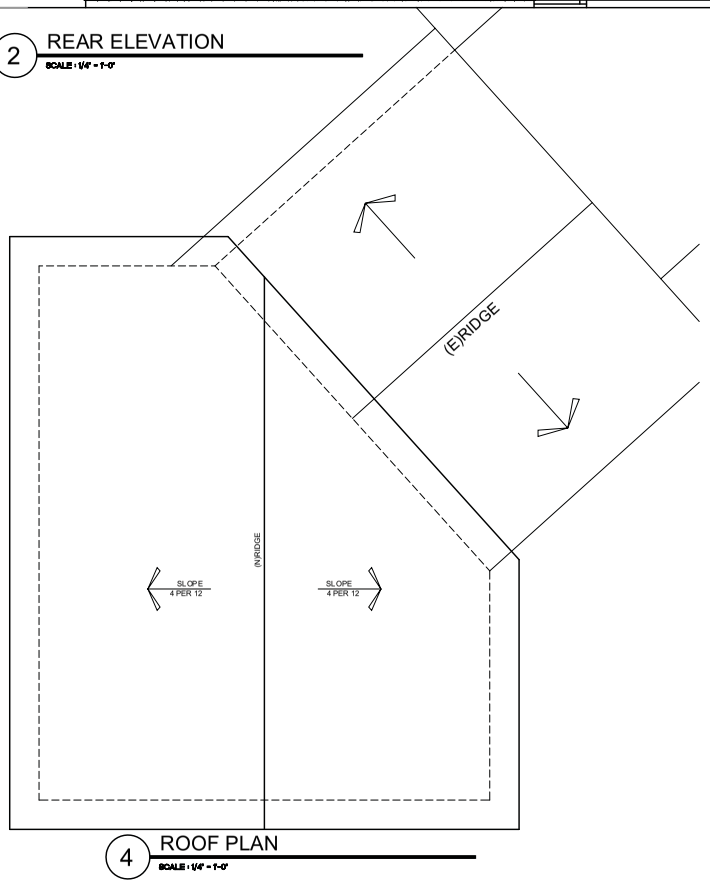

2 REAR ELEVATION

SCALE : 1/4" = 1'-0"



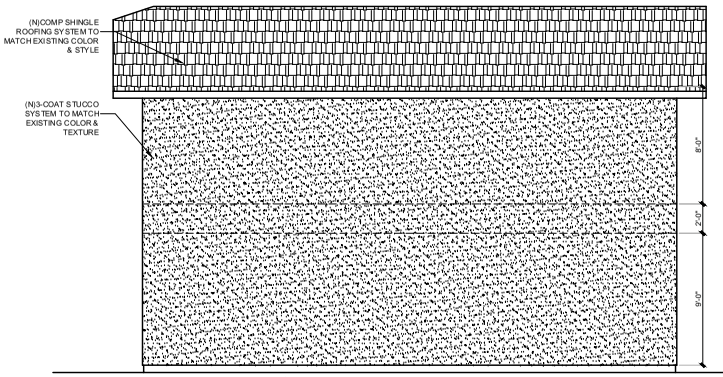

1 FRONT ELEVATION

SCALE : 1/4" = 1'-0"




4 ROOF PLAN

SCALE : 1/4" = 1'-0"




3 SIDE ELEVATION

SCALE : 1/4" = 1'-0"



FRONT EXISTING



REAR SIDE EXISTING

VARIANCE SET 12-7-2018

12/7/18

REVISIONS

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NEW ADDITION FOR:

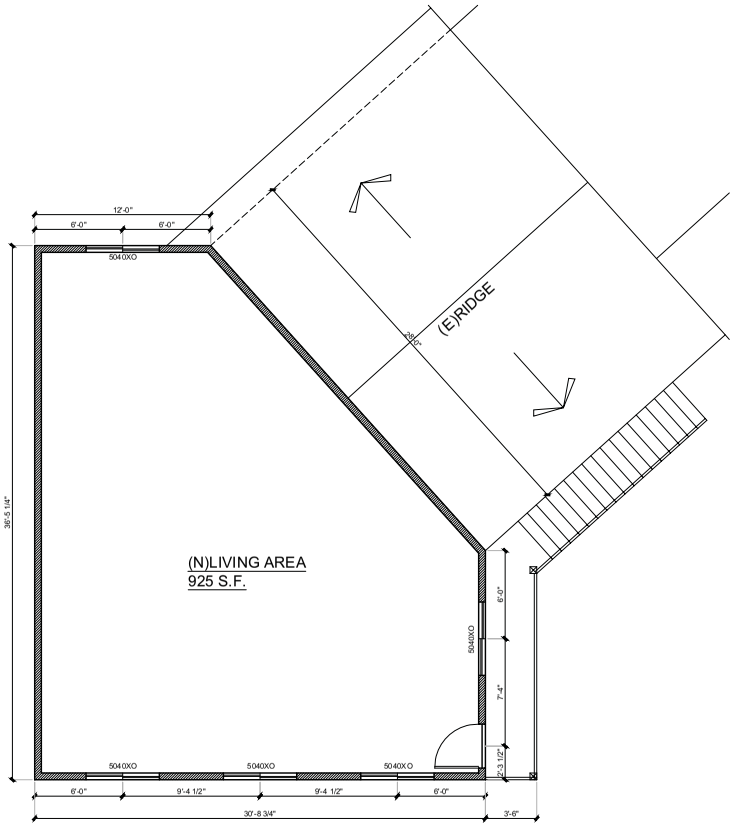
BYRON RESIDENCE
2000 EKANGER CIRCLE
LAS VEGAS, NV 89106

SHEET:

ELEVATIONS

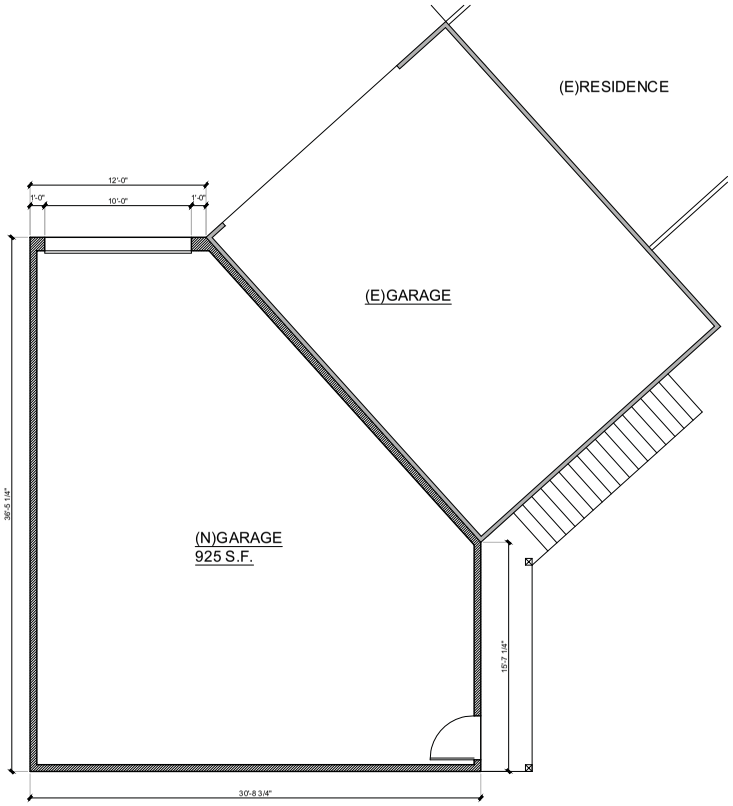
DATE
12/7/18
SHEET
A-2

VAR-75559




2 FLOOR PLAN - SECOND LEVEL

SCALE : 1/4" = 1'-0"




1 FLOOR PLAN - FIRST LEVEL

SCALE : 1/4" = 1'-0"

VARIANCE SET 12-7-2018

12/7/18

REVISIONS

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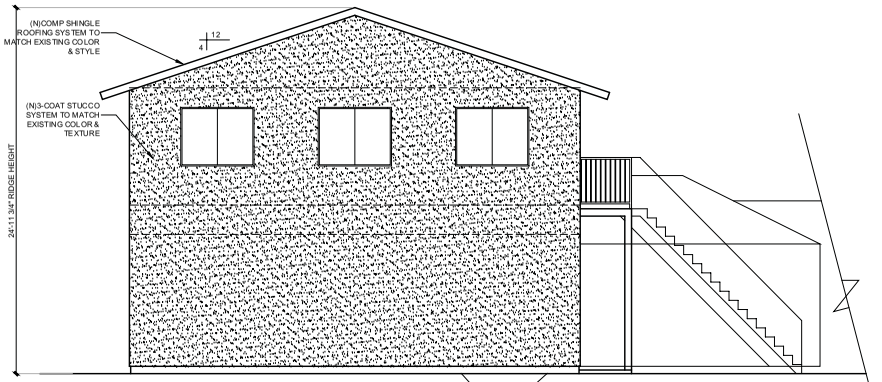
NEW ADDITION FOR:
BYRON RESIDENCE
2000 EKANGER CIRCLE
LAS VEGAS, NV 89106

SHEET:
FLOOR PLANS

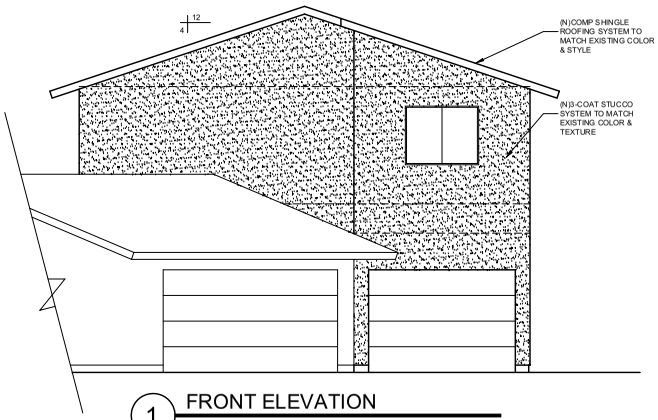
DATE
12/7/18
SHEET
A-1

PRJ-75493
01/07/19

VAR-75559




2 REAR ELEVATION
SCALE : 1/4" = 1'-0"

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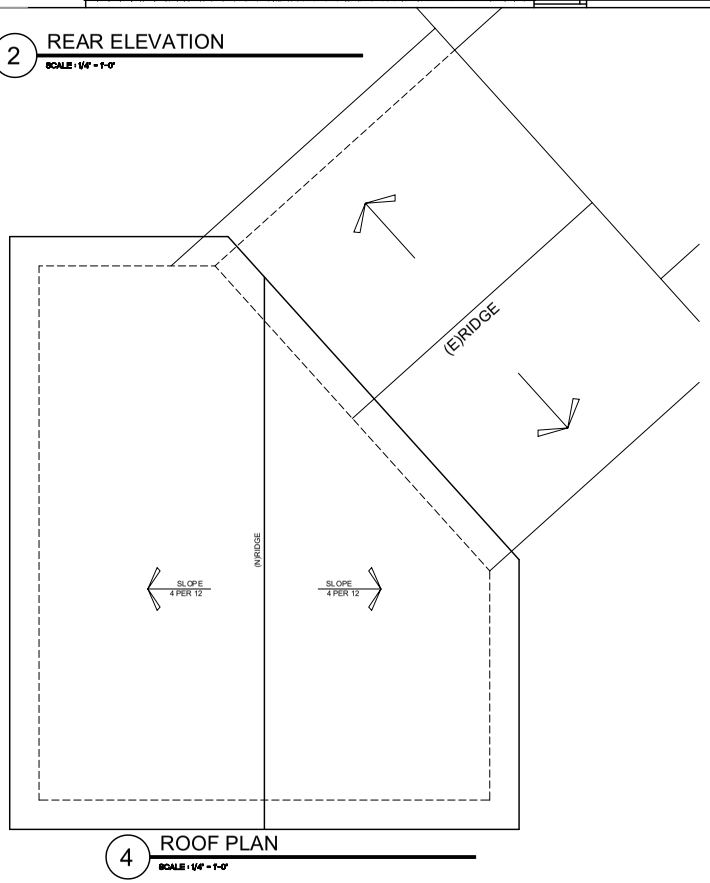
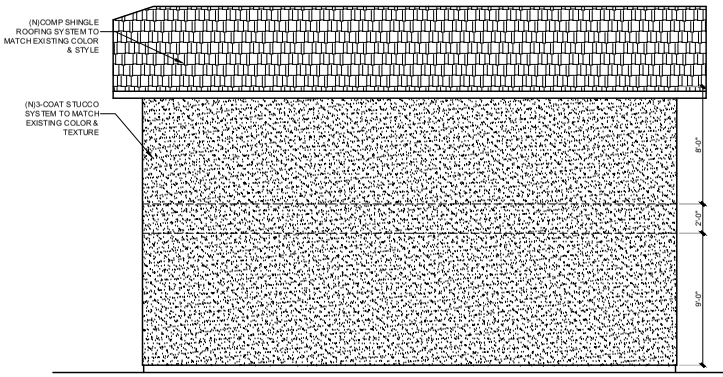



4 ROOF PLAN
SCALE : 1/4" = 1'-0"




3 SIDE ELEVATION
SCALE : 1/4" = 1'-0"



FRONT EXISTING



REAR SIDE EXISTING

PRJ-75493
01/07/19

VARIANCE SET 12-7-2018

12/7/18

REVISIONS

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JAMDESIGN2@GMAIL.COM
PH# 702-262-7955
FAX# 702-255-1182

NEW ADDITION FOR:
BYRON RESIDENCE
2000 EKANGER CIRCLE
LAS VEGAS, NV 89106

SHEET:
ELEVATIONS

DATE
12/7/18
SHEET
A-2

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VAR-75559



**VAR-75559 [PRJ-75493] - VARIANCE - APPLICANT/OWNER: ROYAL BYRON III**
**2000 EKANGER CIRCLE**

01/14/2019




**VAR-75559 [PRJ-75493] - VARIANCE - APPLICANT/OWNER: ROYAL BYRON III**
**2000 EKANGER CIRCLE**

01/14/2019



**VAR-75559 [PRJ-75493] - VARIANCE - APPLICANT/OWNER: ROYAL BYRON III**
**2000 EKANGER CIRCLE**

01/14/2019

Justification Letter for Stucki Estates

To Whom it may concern,

We are requesting a variance on the average lot width for our homes located at 8217 N Jones. The current required width is 100 feet and our average width is 94 feet. We are asking for a variance because we are not allowed to have access to our homes off of Jones BLVD. The only way to access the property is on Meisenheimer.

Our second request is for a special use permit for a casita to be built with a kitchen. The casita will be occupied by my parents. This will allow my parents to be close to take care of their grandchildren and will allow us to take care of my parents.

Thank you for your consideration,

Kyle Stucki

PRJ-75549
01/23/19

VAR-75559

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

PRSRT
FIRST CLASS MAIL
U.S. Postage
**PAID**
Las Vegas, NV
Permit No. 1630

**Return Service Requested**
**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018
If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**VAR-75559 [PRJ-75493]**
Planning Commission Meeting of **2/26/2019**

RECEIVED
FEB 25 2019
Dept of Planning
City of Las Vegas

Case: VAR-75559
13929714038
BEAVERS MATTIE L TRUST
BEAVERS MATTIE L TRS
2138 SLEEPY CT
LAS VEGAS NV 89106-3696

87 LRDFNP1 8816

Submitted after final agenda
Date 2/25/19 Item 39

39P

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**87**

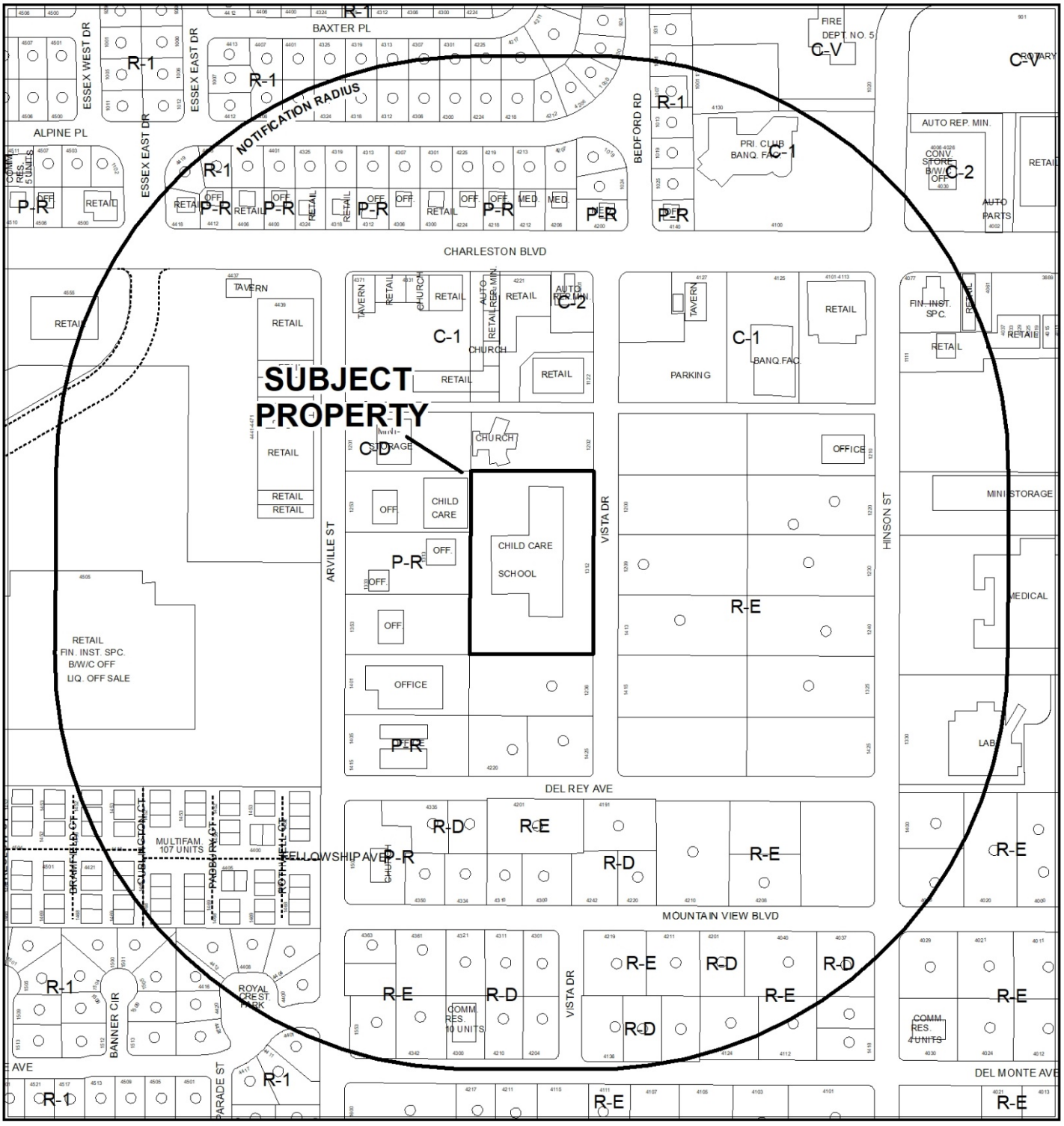
**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
VAR-75574 - VARIANCE - PUBLIC HEARING - APPLICANT: DESERT TORAH ACADEMY - OWNER: CHABAD SOUTHERN NEVADA, INC. - For possible action on a request for a Variance TO ALLOW A 20-FOOT RESIDENTIAL ADJACENCY SETBACK WHERE 101 FEET IS REQUIRED on 3.03 acres at 1312 Vista Drive (APN 162-06-501-004), R-E (Residence Estates) Zone, Ward 1 (Tarkanian) [PRJ-74719]. Staff recommends DENIAL. The Planning Commission (3-0-1 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 3 | Planning Commission Mtg. | 8 |
| City Council Meeting | 2 | City Council Meeting | 7 |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (3-0-1 vote) recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Location and Aerial Maps - VAR-75574, VAR-75575 and SDR-75576 [PRJ-74719]
2. Conditions and Staff Report - VAR-75574, VAR-75575 and SDR-75576 [PRJ-74719]
3. Supporting Documentation - VAR-75574, VAR-75575 and SDR-75576 [PRJ-74719]
4. Photo(s) - VAR-75574, VAR-75575 and SDR-75576 [PRJ-74719]
5. Justification Letter - VAR-75574, VAR-75575 and SDR-75576 [PRJ-74719]
6. Support Postcards - VAR-75574 and VAR-75575 [PRJ-74719]
7. Submitted after Final Agenda - Protest/Support Postcards for VAR-75574 and VAR-75575 [PRJ-74719]
8. Backup Submitted at the February 26, 2019 Planning Commission Meeting




**CASE:** **VAR-75574, VAR-75575 AND SDR-75576 (PRJ-74719)**

0 285 570 Feet

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** R-E (RESIDENCE ESTATES)

N




0 285 570 Feet

**CASE:** **VAR-75574, VAR-75575 AND SDR-75576 (PRJ-74719)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** R-E (RESIDENCE ESTATES)

N

City of Las Vegas

## *AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT: DESERT TORAH ACADEMY - OWNER: CHABAD SOUTHERN NEVADA, INC.**

## ** STAFF RECOMMENDATION(S) **

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **VAR-75574** | Staff recommends DENIAL, if approved subject to conditions: | |
| **VAR-75575** | Staff recommends DENIAL, if approved subject to conditions: | VAR-75574 |
| **SDR-75576** | Staff recommends DENIAL, if approved subject to conditions: | VAR-75574<br>VAR-75575 |

## ** NOTIFICATION **

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED** 22

**NOTICES MAILED**
260 - VAR-75574 and VAR-75575
260 - SDR-75576

**PROTESTS**
0 - VAR-75574 and VAR-75575
0 - SDR-75576

**APPROVALS**
0 - VAR-75574 and VAR-75575
0 - SDR-75576

NE

** CONDITIONS **

# VAR-75574 CONDITIONS

***Planning***

1. Approval of and conformance to the Conditions of Approval for Variance (VAR-75575) and Site Development Plan Review (SDR-75576) shall be required, if approved.

2. Conformance to the approved conditions for Variance (VAR-37277), Variance (VAR-37276), Variance (VAR-37627), Variance (VAR-69639), Site Development Plan Review (SDR-18342) and Site Development Plan Review (SDR-37579).

3. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

4. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

5. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

6. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# VAR-75575 CONDITIONS

***Planning***

1. Approval of and conformance to the Conditions of Approval for Variance (VAR-75574) and Site Development Plan Review (SDR-75576) shall be required, if approved.

2. Conformance to the approved conditions for Variance (VAR-37277), Variance (VAR-37276), Variance (VAR-37627), Variance (VAR-69639), Site Development Plan Review (SDR-18342) and Site Development Plan Review (SDR-37579).

3. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

4. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

5. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

6. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# SDR-75576 CONDITIONS

***Planning***

1. Approval of and conformance to the Conditions of Approval for Variance (VAR-75574) and Variance (VAR-75575) shall be required, if approved.

2. Conformance to the approved conditions for Variance (VAR-37277), Variance (VAR-37276), Variance (VAR-37627), Variance (VAR-69639), Site Development Plan Review (SDR-18342) and Site Development Plan Review (SDR-37579).

3. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

4. All development shall be in conformance with the site plan, landscape plan, and building elevations, date stamped [01/08/19], except as amended by conditions herein.

5. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

6. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit.

7. A fully operational fire protection system, including fire apparatus roads, fire hydrants and water supply, shall be installed and shall be functioning prior to construction of any combustible structures.

8. All City Code requirements and design standards of all City Departments must be satisfied, except as modified herein.

***Public Works***

9. Correct all American's with Disabilities Act (ADA) deficiencies, if any, on the sidewalk along Vista Drive adjacent to this site in accordance with code requirements of Title 13.56.040 to the satisfaction of the City Engineer concurrent with development of this site.

10. No additional trees or landscaping over 3-feet tall shall be allowed in the public sewer easement (20090825:02140) along the north 20-feet of this site.

11. Meet with the Flood Control Section of the Department of Public Works for assistance with establishing finished floor elevations and drainage paths for this site prior to submittal of construction plans, the issuance of any building or grading permits or the submittal of a map for this site, whichever may occur first. Provide and improve all drainage ways as recommended.

12. Site development to comply with all applicable conditions of approval for Site Development Plan Review (SDR-18342) and all other applicable site-related actions.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

The applicant is proposing a two-story, 10,800 square-foot addition to an existing two-story, 65,800 square-foot private school located at 1312 Vista Drive within the R-E (Residence Estates) zoning district.

## ISSUES

- A Variance is requested to allow a 20-foot side yard setback where Residential Adjacency Standards require a minimum 101-foot setback. Staff does not support this request.
- A second Variance is requested to intensify a previously approved Variance (VAR-37277) that allowed 21 parking spaces where 25 were required to allow 21 parking spaces where 49 are now required with the proposed classroom addition. Staff does not support this request.
- A new chain link fence with gate has been proposed for the south end of the site. Staff does not support the use of chain link fencing as it is a prohibited material.

## ANALYSIS

The proposed addition will add eight additional classrooms to the existing school campus, four classrooms on the first floor and four classrooms on the second floor. The addition would occur on the southern edge of the existing structure on area currently used as an outdoor field.

The proposed addition is designed to match the existing structure, including the height of 34 feet. This has resulted in the need of a Residential Adjacency Setback Variance for the south edge of the proposed structure, as it would require a 101-foot setback from that southern property line due to the existing single-family residence south of the school campus. Staff recognizes the fact that the applicant also owns this single-family residential home, but Title 19 does not allowances for properties owned by the same ownership and the Variance is still required. As the proposed structure does not comply with the residential adjacency standards set forth by Title 19.06, staff is recommending denial of the proposal.

Title 19.12 requires three parking spaces for every classroom in a primary school. The addition of eight classrooms requires 24 additional parking spaces for the school campus. The applicant has proposed zero additional parking spaces with the proposed addition, which intensifies the previously approved Variance (VAR-37277) approved in 2010, by the City Council. The new request is to allow 21 parking spaces where 49 are now required. Staff recognizes parents, day care facilities, etc. are dropping off the majority of the students, but an additional eight classrooms introduces at least eight additional staff members who are going to need additional parking. Staff is unable to support the intensification of an existing parking deficiency.

The proposed structure would be constructed on an area currently utilized as a field area for students. No existing trees and/or shrubbery would be displaced, nor is any additional landscape materials proposed as part of the building addition. The applicant has proposed a vehicle passage gate to be located in a chain link fence adjacent to the building addition. Staff does not support this request as chain link is a prohibited material within the City of Las Vegas.

Due to the necessity of a parking Variance and a Variance of the Residential Adjacency Standards, staff is unable to support the proposed classroom addition and is recommending denial of all applications. If approved, staff has added recommended Conditions of Approval.

**FINDINGS (VAR-75574)** ***[Residential Adjacency]***

In accordance with the provisions of Title 19.16.140(B), Planning Commission and City Council, in considering the merits of a Variance request, shall not grant a Variance in order to:

1. Permit a use in a zoning district in which the use is not allowed;
2. Vary any minimum spacing requirement between uses;
3. Relieve a hardship which is solely personal, self-created or financial in nature."

Additionally, Title 19.16.140(L) states:

> "Where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property at the time of enactment of the regulation, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the piece of property, the strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property, a variance from that strict application may be granted so as to relieve the difficulties or hardship, if the relief may be granted without substantial detriment to the public good, without substantial impairment of affected natural resources and without substantially impairing the intent and purpose of any ordinance or resolution."

No evidence of a unique or extraordinary circumstance has been presented, in that the applicant has created a self-imposed hardship by proposing an addition to an existing structure that exceeds the allowable height. An alternative design would allow conformance to the Title 19 requirements. In view of the absence of any hardships imposed by the site's physical characteristics, it is concluded that the applicant's hardship is preferential in nature, and it is thereby outside the realm of NRS Chapter 278 for granting of Variances.

**FINDINGS (VAR-75575) *[Parking]***

In accordance with the provisions of Title 19.16.140(B), Planning Commission and City Council, in considering the merits of a Variance request, shall not grant a Variance in order to:

1. Permit a use in a zoning district in which the use is not allowed;
2. Vary any minimum spacing requirement between uses;
3. Relieve a hardship which is solely personal, self-created or financial in nature."

Additionally, Title 19.16.140(L) states:

> "Where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property at the time of enactment of the regulation, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the piece of property, the strict application of any zoning regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property, a variance from that strict application may be granted so as to relieve the difficulties or hardship, if the relief may be granted without substantial detriment to the public good, without substantial impairment of affected natural resources and without substantially impairing the intent and purpose of any ordinance or resolution."

No evidence of a unique or extraordinary circumstance has been presented, in that the applicant has created a self-imposed hardship by not proposing additional parking. The applicant owns additional property in the immediate area that could accommodate sufficient parking for the existing school campus and the proposed addition, allowing conformance to the Title 19 requirements for parking. In view of the absence of any hardships imposed by the site's physical characteristics, it is concluded that the applicant's hardship is preferential in nature, and it is thereby outside the realm of NRS Chapter 278 for granting of Variances.

## FINDINGS (SDR-75576)

In order to approve a Site Development Plan Review application, per Title 19.16.100(E) the Planning Commission and/or City Council must affirm the following:

1. **The proposed development is compatible with adjacent development and development in the area;**

   Due to the proposed height of the addition, staff finds the proposed addition will not be compatible with the adjacent single family residential development to the south as the applicant has proposed a 20-foot setback where residential adjacency standards require at least 101 feet for a structure that tall.

2. **The proposed development is consistent with the General Plan, this Title, and other duly-adopted city plans, policies and standards;**

   The proposed development is not consistent with Title 19 requirements for residential adjacency standards or the minimum parking requirements.

3. **Site access and circulation do not negatively impact adjacent roadways or neighborhood traffic;**

   Site access and circulation remains as constructed. The proposed classroom addition will bring additional vehicles to the area and intensify neighborhood traffic.

4. **Building and landscape materials are appropriate for the area and for the City;**

   No landscape materials are proposed, as the existing landscaping will remain as is. The building materials proposed will match the existing structure and are appropriate for the area.

5. **Building elevations, design characteristics and other architectural and aesthetic features are not unsightly, undesirable, or obnoxious in appearance; create an orderly and aesthetically pleasing environment; and are harmonious and compatible with development in the area;**

   The proposed building elevations are not unsightly or undesirable, but they are not harmonious or compatible with development in the area as the proposed addition intensifies an existing parking Variance and requires a second Variance due to the height of the proposed addition not meeting residential adjacency standards.

6. **Appropriate measures are taken to secure and protect the public health, safety and general welfare.**

   If approved, the subject addition is subject to building permit reviews and regular inspections during construction thus protecting the public health, safety and general welfare.

## BACKGROUND INFORMATION

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc.*** | |
|---|---|
| 10/24/91 | The Board of Zoning adjustment approved a request for Special Use Permit (U-0256-91) for a proposed Synagogue with a child care use. |
| 08/17/94 | The City Council approved a Rezoning (Z-0057-94) from R-E (Residence Estates) to P-R (Professional Office and Parking) at 1253 Arville Street. The Planning Commission recommended approved the request. |
| 07/25/95 | The Board of Zoning Adjustment approved a request for a Plot Plan and Elevation Review [U-0085-95(1)] for a proposed 7,700 square-foot two-story off-site church related school at 1253 Arville Street. |
| 03/26/98 | The Planning Commission struck a request from the agenda for a Site Development Plan Review [Z-57-94(1)] for a proposed 11,959 square foot synagogue at 1261 Arville Street. This item was replaced with a Variance (V-0013-98) at the Planning Commission's discretion. |
| 04/14/98 | The Board of Zoning Adjustment approved a request for a Variance (V-0013-98) to allow a 10-foot rear yard setback where 15 feet is required; and an 11,959 square-foot building where 10,000 square feet is the maximum allowed on property located at 1261 Arville Street. NOTE: This application replaced Z-57-94(1). |
| 08/15/01 | The City Council denied an appeal of the Planning Commissions denial of a request for a Site Development Plan Review and Special Use Permit (U-0065-01) which includes a reduction in the amount of required perimeter and parking lot landscaping for a proposed 4,893 square-foot Church complex on 1.0 acre located at 1214 Vista Drive. |
| 08/09/07 | The Planning Commission approved a request to table a request for a Variance (VAR-22086) to allow a 23-foot setback where residential adjacency standards require an 87-foot setback and to allow a 44-foot building height where a 35-foot building height is the maximum allowed for a proposed 84,276 square-=foot private school on 4.01 acres adjacent to the west side of Vista Drive, approximately 530 feet south of Charleston Boulevard. |

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc.*** | |
|---|---|
| 01/09/08 | The City Council approved a request for a Site Development Plan Review (SDR-18342) for a proposed 84,276 square-foot, 44-foot tall private school and a Waiver of the perimeter landscape buffer requirements to allow no landscaping along the north and east property lines and along portions of the south and west property lines where a minimum eight-foot wide landscape buffer is required on 4.01 acres adjacent to the west side of Vista Drive, approximately 530 feet south of Charleston Boulevard. The application was amended to 77,881 square-foot, 35-foot tall private school with no landscape waiver requested. The Planning Commission and staff recommended approval. |
| 06/16/10 | A request for a Review of Condition (ROC-37581) of "D" of a previously approved Site Development Plan Review (SDR-18342) to delete the requirement to install diverters in the street in front of the school at 1312 Vista Drive was withdrawn without prejudice. |
| 06/16/10 | The City Council approved a request for a Variance (VAR-37277) to allow 21 parking spaces where 25 parking spaces are required on 4.04 acres at 1312 Vista Drive and 1261 Arville Street. The Planning Commission recommended approval and staff recommended denial. |
| | The City Council approved a request for Variance (VAR-37276) to allow a ten-foot rear yard setback where 35 feet is required on 4.04 acres at 1312 Vista Drive and 1261 Arville Street. The Planning Commission recommended approval, staff recommended denial. |
| | The City Council approved a request for Variance (VAR-37627) to allow two attached institutional signs where one sign is allowed on 3.03 at 1312 Vista Drive. The Planning Commission recommended approval, staff recommended denial. |
| | The City Council approved a request for a Major Amendment (SDR-37579) to a previously approved Site Development Plan Review (SDR-18342) for a private school to remove 15 required trees from the landscape buffer along a portion of the west perimeter on 4.04 acres at 1312 Vista Drive and 1261 Arville Street. The Planning Commission recommended approval, staff recommended denial. |
| | The City Council approved a request for Site Development Plan Review (SDR-36050) for a proposed 1,440 square-foot temporary classroom with a Waiver to allow a zero-foot landscape buffer along a portion of the west perimeter on 4.04 acres at 1312 Vista Drive and 1261 Arville Street. The Planning Commission recommended approval, staff recommended denial. |
| 07/11/17 | The Planning Commission approved a request for a Variance (VAR-69639) to allow an eight-foot tall wrought iron fence in the front yard where a maximum height of five feet is allowed on 3.03 acres at 1312 Vista Drive. Staff recommended denial. |

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc.*** | |
|---|---|
| 02/26/19 | The Planning Commission voted to APPROVE the following requests:<br>• Variance (VAR-75574) TO ALLOW A 20-FOOT RESIDENTIAL ADJACENCY SETBACK WHERE 101 FEET IS REQUIRED<br>• Variance (VAR-75575) TO ALLOW 21 PARKING SPACES WHERE 49 PARKING SPACES ARE REQUIRED<br>• Site Development Plan Review (SDR-75576) Major Amendment to an approved Site Development Plan Review (SDR-18342) FOR A PROPOSED 10,800 SQUARE-FOOT ADDITION TO AN EXISTING 65,800 SQUARE-FOOT PRIVATE SCHOOL on 3.03 acres at 1312 Vista Drive (APN 162-06-501-004), R-E (Residence Estates) Zone, Ward 1 (Tarkanian) [PRJ-74719]. |

| ***Most Recent Change of Ownership*** | |
|---|---|
| 11/30/92 | A deed was recorded for a change in ownership. |

| ***Related Building Permits/Business Licenses*** | |
|---|---|
| 09/18/09 | A building permit (C-128456) was issued for on-sites and hardscapes at 1312 Vista Drive. The permit did not receive its final approval. |
| | A building permit (C-128454) was issued for a private school at 1312 Vista Drive. The permit received its final approval on 11/23/10. |
| | A building permit (C-128457) was issued for trash enclosures at 1312 Vista Drive. The permit received its final approval on 10/27/10. |
| 07/07/10 | A building permit (C-165051) was issued for a sign (tag #11669) at 1312 Vista Drive. The permit received its final approval on 10/01/10. |
| 07/13/10 | A building permit (C-167220) was issued for a sign (tag #11677) at 1312 Vista Drive. The permit received its final approval on 10/01/10. |

| ***Pre-Application Meeting*** | |
|---|---|
| 10/08/18 | A pre-application meeting was held to discuss the submittal requirements for the proposed addition. |

| ***Neighborhood Meeting*** |
|---|
| A Neighborhood meeting was not required, nor was one held. |

| ***Field Check*** | |
|---|---|
| 01/14/19 | Staff performed a routine field check where nothing of concern was noted by staff. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Net Acres | 3.03 |

| ***Surrounding Property*** | ***Existing Land Use Per Title 19.12*** | ***Planned or Special Land Use Designation*** | ***Existing Zoning District*** |
|---|---|---|---|
| Subject Property | Private School | R (Rural Density Residential) | R-E (Residence Estates) |
| North | Church/House of Worship | R (Rural Density Residential) | R-E (Residence Estates) |
| South | Single Family, Detached | R (Rural Density Residential) | R-E (Residence Estates) |
| East | Single Family, Detached | R (Rural Density Residential) | R-E (Residence Estates) |
| West | Office, Other Than Listed<br>Individual Care Center (Daycare) | SC (Service Commercial) | P-R (Professional Office and Parking) |

| ***Master and Neighborhood Plan Areas*** | ***Compliance*** |
|---|---|
| No Applicable Master Plan Area | N/A |
| ***Special Area and Overlay Districts*** | ***Compliance*** |
| A-O (Airport Overlay) District – 175 Feet | Y |
| RP-O (Rural Preservation Overlay) District | Y |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Trails | N/A |
| Las Vegas Redevelopment Plan Area | N/A |
| Interlocal Agreement | N/A |
| Project of Significant Impact (Development Impact Notification Assessment) | N/A |
| Project of Regional Significance | N/A |

## DEVELOPMENT STANDARDS

***Pursuant to Title 19.06, the following standards apply for the R-E Zoning District:***

| ***Standard*** | ***Required/Allowed*** | ***Provided*** | ***Compliance*** |
|---|---|---|---|
| Min. Setbacks<br>• Side | 10 Feet | 16 Feet | Y |
| Max. Building Height | 15 Feet | 34 Feet | N* |
| Mech. Equipment | Screened | By Condition | |

**Residential Adjacency Standards require the building to be setback 101 feet from the southern property line.*

NE

| ***Residential Adjacency Standards*** | ***Required/Allowed*** | ***Provided*** | ***Compliance*** |
|---|---|---|---|
| 3:1 proximity slope | 101 Feet | 20 Feet | N* |

| ***Street Name*** | ***Functional Classification of Street(s)*** | ***Governing Document*** | ***Actual Street Width (Feet)*** | ***Compliance with Street Section*** |
|---|---|---|---|---|
| Vista Drive | Local Street | Title 13 | 60 | Y |

***Pursuant to Title 19.08 and 19.12, the following parking standards apply:***

| ***Parking Requirement*** | | | | | | | |
|---|---|---|---|---|---|---|---|
| ***Use*** | ***Gross Floor Area or Number of Units*** | ***Required*** | | | ***Provided*** | | ***Compliance*** |
| | | ***Parking Ratio*** | *Parking* | | *Parking* | | |
| | | | Regular | Handi-capped | Regular | Handi-capped | |
| Private School, Primary | 8 Classrooms | 3 Per Classroom | 24 | | | | |
| **SPACES REQUIRED FOR ADDITION** | | | 24 | | Zero | | N* |
| **Regular and Handicap Spaces Required** | | | 23 | 1 | Zero | | |
| **TOTAL SPACES REQUIRED** | | | 47 | 2 | 19 | 2 | |
| | | | 49 | | 21 | | |
| Percent Deviation | | | 43% | | | | |

**The City Council approved a Parking Variance (VAR-37277) on June 16, 2010 to allow 21 parking spaces where 25 are required. The applicant is proposing zero additional parking spaces with this proposed classroom addition increasing the intensity of the previously approved Parking Variance.*

# DEPARTMENT OF PLANNING

## STATEMENT OF FINANCIAL INTEREST

Case Number: _____ APN: 162-06-501-004

Name of Property Owner: Chabad Southern Nevada Inc.

Name of Applicant: Desert Torah Academy

Name of Representative: Brown, Brown and Premsrirut

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ **Yes** ☒ **No**

If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.

City Official: _____

Partner(s): _____ _____

APN: _____

Signature of Property Owner: _____

Print Name: Rabbi Shea Harlig

Subscribed and sworn before me

This 27 day of December, 2018

Rachel Ramstetter

Notary Public in and for said County and State

RACHEL RAMSTETTER
Notary Public State of Nevada
No. 96-2718-1
My Appt. Exp. May 17, 2020

PRJ-74719
01/08/19

Revised 03/28/16

# DEPARTMENT OF PLANNING

## APPLICATION / PETITION FORM

**Application/Petition For:** SDR and Variance to add 10, 800 SF to existing school (pre-8)

**Project Address (Location)** 1312 Vista Drive

**Project Name** Desert Torah Academy Addition **Proposed Use**

**Assessor's Parcel #(s)** 162-06-501-004 **Ward #** 1 Tarkanian

**General Plan:** existing proposed **Zoning:** existing R-E proposed R-E

**Commercial Square Footage** **Floor Area Ratio** .580

**Gross Acres** **Lots/Units** **Density**

**Additional Information** Addition consists of eight classrooms to existing 65,800 SF school. Variances for two parking space deficiency an residential adjacency.

**PROPERTY OWNER** Chabad Southern Nevada Inc **Contact** Rabbi Shea Harlig

**Address** 1261 South Arville **Phone:** (702) 259-0770 **Fax:**

**City** Las Vegas **State** NV **Zip** 89102

**E-mail Address** RabbiHarlig@ChabadLV.com

**APPLICANT** Desert Torah Academy **Contact** Rabbi Shea Harlig

**Address** 1312 Vista Drive **Phone:** (702) 259-0770 **Fax:**

**City** Las Vegas **State** NV **Zip** 89102

**E-mail Address** RabbiHarlig@ChabadLV.com

**REPRESENTATIVE** Brown, Brown & Premsrirut **Contact** Lora Dreja

**Address** 520 South Fourth Street **Phone:** (702) 384-5563 **Fax:** (702) 385-1023

**City** Las Vegas **State** NV **Zip** 89101

**E-mail Address** Lora@brownlawlv.com

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.

**Property Owner Signature*** _____

*An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps, and Parcel Maps.

**Print Name** Yehoshua Harlig

Subscribed and sworn before me

This 27 day of December, 20 18.

Rachel Ramstetter

Notary Public in and for said County and State

RACHEL RAMSTETTER
Notary Public State of Nevada
No. 96-2718-1
My Appt. Exp. May 17, 2020

Revised 10/27/08

***FOR DEPARTMENT USE ONLY***

| |
|---|
| **Case #** |
| **Meeting Date:** |
| **Total Fee:** |
| **Date Received:*** |
| **Received By:** |

*The application will not be deemed complete until the submitted materials have been reviewed by the Department of Planning for consistency with applicable sections of the Zoning Ordinance.

PRJ-74719
09/08/19

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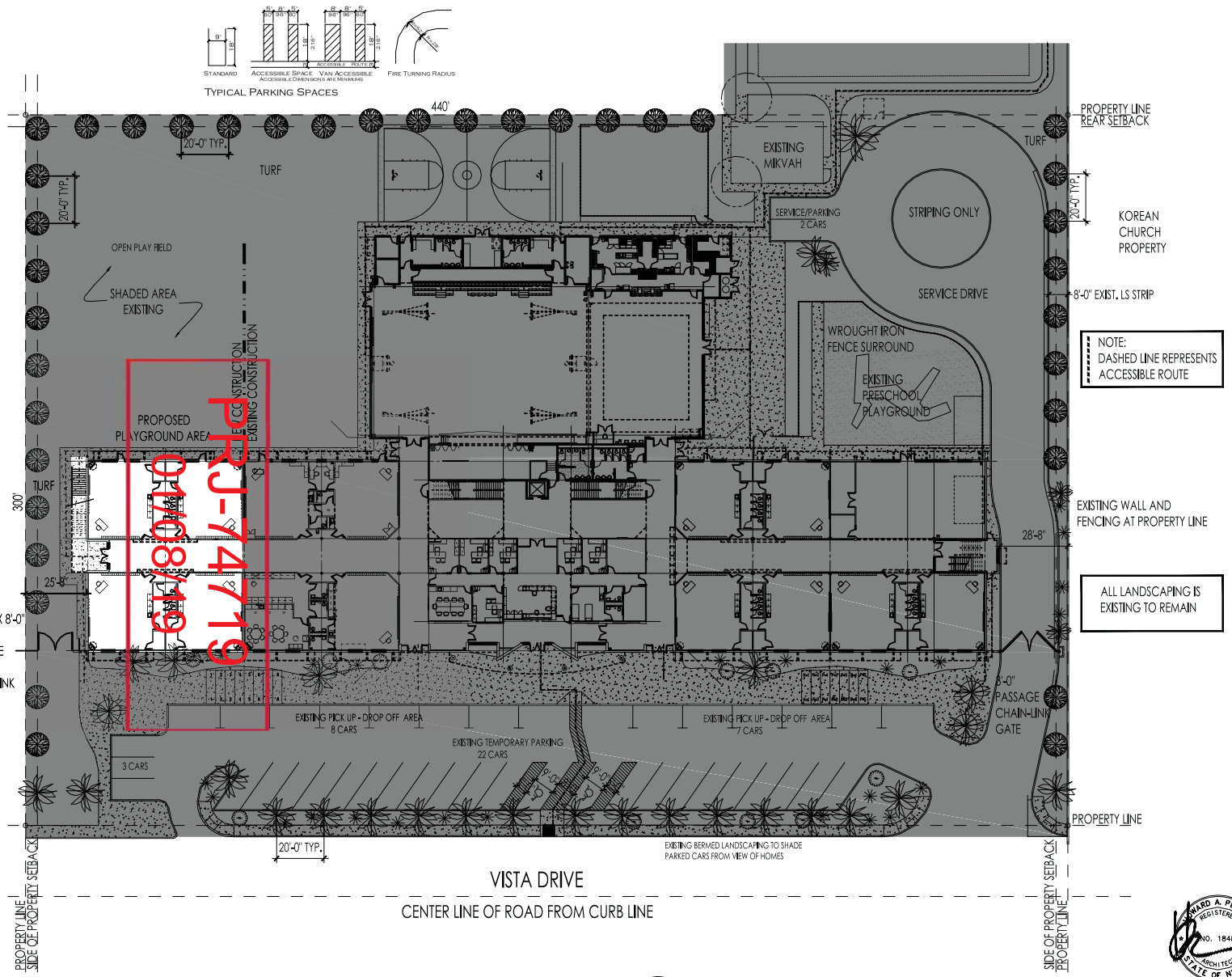



## SITE INFORMATION

ZONING:
R-E - RURAL ESTATES
APN:
PARCEL NO. 162-06-510-004

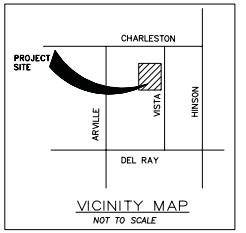
RESIDENTIAL AREA :
PARCEL: (APPROXIMATE, TO BE VERIFIED)

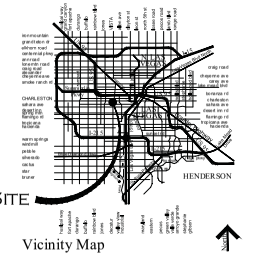
| | | |
|---|---|---|
| NET AREA: | 132,000 SF | 3.03 AC |
| BUILDING AREA: | | |
| EXISTING - 2 FLOORS | | 65,800 GSF |
| ADDITION - 2 FLOORS | | 10,800 GSF |
| TOTAL AREA: | | 76,600 GSF |
| FAR: | | 0.580 |

## PARKING REQUIREMENTS

REQUIRED:
PRIVATE OR PUBLIC K-8 SCHOOL — 3 PER CLASSROOM

| | | |
|---|---|---|
| REQ'D - EXISTING: | 22 * 3 = | 66 |
| REQ'D - ADDITION: | 8 * 3 + 10 ADMIN STAFF = | 34 |
| TOTAL REQ'D - EXISTING: | | 100 |
| EXISTING PARKING PROVIDED: | | |
| ADJACENT PROPERTY | | 56 |
| SERVICE | | 2 |
| DROP-OFF | | 18 |
| TEMPORARY | | 22 |
| TOTAL EXISTING: | | 98 |
| H/C REQUIRED: 76-100 SPACES = 4 HC SPACES | | 4 |
| PROVIDED: | | 4 |




EDWARD A. PERLMAN REGISTERED NO. 1848 ARCHITECT STATE OF NEVADA
September 19, 2018

NORTH

SCALE: 1" = 20'
0 20 40 80

PROJECT NO.: 118013 SEPTEMBER 19, 2018

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# SITE PLAN

CHABAD OF SOUTHERN NEVADA

# DESERT TORAH ACADEMY

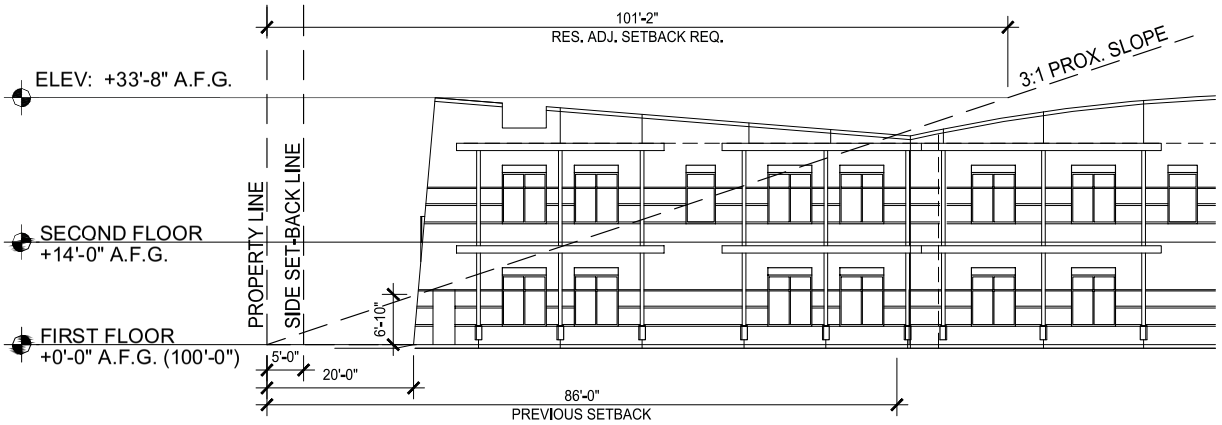
LAS VEGAS, NEVADA

Perlman ARCHITECTS



OVERALL ELEVATION

PRJ-74719
01/08/19




ENLARGED ELEVATION
SCALE: 1/8" = 1'-0"

EDWARD A. PERLMAN REGISTERED NO. 1848 ARCHITECT STATE OF NEVADA
September 19, 2018

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# CONCEPTUAL FRONT ELEVATION

NORTH

SCALE: 1/16" = 1'
0 16 32 64

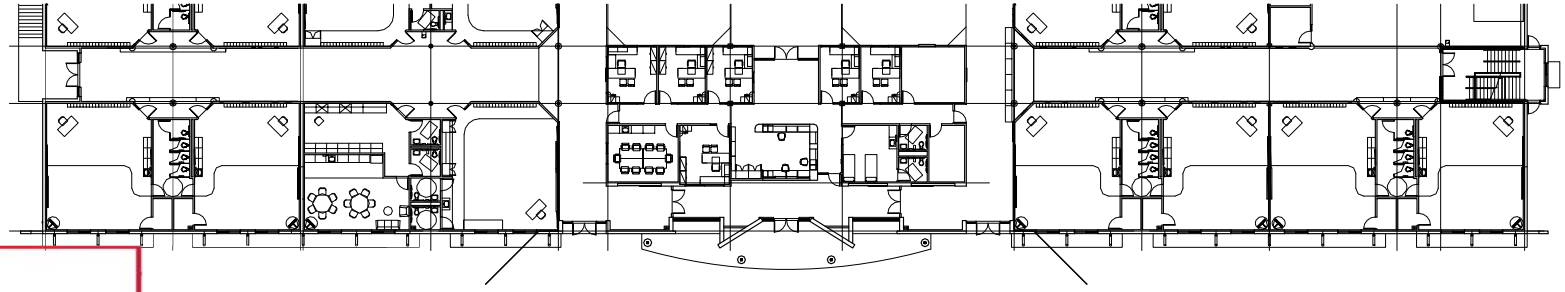
PROJECT NO.: 118013 SEPTEMBER 19, 2018

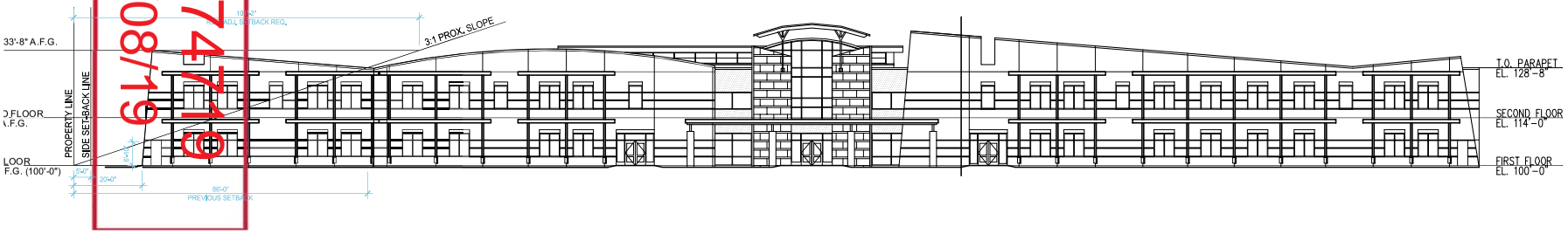
CHABAD OF SOUTHERN NEVADA

# DESERT TORAH ACADEMY

LAS VEGAS, NEVADA

.\PA - Logo - 2015.07.15.jpg






PRJ-74719
01/08/19

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## Conceptual Elevation - East

EDWARD A. PERLMAN REGISTERED NO. 1848 ARCHITECT STATE OF NEVADA
January 7, 2019

Scale: 1" = 15'
0 15 30 60

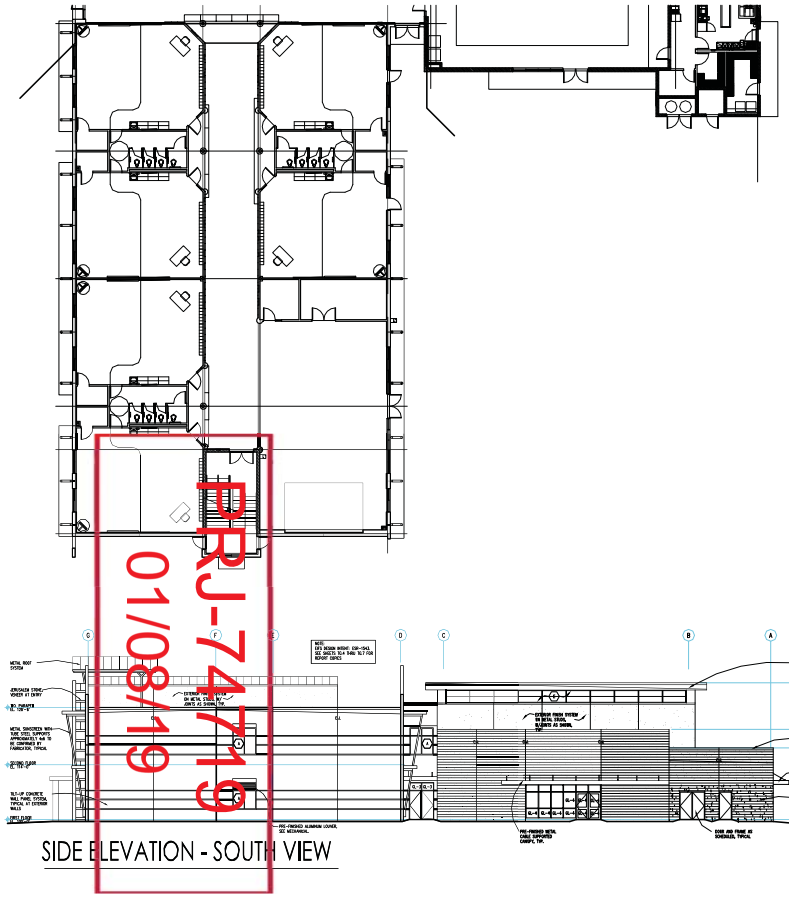
PROJECT No. 118013 January 7, 2019

CHABAD OF SOUTHERN NEVADA

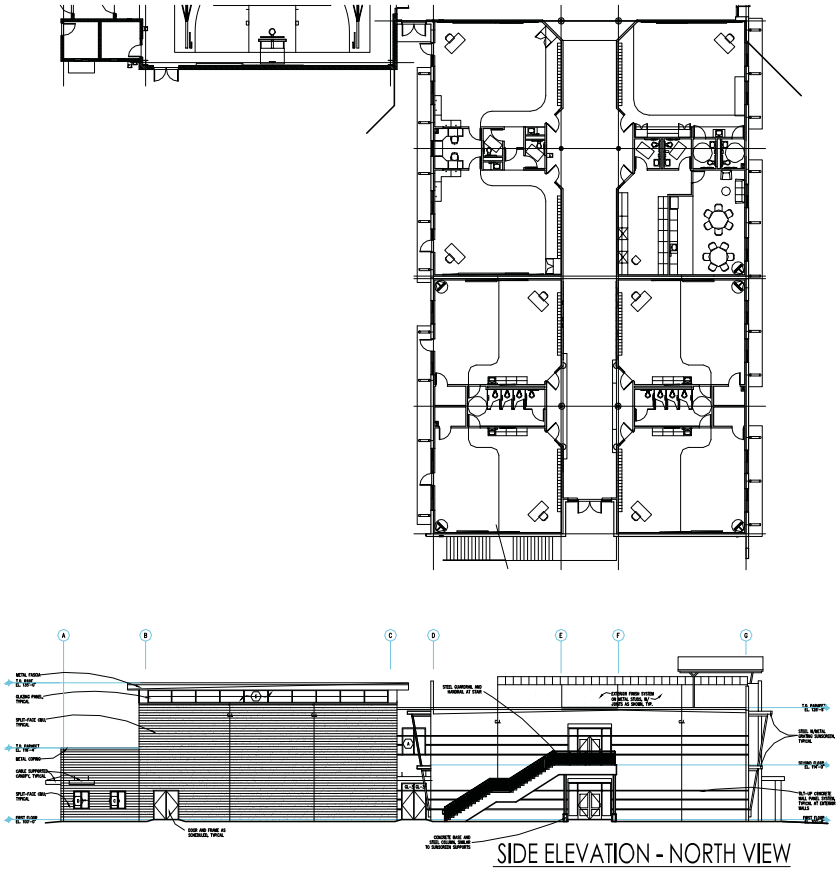
# Desert Torah Academy of Southern Nevada

Las Vegas, Nevada

Perlman ARCHITECTS



SIDE ELEVATION - SOUTH VIEW



SIDE ELEVATION - NORTH VIEW

PRJ-74719
01/09/19

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## Conceptual Elevation - North and South

HOWARD A. PERLMAN REGISTERED NO. 1848 ARCHITECT STATE OF NEVADA
January 7, 2019

Scale: 1" = 15'
0 15 30 60

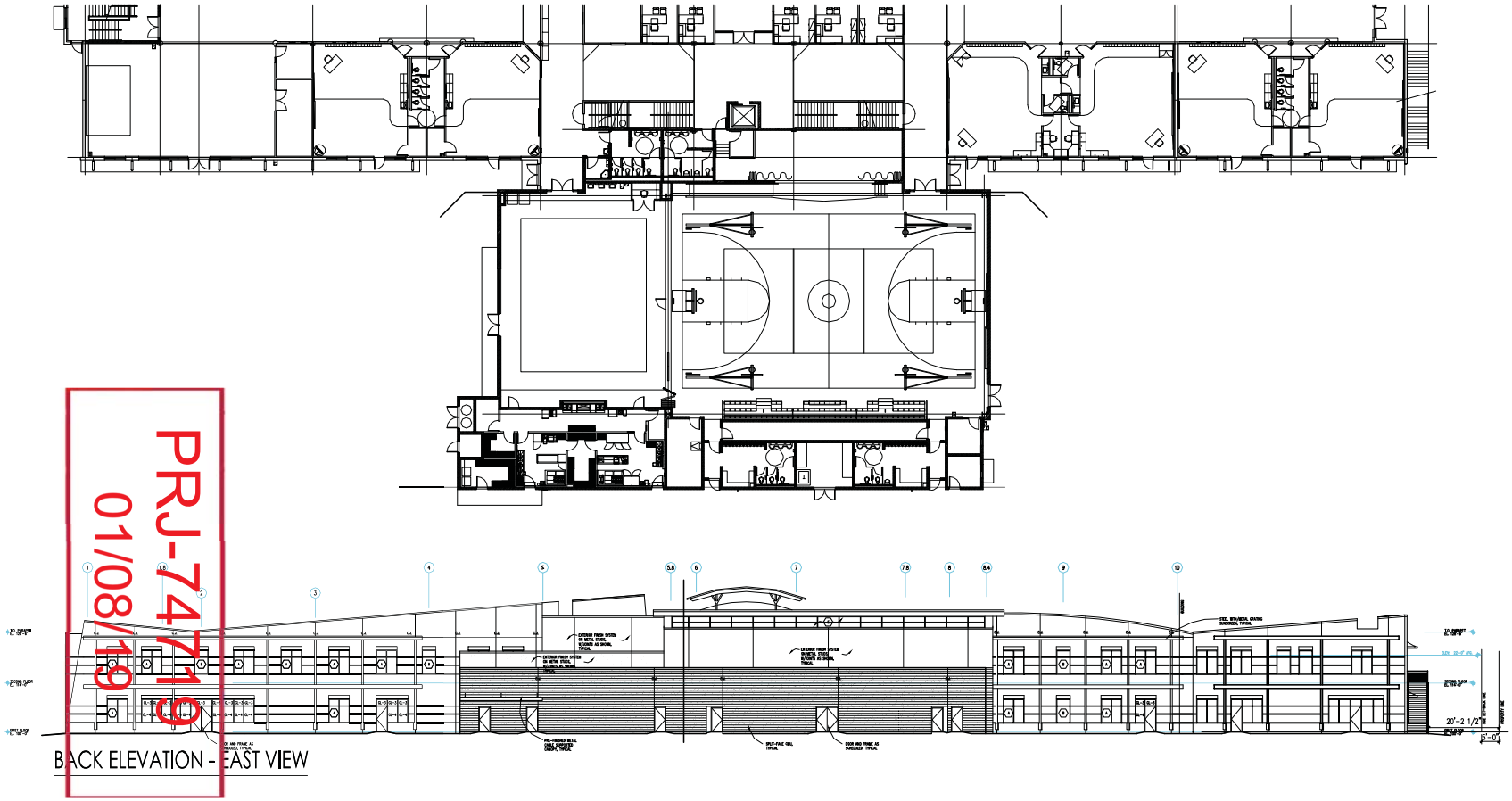
Project No. 118013 January 7, 2019

CHABAD OF SOUTHERN NEVADA

# Desert Torah Academy of Southern Nevada

Las Vegas, Nevada

Perlman ARCHITECTS




PRJ-74719
01/08/19

## Conceptual Elevation - West

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Scale: 1" = 15'

0 15 30 60

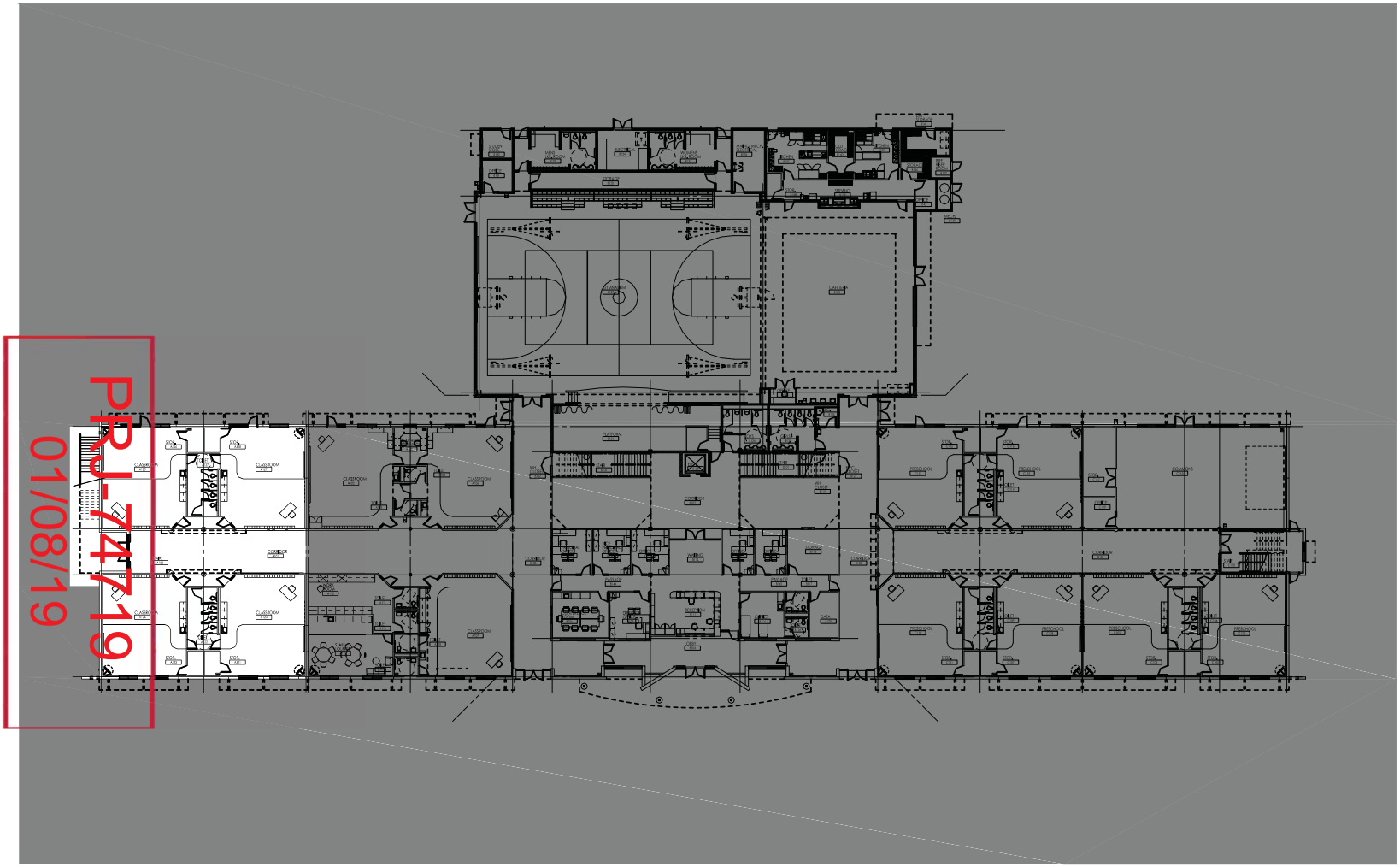
Project No. 118013 January 7, 2019

Chabad of Southern Nevada

# Desert Torah Academy of Southern Nevada

Las Vegas, Nevada

Perlman Architects



PR17-4719
01/08/19

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EDWARD A. PERLMAN REGISTERED NO. 1848 ARCHITECT STATE OF NEVADA
September 19, 2018

NORTH

SCALE: 1/16" = 1'
0 16 32 64

# First Floor

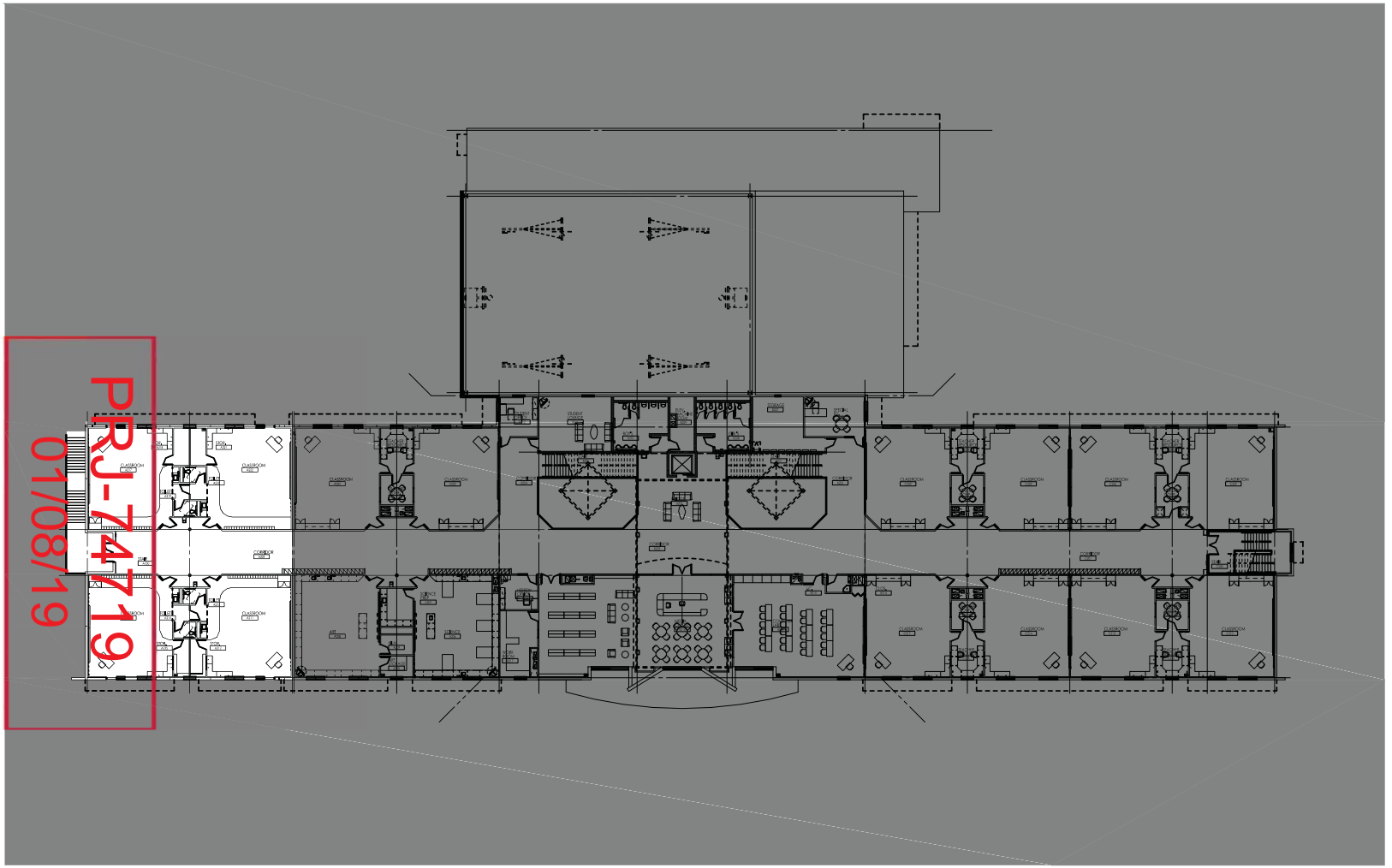
PROJECT NO.: 118013 SEPTEMBER 19, 2018

CHABAD OF SOUTHERN NEVADA

# Desert Torah Academy

LAS VEGAS, NEVADA

Perlman ARCHITECTS



PRJ-74419
01/08/19

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EDWARD A. PERLMAN REGISTERED ARCHITECT NO. 1848 STATE OF NEVADA
September 19, 2018

NORTH

SCALE: 1/16" = 1'
0 16 32 64

PROJECT No.: 118013 SEPTEMBER 19, 2018

# SECOND FLOOR

CHABAD OF SOUTHERN NEVADA

# DESERT TORAH ACADEMY

LAS VEGAS, NEVADA

Perlman ARCHITECTS



**VAR-75574 [PRJ-74719] - VARIANCE RELATED TO VAR-75575 AND SDR-75576 - APPLICANT: DESERT TORAH ACADEMY - OWNER: CHABAD SOUTHERN NEVADA, INC.**
**1312 VISTA DRIVE**

01/14/2019



**VAR-75574 [PRJ-74719] - VARIANCE RELATED TO VAR-75575 AND SDR-75576 - APPLICANT: DESERT TORAH ACADEMY - OWNER: CHABAD SOUTHERN NEVADA, INC.**
**1312 VISTA DRIVE**

01/14/2019




**VAR-75574 [PRJ-74719] - VARIANCE RELATED TO VAR-75575 AND SDR-75576 - APPLICANT: DESERT TORAH ACADEMY - OWNER: CHABAD SOUTHERN NEVADA, INC.**
**1312 VISTA DRIVE**

01/14/2019

בס"ד

# Chabad of Southern Nevada

-An affiliate of the Worldwide Chabad Lubavitch Movement-


**Regional Headquarters**
**1261 Arville St.**
**Las Vegas, NV 89102**
(702)259-0770
(702)877-4700 Fax
www.chabadlv.org
info@chabadlv.com

**Rabbi Shea Harlig**
***Director***

**Chabad of Summerlin**
(702)855-0770
**Rabbi Yisroel Schanowitz**
**Director**

**Chabad of Green Valley**
(702)617-0770
**Rabbi Mendy Harlig**
**Director**

**Chabad UNLV**
(702)635-1656
**Rabbi Tzvi Bronchtain**
**Director**

**Chabad of Southwest**
**(702)821-0770**
**Rabbi Levi Wilhelm**
**Director**

**Chabad East – Or Bamidbar**
**(702)334-5463**
**Rabbi Yosef Shuchat**
**Director**

**Chabad of Red Rock**
**702-217-2170**
**Rabbi Yosef Rivkin**
**Director**

**Chabad of the Strip**
**(702)683-0333**
**(702)596-1770**
**Rabbi Motti Harlig**
**Rabbi Levi Harlig**
**Directors**

**Desert Torah Academy**
**Torah Tots Preschool**
(702)259-1000
www.deserttorahacademy.org
**Mrs. Dina Harlig Director**
**Rabbi M.B. Rodman Principal**


September 19, 2018

City of Las Vegas - Department of Planning
333 N. Rancho Drive
Las Vegas, NV 89106

**RE: Desert Torah Academy of Southern Nevada Addition**
**1. SUP – Private School**

To Whom It May Concern:

With respect to Desert Torah Academy applying for the SUP above. Please accept this Letter of Justification, also requesting the following Waivers for the Private School Use:

1. Parking waiver. (98 parking spaces where 100 are required).
2. Residential adjacency setback. (20'-0" where 101'-2" req'd).
3. Residential adjacency height. (33'-8" A.F.G. where 6'-10" A.F.G. allowed).

We respectfully propose an expansion to our school located at 1312 Vista Drive, Las Vegas, 89102. The building will match the existing building in detail, height and color and will include 4 more classrooms on the first floor and four more on the second floor. It will attach to the south portion of the building and will be in line with the front of the existing building. It is totally within the fenced in area of our existing school. Our side and rear year setbacks will exceed those required by ordinance and provide fire access to the back of the building. The residential property adjacent to the school to the south is owned by the school. We do not know of anyone in the neighborhood that objects to this project.

Thank you for your consideration to approve the Special Use Permit necessary to expand our school..

Sincerely,

**CHABAD OF SOUTHERN NEVADA**
**DESERT TORAH ACADEMY**

Rabbi Shea Harlig

Director

PRJ-74719
01/08/19

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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Las Vegas, NV
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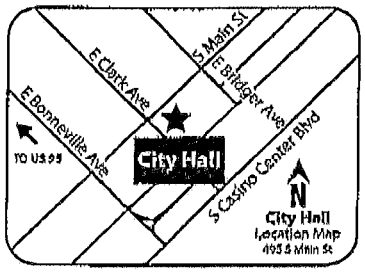
## Return Service Requested
## Official Notice of Public Hearing

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.
**VAR-75574 and VAR-75575 [PRJ-74719]**
City Council Meeting of **3/20/2019**

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2019 MAR 11 A 7:40
CITY CLERK

Case: VAR-75574 AND VAR-75575
162066100 16
Y D H L L C
1261 S ARVILLE ST
LAS VEGAS NV 89102-1600

89 LRDPMP1 89102

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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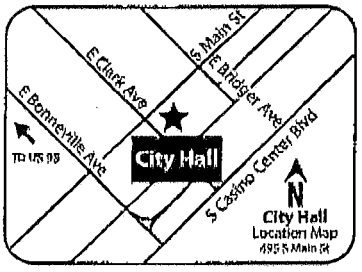
## Official Notice of Public Hearing

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**VAR-75574 and VAR-75575 [PRJ-74719]**
City Council Meeting of **3/20/2019**

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Case: VAR-75574 AND VAR-75575
162066100 20
BANNER CIRCLE L L C
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LAS VEGAS NV 89102-1600

89 LRDPMP1 89102

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Las Vegas, Nevada 89101

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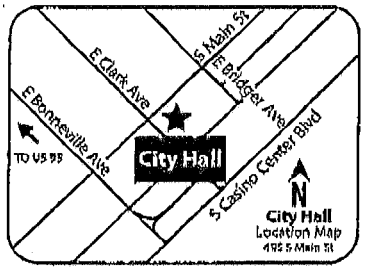
## Return Service Requested
## Official Notice of Public Hearing

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**VAR-75574 and VAR-75575 [PRJ-74719]**
City Council Meeting of **3/20/2019**

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Case: VAR-75574 AND VAR-75575
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1261 S ARVILLE ST
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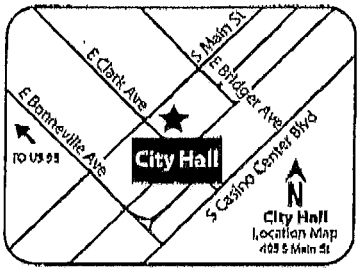
## Official Notice of Public Hearing

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**VAR-75574 and VAR-75575 [PRJ-74719]**
City Council Meeting of **3/20/2019**

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Case: VAR-75574 AND VAR-75575
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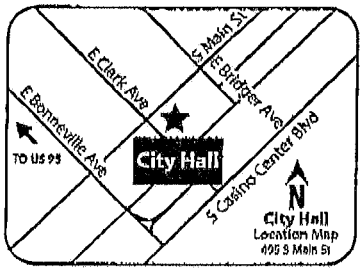


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City Council Meeting of **3/20/2019**

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Case: VAR-75574 AND VAR-75575
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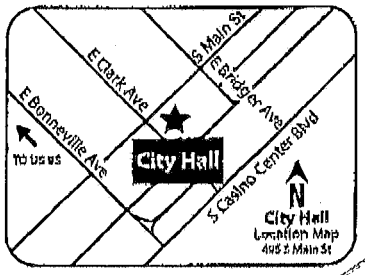


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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**VAR-75574 and VAR-75575 [PRJ-74719]**
City Council Meeting of **3/20/2019**

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2019 MAR 11 A 7:21

Case: VAR-75574 AND VAR-75575
16206510011
CHABAD SOUTHERN NEVADA INC
1261 S ARVILLE ST
LAS VEGAS NV 89102-1600

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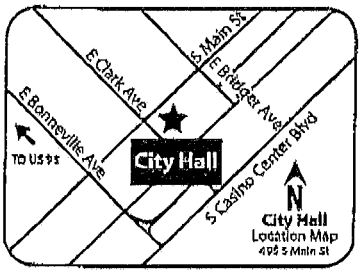
## Return Service Requested
## Official Notice of Public Hearing

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**VAR-75574 and VAR-75575 [PRJ-74719]**
City Council Meeting of **3/20/2019**

Case: VAR-75574 AND VAR-75575
16206216010
CHABAD SOUTHERN NEVADA INC
1261 S ARVILLE ST
LAS VEGAS NV 89102-1600

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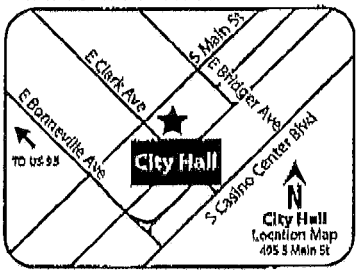


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2019 MAR 11 A 7:20

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**VAR-75574 and VAR-75575 [PRJ-74719]**
City Council Meeting of **3/20/2019**

Case: VAR-75574 AND VAR-75575
16206217046
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1261 S ARVILLE ST
LAS VEGAS NV 89102-1600

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Las Vegas, Nevada 89101

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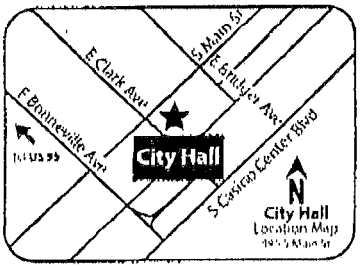


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

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**VAR-75574 and VAR-75575 [PRJ-74719]**

City Council Meeting of **3/20/2019**

Case: VAR-75574 AND VAR-75575
16206510029
DAR PROPERTIES L L C
1110 DARMAK DR
LAS VEGAS NV 89102

Submitted after final agenda

Date 3/14/19 Item 87 - 88

03/19/2019 12:17 091-702-9148984 LUK PAGE 02

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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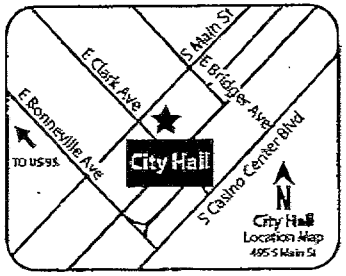
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.
**VAR-75574 and VAR-75575 [PRJ-74719]**
City Council Meeting of **3/20/2019**

131 LADFNPI 89144

Submitted after final agenda
Date 3/19/19 Item 96-99

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Case: VAR-75574 AND VAR-75575
13931411037
LUK KAYE & DIANA
10313 POMPEI PL
LAS VEGAS NV 89144

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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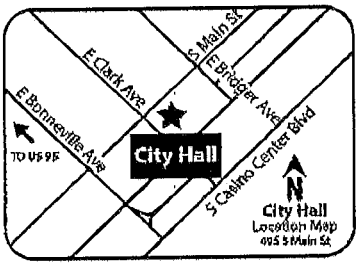


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[X] I SUPPORT this Request [ ] I OPPOSE this Request

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**VAR-75574 and VAR-75575 [PRJ-74719]**
City Council Meeting of **3/20/2019**

Case: VAR-75574 AND VAR-75575
16206602002
TAYLOR SAMUEL WALTER III
P O BOX 27679
LAS VEGAS NV 89126-1679

Submitted after final agenda

Date 3/18/19 Item 87-88

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

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Las Vegas, Nevada 89106

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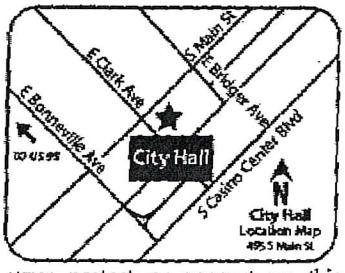


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**VAR-75574 and VAR-75575 [PRJ-74719]**
Planning Commission Meeting of **2/26/2019**

Case: VAR-75574 AND VAR-75575
13931411037
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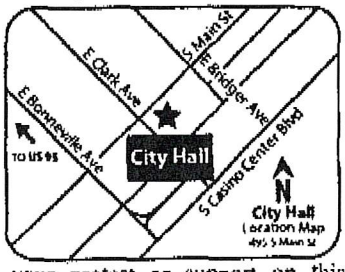


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Planning Commission Meeting of **2/26/2019**

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Case: VAR-75574 AND VAR-75575
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No! We demand 101' setback!




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Planning Commission Meeting of **2/26/2019**

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Case: VAR-75574 AND VAR-75575
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[X] I SUPPORT this Request

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Planning Commission Meeting of **2/26/2019**

Case: VAR-75574 AND VAR-75575
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Submitted after final agenda
Date 2/26/19 Item 34-35 34-35A

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Las Vegas, Nevada 89106

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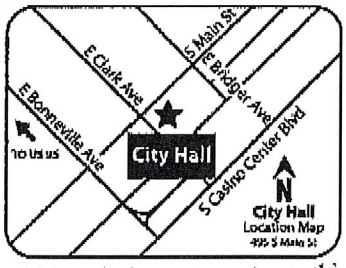


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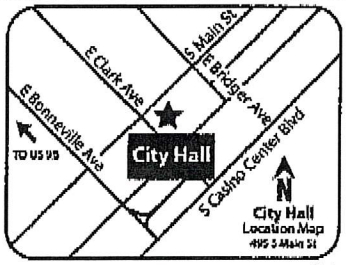


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Planning Commission Meeting of **2/26/2019**

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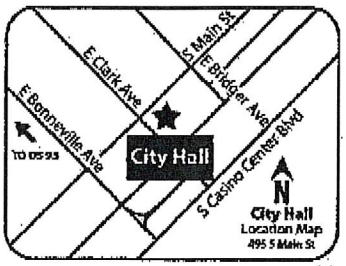


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Planning Commission Meeting of **2/26/2019**

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Case: VAR-75574 AND VAR-75575
16205602002
TAYLOR SAMUEL WALTER III
P O BOX 27679
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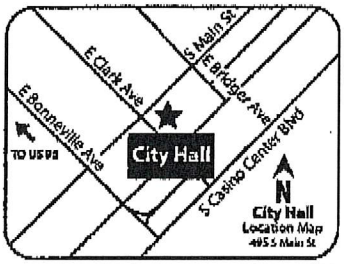


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Planning Commission Meeting of **2/26/2019**

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Case: VAR-75574 AND VAR-75575
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HARLIG RABBI YEHOSHUA & DINA
4211 MOUNTAIN VIEW BLVD
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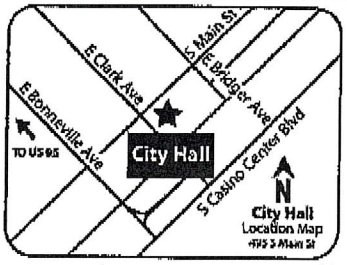


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Las Vegas, Nevada 89106

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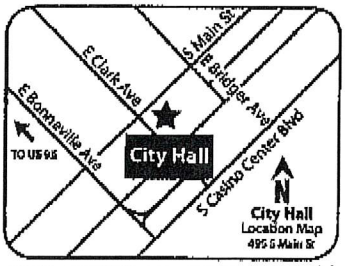


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Planning Commission Meeting of **2/26/2019**

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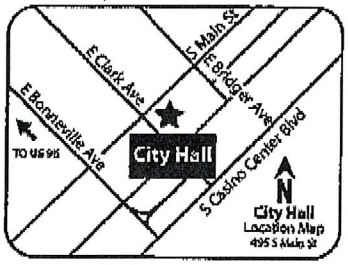


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Planning Commission Meeting of **2/26/2019**

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City of Las Vegas

Case: VAR-75574 AND VAR-75575
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# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**88**

**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
VAR-75575 - VARIANCE RELATED TO VAR-75574 - PUBLIC HEARING - APPLICANT: DESERT TORAH ACADEMY - OWNER: CHABAD SOUTHERN NEVADA, INC. - For possible action on a request for a Variance TO ALLOW 21 PARKING SPACES WHERE 49 PARKING SPACES ARE REQUIRED on 3.03 acres at 1312 Vista Drive (APN 162-06-501-004), R-E (Residence Estates) Zone, Ward 1 (Tarkanian) [PRJ-74719]. Staff recommends DENIAL. The Planning Commission (3-0-1 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 3 | Planning Commission Mtg. | 8 |
| City Council Meeting | 2 | City Council Meeting | 7 |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (3-0-1 vote) recommends APPROVAL, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Consolidated Backup

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**89**

**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
SDR-75576 - SITE DEVELOPMENT PLAN REVIEW RELATED TO VAR-75574 AND VAR-75575 - PUBLIC HEARING - APPLICANT: DESERT TORAH ACADEMY - OWNER: CHABAD SOUTHERN NEVADA, INC. - For possible action on a request for a Major Amendment to an approved Site Development Plan Review (SDR-18342) FOR A PROPOSED 10,800 SQUARE-FOOT ADDITION TO AN EXISTING 65,800 SQUARE-FOOT PRIVATE SCHOOL on 3.03 acres at 1312 Vista Drive (APN 162-06-501-004), R-E (Residence Estates) Zone, Ward 1 (Tarkanian) [PRJ-74719]. Staff recommends DENIAL. The Planning Commission (3-0-1 vote) recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| Planning Commission Mtg. | 3 | Planning Commission Mtg. | 8 |
| City Council Meeting | 2 | City Council Meeting | 8 |

**RECOMMENDATION:**
Staff recommends DENIAL. The Planning Commission (3-0-1 vote) recommends , if approved, subject to conditions:

**BACKUP DOCUMENTATION:**
1. Consolidated Backup
2. Comments from City of Las Vegas Department of Public Works Traffic Engineering Division
3. Support Postcards
4. Submitted after Final Agenda - Protest/Support Postcards
5. Backup Submitted at the February 26, 2019 Planning Commission Meeting

**Consistent with the City's sustainability efforts to reduce paper use, backup documentation pertaining to related items will appear as backup under the first item. This item includes such consolidated backup documentation. Please refer to the first related application in the subject line of the Agenda Summary Page.**

**SDR 75576**
**Desert Torah Academy**

# 1312 Vista Drive

Proposed 10.8 thousand square foot expansion of an existing 65.8 thousand square foot private school.

**Traffic produced by proposed development:**

| New Use | DESCRIPTION | #UNIT | RATE/# UNIT | TOTAL |
|---|---|---|---|---|
| Average Daily Traffic (ADT) | PRIVATE SCHOOL, K-8 [1000SF] | 10.8 | 27.67 | **299** |
| AM Peak Hour | | | 11.59 | **125** |
| PM Peak Hour | | | 6.53 | **71** |

*(heaviest 60 minutes)*

| Existing Use | DESCRIPTION | #UNIT | RATE/# UNIT | TOTAL |
|---|---|---|---|---|
| Average Daily Traffic (ADT) | PRIVATE SCHOOL, K-8 [1000SF] | 65.8 | 27.67 | **1,821** |
| AM Peak Hour | | | 11.59 | **763** |
| PM Peak Hour | | | 6.53 | **430** |

*(heaviest 60 minutes)*

| Total Use | DESCRIPTION | #UNIT | RATE/# UNIT | TOTAL |
|---|---|---|---|---|
| Average Daily Traffic (ADT) | PRIVATE SCHOOL, K-8 [1000SF] | 76.6 | 27.67 | **2,120** |
| AM Peak Hour | | | 11.59 | **888** |
| PM Peak Hour | | | 6.53 | **501** |

**Existing traffic on all nearby streets:**

| **Charleston Boulevard** | |
|---|---|
| Average Daily Traffic (ADT) | 35,649 |
| PM Peak Hour | 2852 |

*(heaviest 60 minutes)*

| **Arville Street** | |
|---|---|
| Average Daily Traffic (ADT) | 4,565 |
| PM Peak Hour | 275 |

*(heaviest 60 minutes)*

**Traffic Capacity of adjacent streets:**

| | Adjacent street ADT Capacity |
|---|---|
| Charleston Boulevard | 53,445 |
| Arville Street | 15,600 |

This project will add approximately 589 trips per day on Vista Dr., Del Rey Ave., Charleston Blvd. and Arville St. Currently, Charleston is at about 67 percent of capacity and Arville is at about 29 percent of capacity. With this project, Charleston is expected to be unchanged and Arville to be at about 31 percent of capacity. Counts are not available for Vista or Del Rey in this vicinity, but they are believed to be under capacity.

Based on Peak Hour use, this development will add about 125 additional peak hour trips into the area, or about two every minute.

Note that this report assumes all traffic from this development uses all named streets.

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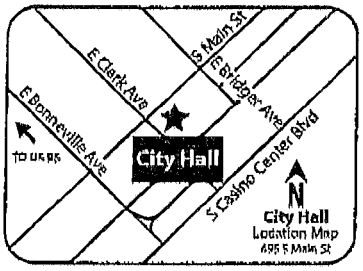


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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**SDR-75576 [PRJ-74719]**

City Council Meeting of **3/20/2019**

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CHABAD SOUTHERN NEVADA INC
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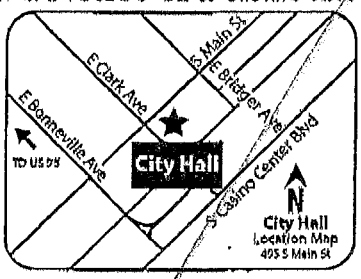
## Return Service Requested
## Official Notice of Public Hearing

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2019 MAR 11 A 7:20

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75576 [PRJ-74719]**

City Council Meeting of **3/20/2019**

16206217046 Case: SDR-75576
DZIALOWSKI JERALD
1261 S ARVILLE ST
LAS VEGAS NV 89102-1600

89 LRDFNP1 89102

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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Las Vegas, NV
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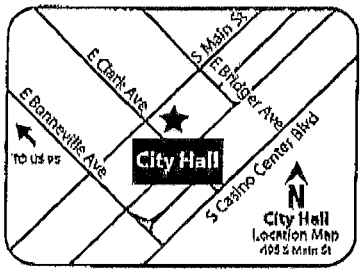
## Return Service Requested
## Official Notice of Public Hearing

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75576 [PRJ-74719]**

City Council Meeting of **3/20/2019**

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2019 MAR 11 A 7:20

Case: SDR-75576

16206610009
BANNER CIRCLE L L C
1261 S ARVILLE ST
LAS VEGAS NV 89102-1600

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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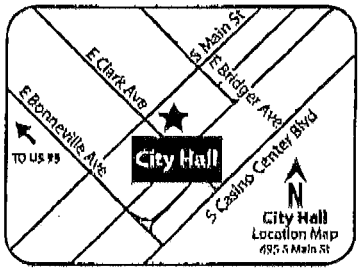
Official Notice of Public Hearing

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**SDR-75576 [PRJ-74719]**

City Council Meeting of **3/20/2019**

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2019 MAR 11 A 7:20

Case: SDR-75576

16206214024
H L V L L C
1261 S ARVILLE ST
LAS VEGAS NV 89102

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Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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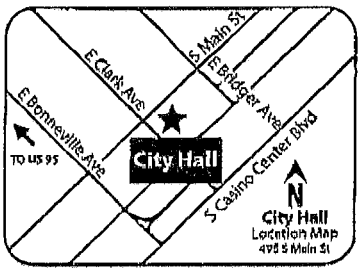
PAID
Las Vegas, NV
Permit No. 1630

## Return Service Requested
## Official Notice of Public Hearing

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**SDR-75576 [PRJ-74719]**
City Council Meeting of **3/20/2019**

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2019 MAR 11 A 7:20

Case: SDR-75576

16206610016
Y D H L L C
1261 S ARVILLE ST
LAS VEGAS NV 89102-1600

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Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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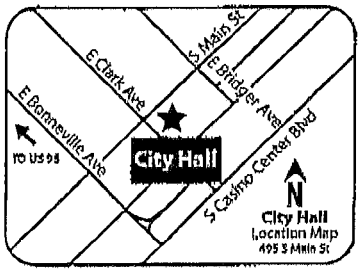
Permit No. 1630

Return Service Requested
Official Notice of Public Hearing

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**SDR-75576 [PRJ-74719]**
City Council Meeting of **3/20/2019**

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2019 MAR 11 A 7:20

Case: SDR-75576

16206610041
BANNER CIRCLE L L C
1261 ARVILLE ST
LAS VEGAS NV 89102-1600

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Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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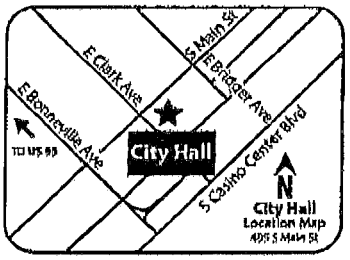
## Return Service Requested
## Official Notice of Public Hearing

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**SDR-75576 [PRJ-74719]**
City Council Meeting of **3/20/2019**

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Case: SDR-75576
Rabbi Shea Harlig
Desert Torah Academy
1312 Vista Drive
Las Vegas, Nevada 89102

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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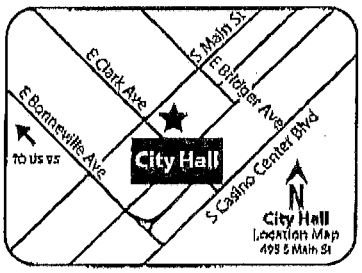
## Return Service Requested
## Official Notice of Public Hearing

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**SDR-75576 [PRJ-74719]**
City Council Meeting of **3/20/2019**

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2019 MAR 11 A 7:20

Case: SDR-75576
16206610020
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Office Of The City Clerk
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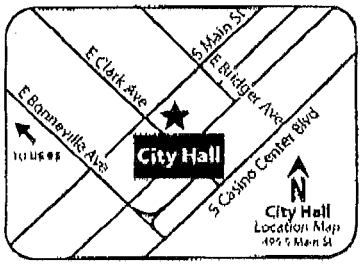
## Return Service Requested
## Official Notice of Public Hearing

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75576 [PRJ-74719]**
City Council Meeting of **3/20/2019**

Case: SDR-75576
16206610029
DAR PROPERTIES L L C
1110 DARMAK DR
LAS VEGAS NV 89102

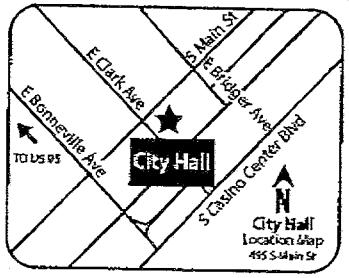
Submitted after final agenda

Date 3/14/19 Item 89

PAGE 03
LUK
091-702-9148984
03/19/2019 12:17

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

**Return Service Requested**
**Official Notice of Public Hearing**

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☐ I SUPPORT this Request ☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75576 [PRJ-74719]**
City Council Meeting of **3/20/2019**

131 LRDFNPI 89144

Submitted after final agenda
Item 95
Date 3/19/19

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2019 MAR 19 P 12:37
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Case: SDR-75576

13931411037
LUK KAYE & DIANA
10313 POMPEI PL
LAS VEGAS NV 89144

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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Las Vegas, NV
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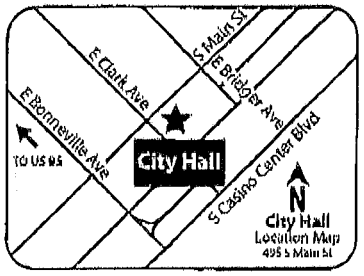
## Return Service Requested
## Official Notice of Public Hearing

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2019 MAR 11 P 5:08

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Case: SDR-75576

16206610021
Y & D FAMILY TRUST
HARLIG RABBI YEHOSHUA & DINA
4211 MOUNTAIN VIEW BLVD
LAS VEGAS NV 89102-3815

☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75576 [PRJ-74719]**
City Council Meeting of **3/20/2019**

03/15/2019 08:55 17028784362 S TAYLOR PAGE 01/01

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

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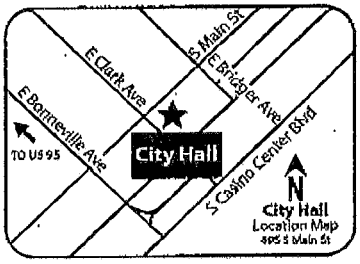
# Return Service Requested
# Official Notice of Public Hearing




2019 MAR 18 A 7:25
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CITY CLERK

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[X] I SUPPORT this Request [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75576 [PRJ-74719]**

City Council Meeting of **3/20/2019**

Case: SDR-75576
16206602002
TAYLOR SAMUEL WALTER III
P O BOX 27679
LAS VEGAS NV 89126-1679

97 LRDFNP1 89126

Submitted after final agenda

Date 3/18/19 Item 89

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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**Return Service Requested**
**Official Notice of Public Hearing**




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If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75576 [PRJ-74719]**
Planning Commission Meeting of **2/26/2019**

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City of Las Vegas

Case: SDR-75576
16206510036
MCGRATH THOMAS & ELIZABETH TRUST
MCGRATH THOMAS J & ELIZABETH J T
3075 WESTWIND RD
LAS VEGAS NV 89146-6858

97 LRDFMP1 89146

Submitted after final agenda
Date 2/27/19 Item 36

36P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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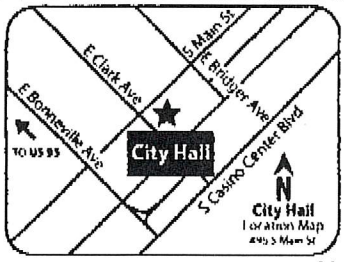


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☐ I SUPPORT this Request ☒ I OPPOSE this Request

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**SDR-75576 [PRJ-74719]**
Planning Commission Meeting of **2/26/2019**

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Dept of Planning
City of Las Vegas

Case: SDR-75576
16206510029
DAR PROPERTIES L L C
1110 DARMAK DR
LAS VEGAS NV 89102

Submitted after final agenda
Date 2/26/19 Item 36P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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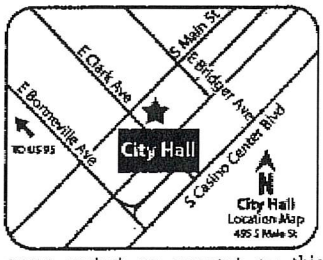
02/25/2019 12:11 091-702-9148984 LUK

## Return Service Requested
## Official Notice of Public Hearing

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**SDR-75576 [PRJ-74719]**

Planning Commission Meeting of **2/26/2019**

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City of Las Vegas

Case: SDR-75576

13931411037
LUK KAYE & DIANA
10313 POMPEI PL
LAS VEGAS NV 89144

PAGE 01

3 of P

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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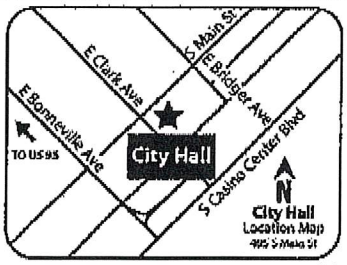


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**SDR-75576 [PRJ-74719]**
Planning Commission Meeting of **2/26/2019**

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Dept of Planning
City of Las Vegas

Case: SDR-75576
16206610009
BANNER CIRCLE L L C
1261 S ARVILLE ST
LAS VEGAS NV 89102-1600

Submitted after final agenda
Date 2/26/19 Item 36 36A

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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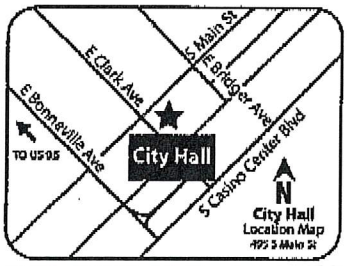


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Planning Commission Meeting of **2/26/2019**

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City of Las Vegas

Case: SDR-75576
16206610020
BANNER CIRCLE L L C
1261 S ARVILLE ST
LAS VEGAS NV 89102-1600

36A

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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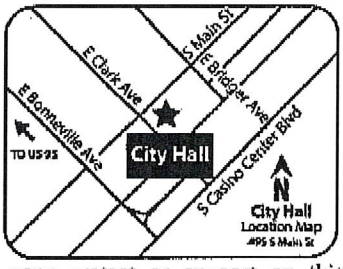


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Case: SDR-75576
16206610041
BANNER CIRCLE L L C
1261 ARVILLE ST
LAS VEGAS NV 89102-1600

☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**SDR-75576 [PRJ-74719]**
Planning Commission Meeting of **2/26/2019**

36A

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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☒ I SUPPORT this Request ☐ I OPPOSE this Request

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**SDR-75576 [PRJ-74719]**
Planning Commission Meeting of **2/26/2019**

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City of Las Vegas

Case: SDR-75578
16206602002
TAYLOR SAMUEL WALTER III
P O BOX 27679
LAS VEGAS NV 89126-1679

36A

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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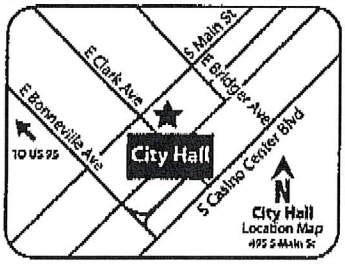


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Dept of Planning
City of Las Vegas

If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018
If you would like to contact your Council Representative, please call (702) 229-6405.

☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75576 [PRJ-74719]**
Planning Commission Meeting of **2/26/2019**

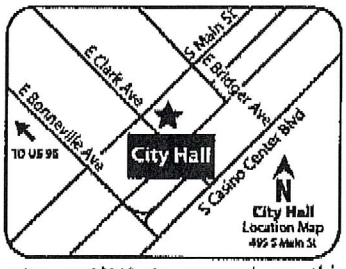
Case: SDR-75576
16206217046
DZIALOWSKI JERALD
1261 S ARVILLE ST
LAS VEGAS NV 89102-1600

36A

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

PRSRT
FIRST CLASS MAIL
U.S. Postage
PAID
Las Vegas, NV
Permit No. 1630

**Return Service Requested**
**Official Notice of Public Hearing**

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FEB 2 6 2019
Dept of Planning
City of Las Vegas

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If you would like to contact your Council Representative, please call (702) 229-6405.

[X] I SUPPORT this Request  [ ] I OPPOSE this Request

Please use available blank space on card for your comments.

**SDR-75576 [PRJ-74719]**
Planning Commission Meeting of **2/26/2019**

Case: SDR-75576
16206610021
Y & D FAMILY TRUST
HARLIG RABBI YEHOSHUA & DINA
4211 MOUNTAIN VIEW BLVD
LAS VEGAS NV 89102-3815

36A

:ity of Las Vegas
)epartment of Planning
)evelopment Services Center
33 North Rancho Drive, 3rd Floor
.as Vegas, Nevada 89106

PRSRT
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**Return Service Requested**
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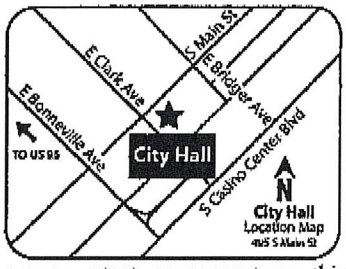


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f you would like to contact your Council Representative, please call (702) 29-6405.

☒ I SUPPORT this Request ☐ I OPPOSE this Request

)lease use available blank space on card for your comments.
**SDR-75576 [PRJ-74719]**
)lanning Commission Meeting of **2/26/2019**

RECEIVED
FEB 2 6 2019
Dept of Planning
City of Las Vegas

Case: SDR-75576

16206610016
Y D H L L C
1261 S ARVILLE ST
LAS VEGAS NV 89102-1600

36A

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

PRSRT
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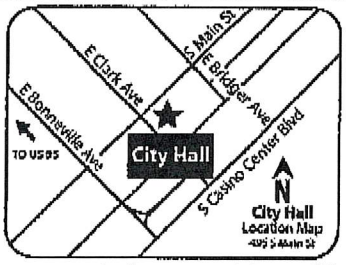
U.S. Postage
PAID
Las Vegas, NV
Permit No. 1630

**Return Service Requested**
**Official Notice of Public Hearing**

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If you would like to contact your Council Representative, please call (702) 229-6405.

☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.
**SDR-75576 [PRJ-74719]**
Planning Commission Meeting of **2/26/2019**

RECEIVED
FEB 2 6 2019
Dept of Planning
City of Las Vegas

Case: SDR-75576

16206214024
H L V L L C
1261 S ARVILLE ST
LAS VEGAS NV 89102

36A

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**90**

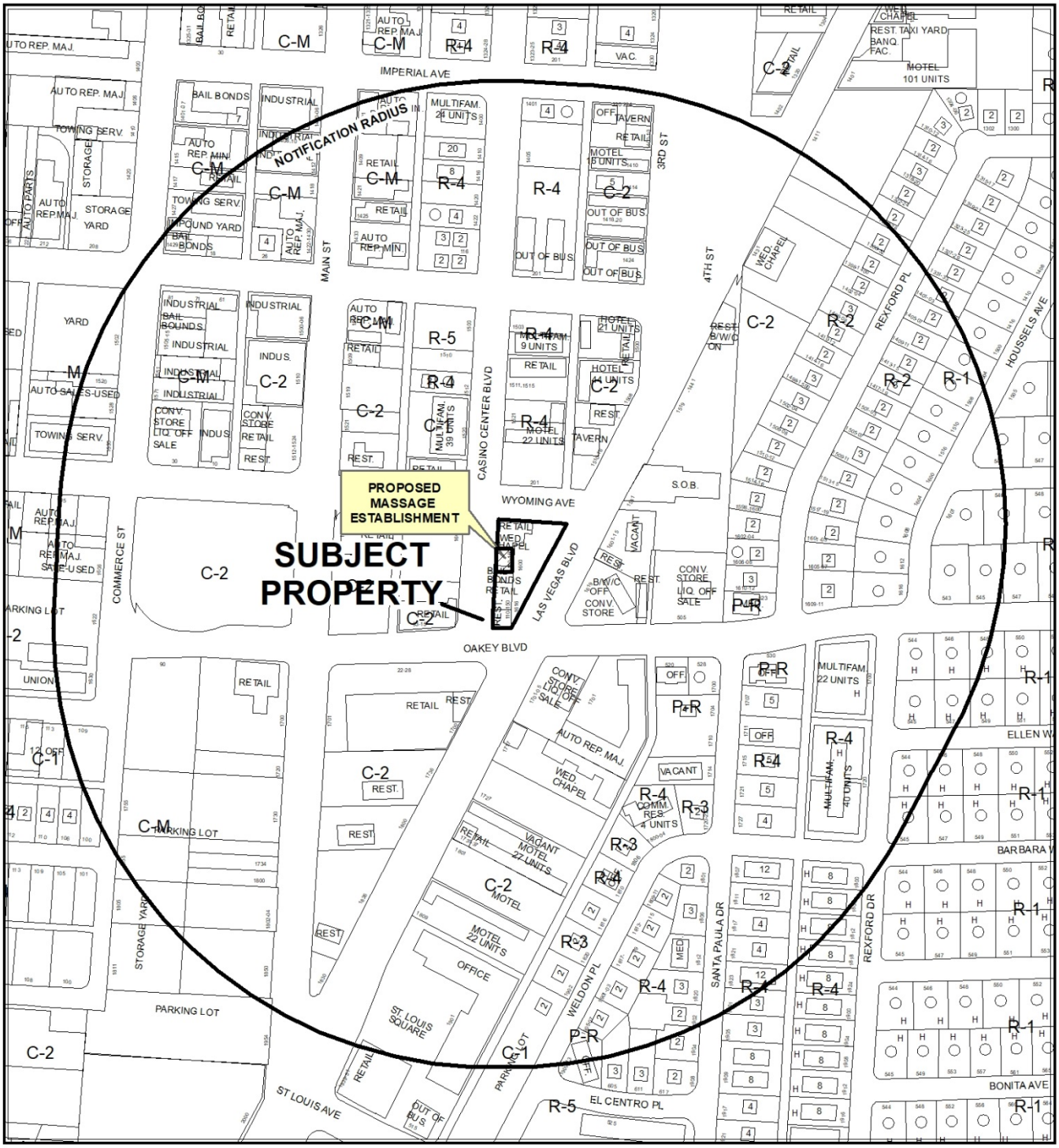
**DEPARTMENT: Planning** **DISCUSSION**
**DIRECTOR: Robert Summerfield**

**SUBJECT:**
SUP-75306 - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT: BAAN THAI MASSAGE ESTABLISHMENT - OWNER: HERD PROPERTIES, LLC - For possible action on an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit FOR A PROPOSED 2,400 SQUARE-FOOT MASSAGE ESTABLISHMENT USE WITH A WAIVER TO ALLOW A 178-FOOT SEPARATION FROM A RESIDENTIALLY ZONED PROPERTY WHERE 400 FEET IS REQUIRED at 1600 South Las Vegas Boulevard, Suite #120 (APN 162-03-210-058), C-2 (General Commercial) Zone, Ward 3 (Coffin) [PRJ-74762]. The Planning Commission (4-2 vote) recommends DENIAL. Staff recommends APPROVAL.

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| **Planning Commission Mtg.** | **0** | **Planning Commission Mtg.** | **1** |
| **City Council Meeting** | **1** | **City Council Meeting** | **1** |

**RECOMMENDATION:**
The Planning Commission (4-2 vote) recommends DENIAL. Staff recommends APPROVAL, subject to conditions:

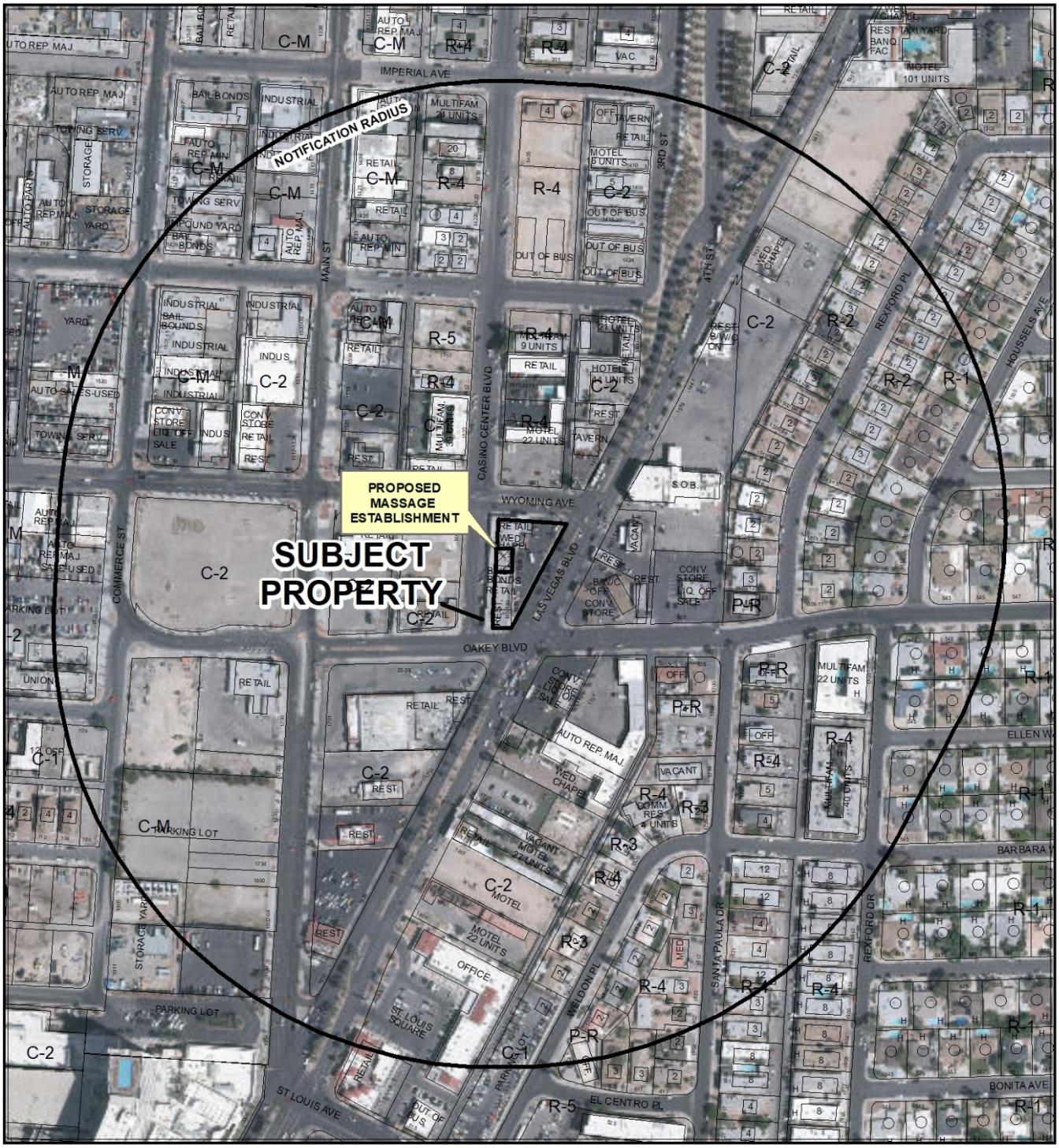
**BACKUP DOCUMENTATION:**
1. Location, Aerial and Special Maps
2. Appeal Documentation
3. Conditions and Staff Report
4. Supporting Documentation
5. Photo(s)
6. Justification Letter
7. Protest Postcard
8. Submitted after Final Agenda - Abeyance Request Email and Support Postcard
9. Backup Submitted at the February 12, 2019 Planning Commission Meeting




**CASE:** **SUP-75306 (PRJ-74762)**

**RADIUS:** 1000 FEET

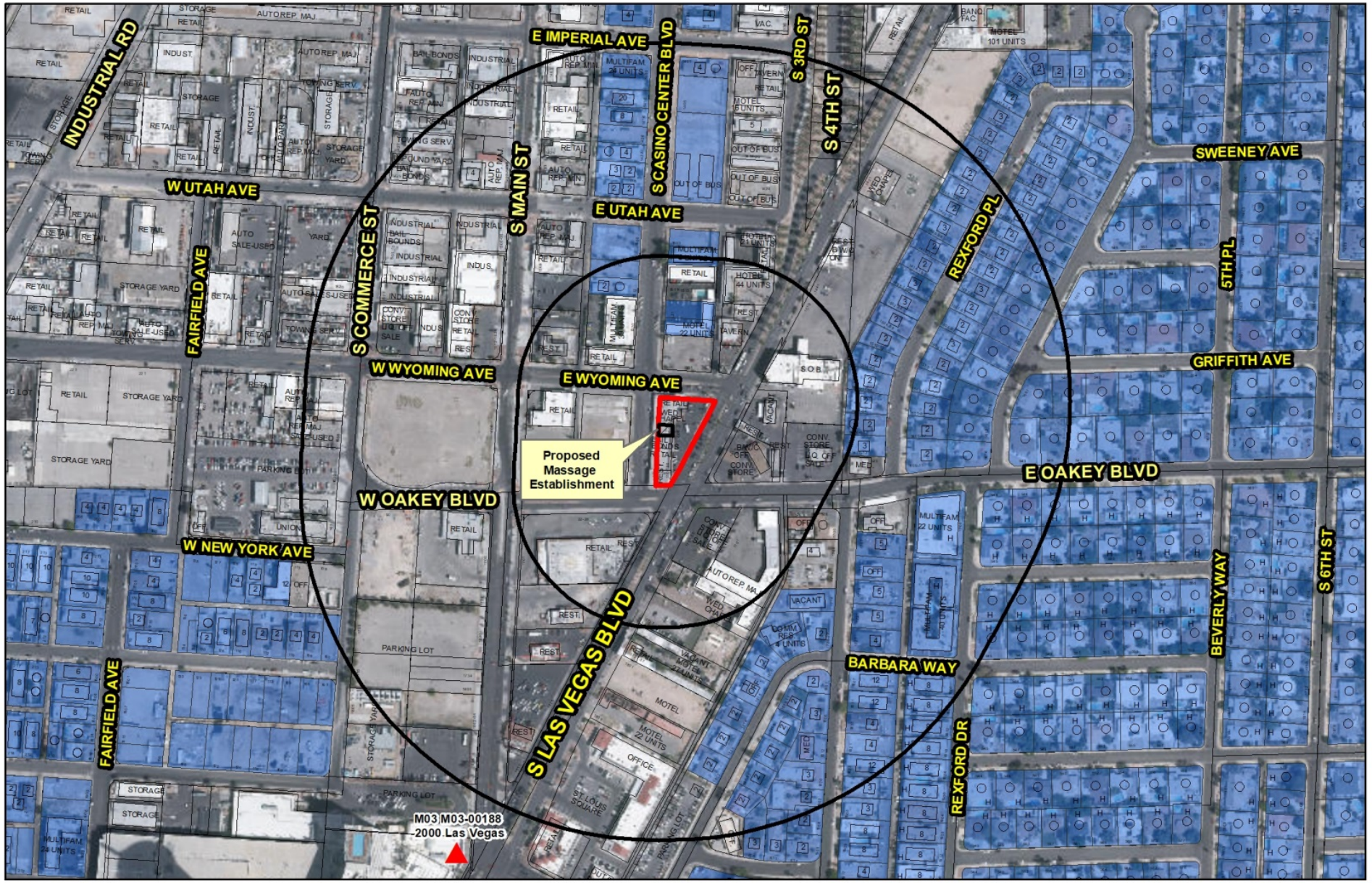
**ZONING OF SUBJECT PROPERTY:** C-2 (GENERAL COMMERCIAL)




**CASE:** **SUP-75306 (PRJ-74762)**

**RADIUS:** 1000 FEET

**ZONING OF SUBJECT PROPERTY:** C-2 (GENERAL COMMERCIAL)




**SUP-75306**
**(PRJ-74762)**
**Massage Establishment**

**Business Licenses**

- Massage Establishment

**Protected Uses**

- RELIGIOUS
- CITY PARKS
- SCHOOLS
- Child Care/ Children Facility
- Private Schools

- City Limits
- Subject Property
- Residential Property
- 400ft & 1000ft Buffer

N

GIS maps are normally produced only to meet the needs of the City. Due to continuous development activity this map is for reference only.
**Geographic Information System**
Planning & Development Dept.
702-229-6301

Date: Thursday, January 03, 2019

**LAS VEGAS CITY COUNCIL**
CAROLYN G. GOODMAN
*Mayor*
LOIS TARKANIAN
*Mayor Pro Tem*
STAVROS S. ANTHONY
BOB COFFIN
STEVEN G. SEROKA
MICHELE FIORE
CEDRIC CREAR

SCOTT D. ADAMS
*City Manager*

OFFICE OF THE
CITY CLERK
**LUANN HOLMES**
CITY CLERK

**CITY HALL**
495 S. MAIN ST.
LAS VEGAS, NV 89101
702.229.6011 | VOICE
702.382.4803 | FAX
711 | TTY

cityoflasvegas
lasvegasnevada.gov

February 14, 2019

Kirk T. Kennedy, Esq.
815 S. Casino Center Blvd.
Las Vegas, NV 89101

RE: Planning Commission Appeal Confirmation
SUP-75306

Dear Mr. Kennedy:

The City of Las Vegas has received your request for appeal to the Planning Commission decision on February 12, 2019. The notification fee of $500 for the appeal has been collected, and the item is scheduled to be heard at the March 20, 2019 City Council Meeting. You will also receive a postcard confirming this date.

Please contact the City Clerk's office at 702-229-6311 or the Planning Department at 702-229-6301 in the event you have any questions.

Sincerely,

**LUANN D. HOLMES, MMC**
City Clerk

/jm

cc: Planning Department

Ms. Angelina Cassaro
3286 Brentwood Street
Las Vegas, Nevada 89121

Darawan Buayan
10211 Sugar Branch Drive, Ste. 384
Houston, TX 77036

CITY OF LAS VEGAS

INTER-OFFICE MEMORANDUM

Date
February 14, 2019

| TO: | FROM: |
|---|---|
| DEPARTMENT OF PLANNING | CITY CLERK |
| **SUBJECT:** | **COPIES TO:** |
| APPEAL OR CITY COUNCIL REVIEW INFORMATION ON PLANNING COMMISSION ACTIONS | |

This is to certify that the following action relative to the Planning Commission decision on the application of:

**FILE NO.:** SUP-75306 [PRJ-74762] - SPECIAL USE PERMIT

**APPLICANT:** APPLICANT: BAAN THAI MASSAGE ESTABLISHMENT - OWNER: HERD PROPERTIES, LLC

**WARD:** Ward 3 (Coffin)

Appeal by applicant or any other aggrieved person: (Yes) No

Review requested by City Council: Yes (No)

2/14/2019
DATE

Jacquie Miller
JACQUIE MILLER, DEPUTY CITY CLERK

**PLANNING AND DEVELOPMENT DEPARTMENT INFORMATION:**

Date of Planning Commission Action: February 12, 2019

Last day for filing an appeal by applicant or any other aggrieved person. (Appeal period is 10 days after the date of the PC decision): February 25, 2019

Last day for a review being requested by the City Council. (Review period is 10 days after the date of the PC decision.): February 25, 2019

SET DATE: 3/6/2019
CC DATE: 3/20/2019

KENNEDY
LAW OFFICES

RECEIVED
CITY CLERK

2019 FEB 14 P 12:58

February 14, 2019

City Clerk
City of Las Vegas
495 S. Main St.
Las Vegas, NV 89101

Re: Appeal from Planning Commission Decision 2/12/19; Agenda Item No. 191
SUP-75306-Special Use Permit Application for Baan Thai Massage Establishment

Dear City Clerk:

Pursuant to Las Vegas City Code 19.16.110(J), please accept this letter as an appeal notice to the City Council from the Planning Commission decision entered on February 12, 2019 in the matter of the Special Use Permit application for Baan Thai Massage Establishment, under SUP-75306. This matter was listed as agenda item number 191 on the Planning Commission agenda. See copy of Decision attached.

Please note my representation for the Applicant and kindly direct all communications regarding this appeal matter to my attention. My office email is ktkennedylaw@gmail.com. Thank you.

Yours truly,

Kirk T. Kennedy, Esq.
KTK/pf
Enc.

cc: Office of the City Attorney

815 S. Casino Center Blvd. • Las Vegas, NV 89101 • Phone: 702-385-5534 • Facsimile: 702-385-1869

City of Las Vegas Agenda Item No.: **191.**

## AGENDA SUMMARY PAGE - PLANNING
### PLANNING COMMISSION MEETING OF: FEBRUARY 12, 2019

**DEPARTMENT: PLANNING**
**DIRECTOR: ROBERT SUMMERFIELD** ☐ **Consent** ☒ **Discussion**

**SUBJECT:**
SUP-75306 - SPECIAL USE PERMIT - PUBLIC HEARING - APPLICANT: BAAN THAI MASSAGE ESTABLISHMENT - OWNER: HERD PROPERTIES, LLC - For possible action on a request for a Special Use Permit FOR A PROPOSED 2,400 SQUARE-FOOT MASSAGE ESTABLISHMENT USE WITH A WAIVER TO ALLOW A 178-FOOT SEPARATION FROM A RESIDENTIALLY ZONED PROPERTY WHERE 400 FEET IS REQUIRED at 1600 South Las Vegas Boulevard, Suite #120 (APN 162-03-210-058), C-2 (General Commercial) Zone, Ward 3 (Coffin) [PRJ-74762]. Staff recommends APPROVAL.

**P.C.: FINAL ACTION (Unless Appealed Within 10 Days)**

| **PROTESTS RECEIVED BEFORE:** | | **APPROVALS RECEIVED BEFORE:** | |
|---|---|---|---|
| **Planning Commission Mtg.** | **0** | **Planning Commission Mtg.** | **1** |
| **City Council Meeting** | **0** | **City Council Meeting** | **0** |

**RECOMMENDATION:**
Staff recommends APPROVAL, subject to conditions.

**BACKUP DOCUMENTATION:**
1. Location and Aerial Maps
2. Conditions and Staff Report
3. Supporting Documentation
4. Photo(s)
5. Justification Letter
6. Submitted after Final Agenda – Special Map and Support Postcard

Motion made by CHRISTINA ROUSH to Deny

Passed For: 4; Against: 2; Abstain: 0; Did Not Vote: 0; Excused: 1
CHRISTINA ROUSH, DONNA TOUSSAINT, LOUIS DE SALVIO, VICKI QUINN; (Against-TRINITY HAVEN SCHLOTTMAN, SAM CHERRY); (Abstain-None); (Did Not Vote-None); (Excused-BRENDA J. WILLIAMS)

CITY OF LAS VEGAS
DEPARTMENT OF CITY CLERK

Operator ID: SMAYS

Transaction: 380716

Reference #:

Today's Date: 02/14/2019 12:58:54 PM

Posting Date: 02/14/2019

| Account Description | Account Number | | Amount Due |
|---|---|---|---|
| GENERAL FUND.Meeting Management.Miscellaneous Fees.Meeting Services | 100000.04401.270100.C21000.000.000 | $ | 500.00 |
| | **Total Amount Due** | $ | **500.00** |

| Method of Payment | Number | Authorization | | | Amount Paid |
|---|---|---|---|---|---|
| Check | 5961 | | | $ | 500.00 |
| | | | **Tendered** | $ | **500.00** |
| | | | **Change** | $ | **.00** |

Customer Information:

Kirk Kennedy
815 S Casino Center Blvd
Las Vegas, NV 89101

Comments:

Appeal for SUP-75306
2/12/2019 Planning Commission Meeting

City of Las Vegas

## *AGENDA MEMO - PLANNING*

**CITY COUNCIL MEETING DATE: MARCH 20, 2019**
**DEPARTMENT: PLANNING**
**ITEM DESCRIPTION: APPLICANT: BAAN THAI MASSAGE ESTABLISHMENT - OWNER: HERD PROPERTIES, LLC**

## ** STAFF RECOMMENDATION(S) **

| *CASE NUMBER* | *RECOMMENDATION* | *REQUIRED FOR APPROVAL* |
|---|---|---|
| **SUP-75306** | Staff recommends APPROVAL, subject to conditions: | |

## ** NOTIFICATION **

**NEIGHBORHOOD ASSOCIATIONS NOTIFIED** 27

**NOTICES MAILED** 208 (By City Clerk)

**PROTESTS** 0

**APPROVALS** 1

CS

**** CONDITIONS ****

# SUP-75306 CONDITIONS

***Planning***

1. Conformance to all Minimum Requirements under LVMC Title 19.12 for a Massage Establishment use.

2. This approval shall be void two years from the date of final approval, unless exercised pursuant to the provisions of LVMC Title 19.16. An Extension of Time may be filed for consideration by the City of Las Vegas.

3. A Waiver from Title 19.12 is hereby approved, to allow a 178-foot distance separation from a residentially zoned property where 400 feet is required.

4. All necessary building permits shall be obtained and final inspections shall be completed in compliance with Title 19 and all codes as required by the Department of Building and Safety.

5. These Conditions of Approval shall be affixed to the cover sheet of any plan set submitted for building permit, as well as submitted as part of any business license application.

6. This business shall operate in accordance to Chapter 6 of City of Las Vegas Municipal Code.

7. All City Code requirements and design standards of all City departments must be satisfied, except as modified herein.

# ** STAFF REPORT **

## PROJECT DESCRIPTION

This is a request for a Special Use Permit to allow a proposed Massage Establishment use with a distance separation waiver from a residentially zoned property at 1600 South Las Vegas Boulevard, Suite #120.

## ISSUES

- A Massage Establishment use is permitted in the C-2 (General Commercial) zoning district with the approval of a Special Use Permit.
- A Waiver has been requested to allow a 178-foot distance separation from a residentially zoned property where 400 feet is required. Staff supports the request.

## ANALYSIS

A Massage Establishment is defined by Title 19 as, "A facility which is occupied and used for the purpose of practicing massage therapy as defined in LVMC Chapter 6.52. This use does not include the "accessory massage," as defined in this Title." The proposed use meets the definition as the applicant intends to operate a Massage Studio at the subject site.

The Minimum Special Use Permit Requirements for this use include:

1. The use shall comply with all applicable requirements of LVMC Title 6.

   *A condition of approval has been added requiring compliance with all applicable LVMC Title 6 requirements.*

2. The use must be located on a secondary thoroughfare or larger.

   *The proposed use meets this requirement, as the property is adjacent to South Las Vegas Boulevard, an 81-foot Primary Arterial as indicated in the Master Plan of Streets and Highways.*

3. The use may not be located within 400 feet of any church/house of worship, school, City park, individual care center licensed for more than 12 children, or any parcel zoned for residential use.

*The proposed use does not meet this requirement as the applicant has requested a Waiver to allow a 178-foot distance separation from a residentially zoned property. Staff supports the request.*

4. The use may not be located within 1000 feet of any other massage establishment.

   *The proposed use meets this requirement, as the subject site is not located within 1,000 feet of another massage establishment.*

5. The hours of operation shall be limited to the period between 6:00 a.m. and 10:00 p.m., unless further limited by the City Council on a case-by-case basis.

   *The proposed use meets this requirement as stated in the applicant's justification letter that the business would operate between 10:00 a.m. and 9:00 p.m.*

The subject site is located in Area 1 of the Downtown Las Vegas Overlay (Gateway) District. The intent of Area 1 is to achieve a compact, vibrant, urban environment, with a focus on higher density mixed-use development around transit hubs and activity nodes. The proposed Massage Establishment use will operate out of a 2,400 square-foot suite within a 13,822 square-foot commercial building. Other uses currently operating within the building include a Bailbond Service and Clothing Store. The Planning Commission approved a Special Use Permit (SUP-74295) request to allow a Marijuana Dispensary within the subject building on October 23, 2018.

While the applicant has requested a distance separation Waiver from a residentially zoned property, staff finds the request permissible as the residentially zoned property is currently utilized as a Motel use. For these reasons, the proposed use is deemed compatible with the surrounding uses; therefore, staff recommends approval with conditions.

## FINDINGS (SUP-75306)

In order to approve a Special Use Permit application, per Title 19.16.110(L) the Planning Commission and City Council must affirm the following:

1. **The proposed land use can be conducted in a manner that is harmonious and compatible with existing surrounding land uses, and with future surrounding land uses as projected by the General Plan.**

   The proposed land use can be conducted in a manner that is harmonious and compatible with existing surrounding land uses. The requested distance separation Waiver is from a residentially-zoned property that is currently utilized as a Motel use.

**2. The subject site is physically suitable for the type and intensity of land use proposed.**

The subject site is located in a small retail center in Area 1 of the Downtown Las Vegas Overlay where new land uses are not subject to the automatic application of parking requirements. Nevertheless there are 47 parking spaces where 74 spaces are normally required and plentiful, adjacent, on-street parking. Therefore, the site is physically suitable for the type and intensity of land use proposed.

**3. Street or highway facilities providing access to the property are or will be adequate in size to meet the requirements of the proposed use.**

The proposed Massage Establishment can be accessed from Las Vegas Boulevard, a Primary Arterial, and Wyoming Avenue, a Collector, as defined by the Master Plan of Streets and Highways, and are adequate in size to meet the requirements of the proposed use.

**4. Approval of the Special Use Permit at the site in question will not be inconsistent with or compromise the public health, safety, and welfare or the overall objectives of the General Plan.**

The approval of the Special Use Permit would be subject to Conditions of Approval and regular inspections conducted by the Business Licensing Division of the Planning Department to ensure the public health, safety, and welfare are not compromised.

**5. The use meets all of the applicable conditions per Title 19.12.**

The applicant has requested a Waiver to allow a 178-foot distance separation from a residentially zoned property where 400 feet is required. Staff supports the request.

## BACKGROUND INFORMATION

| ***Related Relevant City Actions by Planning, Fire, Bldg., etc*** | |
|---|---|
| 10/13/97 | The City Council approved a request for the Off-Premise Sale of Package Liquor (U-0075-97) in conjunction with a proposed convenience store at 1616 South Las Vegas Boulevard, Suite #150. |
| 04/06/05 | The City Council denied a request for a Special Use Permit (SUP-6004) for a proposed liquor Establishment (Off Premise Consumption) to allow full liquor sales at 1616 South Las Vegas Boulevard. The Planning Commission recommended approval while Staff recommended denial of this request. |
| 01/23/06 | The City Council approved a request for a Special Use Permit (SUP-10144) for a proposed Bailbond Service at 1616 South Las Vegas Boulevard Suite #150. The Planning Commission and Staff recommended approval of this request. This was never acted upon. |
| 08/13/09 | The Planning Commission denied a request for a Special Use Permit (SUP-35053) for a proposed Bailbond Service at 1600 South Las Vegas Boulevard, Suite #150. Staff recommended denial. |
| 02/06/11 | The City Council approved Special Use Permit (SUP-40326) request to allow a 1,400 square-foot Bailbond Service at 1600 South Las Vegas Boulevard, Suite #140. The Planning Commission and Staff recommended denial. |
| 10/23/18 | The Planning Commission approved Special Use Permit (SUP-74295) request to allow a Medical Marijuana Dispensary at 1600 South Las Vegas Boulevard, Suite #150. Planning Staff recommended approval. |
| 02/12/19 | The Planning Commission voted (4-2) to DENY a request for a Special Use Permit (SUP-75306) FOR A PROPOSED 2,400 SQUARE-FOOT MASSAGE ESTABLISHMENT USE WITH A WAIVER TO ALLOW A 178-FOOT SEPARATION FROM A RESIDENTIALLY ZONED PROPERTY WHERE 400 FEET IS REQUIRED at 1600 South Las Vegas Boulevard, Suite #120 (APN 162-03-210-058), C-2 (General Commercial) Zone, Ward 3 (Coffin) [PRJ-74762]. |
| 02/14/19 | The Office of the City Clerk received an Appeal of the Denial by the Planning Commission on a request for a Special Use Permit (SUP-75306) which will be considered by the City Council on March 20, 2019. |

| ***Most Recent Change of Ownership*** | |
|---|---|
| 10/22/08 | A deed was recorded for a change in ownership. |

| ***Related Building Permits/Business Licenses*** | |
|---|---|
| 06/25/13 | A business license (G50-09093) was issued for a tuxedo and dress sales at 1600 S Las Vegas Blvd, STE #120). The license expired on 12/01/13. |
| 08/24/16 | A business license (G64-06146) was issued for a tanning salon at 1600 S Las Vegas Blvd, STE #120. The license expired on 02/24/17. |
| 10/04/16 | A business license (G64-07028) was issued for a nail spa at 1600 S Las Vegas Blvd, STE #120. The license expired on 10/01/17. |
| 08/30/18 | A building permit (C18-03769) was issued for a tenant improvement at 1600 S Las Vegas Blvd, STE #120. The permit was finalized on 10/04/18. |

| ***Pre-Application Meeting*** | |
|---|---|
| 10/15/18 | Staff conducted a pre-application meeting with the applicant where the submittal requirements and deadlines were reviewed for a proposed Special Use Permit. |

| ***Neighborhood Meeting*** |
|---|
| A Neighborhood meeting was not required, nor was one held. |

| ***Field Check*** | |
|---|---|
| 12/27/18 | Staff conducted a routine field check and found an active commercial development. No issues were noted. |

| ***Details of Application Request*** | |
|---|---|
| ***Site Area*** | |
| Net Acres | 0.56 |

| ***Master and Neighborhood Plan Areas*** | ***Compliance*** |
|---|---|
| No Applicable Master Plan Area | N/A |
| ***Special Area and Overlay Districts*** | ***Compliance*** |
| A-O (Airport Overlay) District – 200 Feet | Y |
| DTLV-O (Downtown Las Vegas Overlay) - Gateway District – Area 1 | Y |
| SB-O (Las Vegas Boulevard Scenic Byway Overlay) District - Gateway | Y |
| ***Other Plans or Special Requirements*** | ***Compliance*** |
| Trails | Y |
| Las Vegas Redevelopment Plan Area | N/A |
| Interlocal Agreement | N/A |
| Project of Significant Impact (Development Impact Notification Assessment) | N/A |
| Project of Regional Significance | N/A |

| *Surrounding Property* | *Existing Land Use Per Title 19.12* | *Planned or Special Land Use Designation* | *Existing Zoning District* |
|---|---|---|---|
| Subject Property | General Retail | C (Commercial) | C-2 (General Commercial) |
| North | Undeveloped | C (Commercial) | C-2 (General Commercial) |
| South | General Retail | C (Commercial) | C-2 (General Commercial) |
| East | General Retail | C (Commercial) | C-2 (General Commercial) |
| West | General Retail<br>Undeveloped | C (Commercial) | C-2 (General Commercial) |

**DEVELOPMENT STANDARDS**

| *Street Name* | *Functional Classification of Street(s)* | *Governing Document* | *Actual Street Width (Feet)* | *Compliance with Street Section* |
|---|---|---|---|---|
| East Wyoming Ave | Collector | Master Plan of Streets and Highways | 71 | Y |
| South Las Vegas Blvd | Primary Arterial | Master Plan of Streets and Highways | 81 | Y |
| South Casino Center Blvd | Local Street | Master Plan of Streets and Highways | 42 | Y |

***Pursuant to Title 19.08 and 19.12, the following parking standards apply:***

| ***Parking Requirement - Downtown*** | | | | | | | |
|---|---|---|---|---|---|---|---|
| ***Use*** | ***Gross Floor Area or Number of Units*** | ***Base Parking Requirement*** | | | ***Provided*** | | ***Compliance*** |
| | | ***Parking Ratio*** | *Parking* | | *Parking* | | |
| | | | Regular | Handi-capped | Regular | Handi-capped | |
| General Retail | 11,422 SF | 1:175 | 66 | | | | |
| Massage Establishment | 7 massage rooms | Two spaces for each massage room, massage table or massage chair | 14 | | | | |
| **TOTAL SPACES REQUIRED** | | | 80 | | 47 | | Y* |
| **Regular and Handicap Spaces Required** | | | 76 | 4 | 44 | 3 | Y* |
| Loading Spaces | | | 2 | | 0 | | Y* |

** Projects located within the Downtown Las Vegas Overlay - Area 1 are not subject to the automatic application of parking requirements. However, the above table should be used to illustrate the requirements of an analogous project in another location in the City.*

| ***Waivers*** | | |
|---|---|---|
| ***Requirement*** | ***Request*** | ***Staff Recommendation*** |
| A 400-Foot minimum distance separation from a residentially zoned property. | To allow a 178-foot distance separation from a residentially zoned property. | Approval |

**DEPARTMENT OF PLANNING**

## STATEMENT OF FINANCIAL INTEREST

Case Number: SUP-75306

Name of Property Owner: _____

Name of Applicant: HERD PROPERTIES LLC

Name of Representative: DARAWAN BUAYAN

To the best of your knowledge, does the Mayor or any member of the City Council or Planning Commission have any financial interest in this or any other property with the property owner, applicant, the property owner or applicant's general or limited partners, or an officer of their corporation or limited liability company?

☐ Yes ☑ No

If yes, please indicate the member of the City Council or Planning Commission who is involved and list the name(s) of the person or persons with whom the City Official holds an interest. Also list the Assessor's Parcel Number if the property in which the interest is held is different from the case parcel.

City Official: _____

Partner(s): _____ _____

APN: _____

Signature of Property Owner: Kobyne Brooks

Print Name: Kobyne Brooks

Subscribed and sworn before me

This 23 day of October, 2018

Notary Public in and for said County and State

ANGELINA CASSARO
Notary Public-State of Nevada
APPT. NO. 10-1819-1
My Appt. Expires 03-01-2022

PRJ-74762
12/17/18

Revised 03/28/16

Scanned with CamScanner

# DEPARTMENT OF PLANNING

## APPLICATION / PETITION FORM

**Application/Petition For:** BAAN THAI RETREAT [DARAWAN BUAYAN]

**Project Address (Location)** 1600 S. LAS VEGAS BLVD # 120

**Project Name** _____ **Proposed Use** _____

**Assessor's Parcel #(s)** _____ **Ward #** _____

**General Plan: existing** _____ **proposed** _____ **Zoning: existing** _____ **proposed** _____

**Commercial Square Footage** _____ **Floor Area Ratio** _____

**Gross Acres** _____ **Lots/Units** _____ **Density** _____

**Additional Information** _____

* **PROPERTY OWNER** Robyne Brooks **Contact** Angelina Cassaro

**Address** 3286 Brentwood St **Phone:** 702 737-0190 702 458-8116

**City** LV **State** NV **Zip** 89121

**E-mail Address** ACassaro@TPGLV.Net

**APPLICANT** _____ **Contact** _____

**Address** _____ **Phone:** _____ **Fax:** _____

**City** _____ **State** _____ **Zip** _____

**E-mail Address** _____

**REPRESENTATIVE** DARAWAN BUAYAN **Contact** 323-423 9988

**Address** 10211 SUGAR BRANCH DR. # 384 **Phone:** _____ **Fax:** _____

**City** HOUSTON **State** TX **Zip** 77036

**E-mail Address** BUAYAN2@YAHOO.COM

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, as indicated by the owner's signature below.

* **Property Owner Signature*** Robyne Brooks

*An authorized agent may sign in lieu of the property owner for Final Maps, Tentative Maps, and Parcel Maps.

**Print Name** Robyne Brooks

Subscribed and sworn before me

This 23 day of OCTOBER, 20 18.

Notary Public in and for said County and State

ANGELINA CASSARO
Notary Public-State of Nevada
APPT. NO. 10-1819-1
My Appt. Expires 03-01-2022

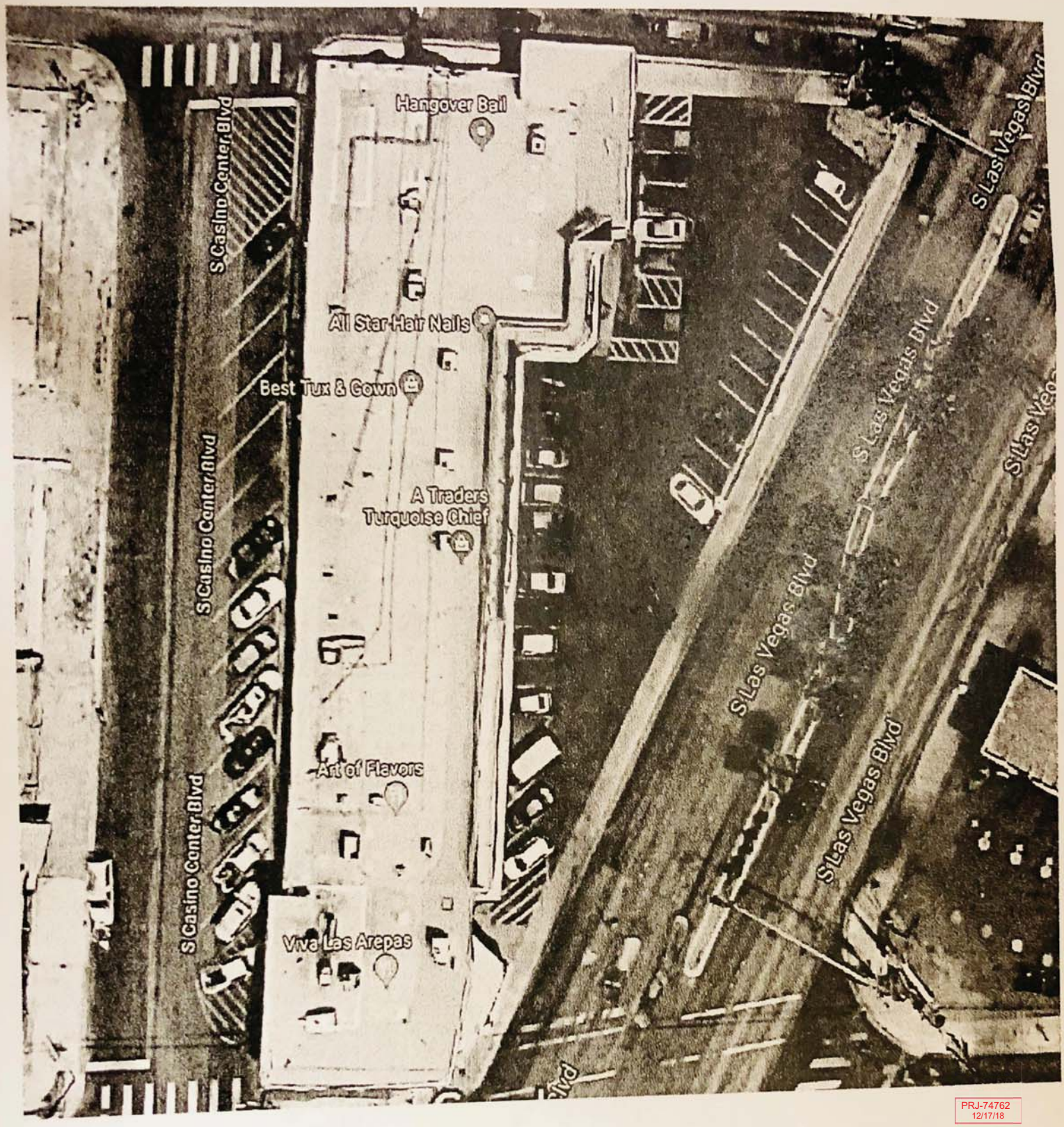
*FOR DEPARTMENT USE ONLY*

| | |
|---|---|
| Case # | SUP-75306 |
| Meeting Date: | |
| Total Fee: | |
| Date Received:* | |
| Received By: | |

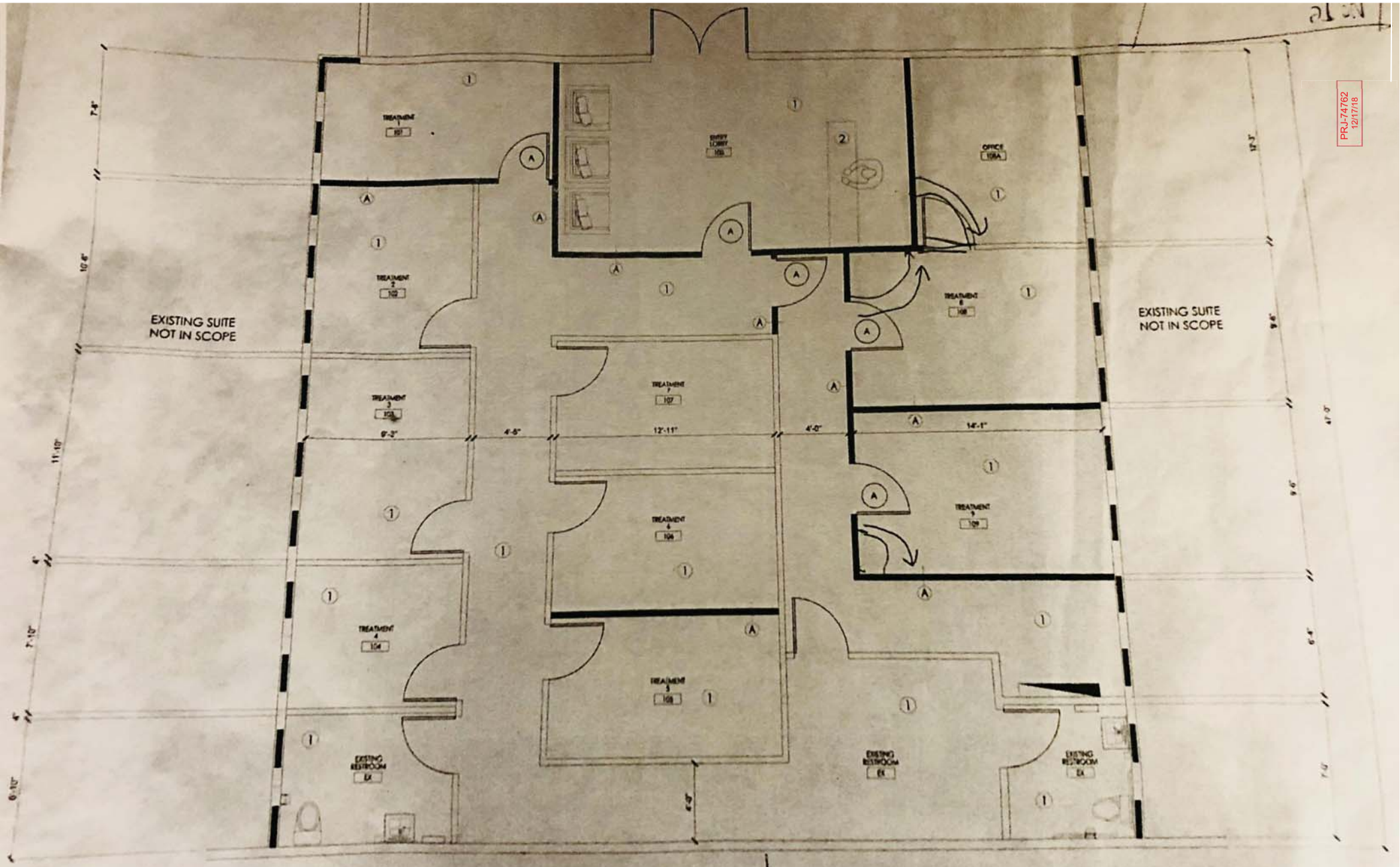
*The application will not be deemed complete until the submitted materials have been reviewed by the Department of Planning for consistency with applicable sections of the Zoning Ordinance.

PRJ-74762
12/17/18

Revised 03/28/16


Hangover Bail
All Star Hair Nails
Best Tux & Gown
A Traders Turquoise Chief
Art of Flavors
Viva Las Arepas
S Casino Center Blvd
S Las Vegas Blvd
PRJ-74762
12/17/18

**SUP-75306**




PRJ-74762
12/17/18

5 SINGLE THERAPY ROOM = 5 BEDS

2 COUPLE THERAPY ROOM = 4 BEDS

2 REST ROOM

1 EMPLOYEE ROOM

1 OFFICE ROOM.

SUP-75306




**SUP-75306 [PRJ-74762] - SPECIAL USE PERMIT - APPLICANT: BAAN THAI MASSAGE ESTABLISHMENT - OWNER: HERD PROPERTIES, LLC**
**1600 SOUTH LAS VEGAS BOULEVARD, SUITE #120**

12/27/2018

**Business Justification Letter**

**Bann Thai Retreat LLC.**

**Massage/Spa Business**

**To The City Of Las Vegas,**

**Baan Thai Retreat would to pen a massage establishment at 1600 S. Las Vegas Blvd. #120 (C-2) The business will include the following areas:**

1. Front entry cashier area with employee room and customer waiting area.
2. 5 Single therapy room with 5 massage beds, all room already build out and have doors.
3. 2 Couples therapy room with 4 total massage beds.
4. 2 Restroom
5. 1 employees resting room
6. 1 room for washer and dryer.
7. Providing Thai-yoga Stretching, Foot Massage, Deep tissue, and Hot stone services.
8. Operation Hours 10 am – 9 pm

Thank you,

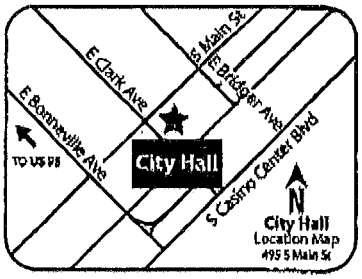
Please contact as needed.
(Aommy) Darawan Buayan
Buayan2@yahoo.com
323 – 423 – 9988

SUP-75306

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

PRSRT
FIRST CLASS MAIL
U.S. Postage
**PAID**
Las Vegas, NV
Permit No. 1630

# Return Service Requested
# Official Notice of Public Hearing




RECEIVED
CITY CLERK
2019 MAR 11 A 10:24

If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☐ I SUPPORT this Request

☒ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75306 [PRJ-74762]**

City Council Meeting of **3/20/2019**

Case: SUP-75306

16204608010
BAILEY K & PRATO T 2003 REV TR
BAILEY KAREN M TRS
105 W CHARLESTON BLVD
LAS VEGAS NV 89102-2532

**From:** LuAnn D. Holmes
**To:** City Clerk, Deputies
**Cc:** Susan Finucan
**Subject:** Fw: FW: Agenda Item #90
**Date:** Wednesday, March 20, 2019 11:09:31 AM

---

**From:** Susan Finucan
**Sent:** Wednesday, March 20, 2019 9:44 AM
**To:** LuAnn D. Holmes
**Subject:** FW: FW: Agenda Item #90

LuAnn,

Please see email below from the representative for agenda item #90 on today's city council.

Please confirm receipt of this email.

Susan

---

**From:** Kirk Kennedy <ktkennedylaw@gmail.com>
**Sent:** Wednesday, March 20, 2019 9:42 AM
**To:** Susan Finucan <sfinucan@LasVegasNevada.GOV>
**Subject:** Re: FW: Agenda Item #90

**EXTERNAL EMAIL**

Ms. Finucan:
Regarding Agenda Item #90 for today's City Council meeting related to SUP-75306, on behalf of the Applicant I would request that the matter be held in abeyance for 30 days to the next meeting on April 17. Due to some scheduling conflicts today, this request is necessary. I would appreciate your consideration and assistance with this request. If possible, please confirm that the matter will be held in abeyance with no problems. Thank you.
Kirk Kennedy
Counsel for the Applicant, Baan Thai Massage,

Submitted after Final Agenda
Date: 3/20/2019 Item: 90

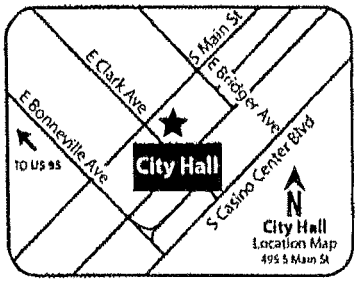
**Kirk T. Kennedy, Esq.**
**Attorney at Law**

815 S. Casino Center Blvd.
Las Vegas, NV 89101
Phone: 702-385-5534
Facsimile: 702-385-1869

City of Las Vegas
Office Of The City Clerk
495 South Main Street, 2nd Floor
Las Vegas, Nevada 89101

PRSRT
FIRST CLASS MAIL
U.S. Postage
**PAID**
Las Vegas, NV
Permit No. 1630

# Return Service Requested
# Official Notice of Public Hearing




RECEIVED
CITY CLERK
2019 MAR 12 P 2:29

If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Office Of The City Clerk at the address listed above or fax this side of this card to (702) 382-4803. If you would like to contact your Council Representative, please call (702) 229-6405.

☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75306 [PRJ-74762]**
City Council Meeting of **3/20/2019**

Case: SUP-75306
16203311002
BARTSAS MARY 19 L L C
601 S RANCHO DR #C23
LAS VEGAS NV 89106-4825

ST LRDFNP1 89106

1/1 03-12-2019 13:42:32

70236694 13

Submitted after final agenda

Date 3/14/19 Item 90

**NOTE: THE FOLLOWING DOCUMENTATION WAS SUBMITTED FOR THE RECORD BEFORE OR AT THE PLANNING COMMISSION HEARING ON THIS ITEM WHICH IS NOW APPEARING BEFORE THE CITY COUNCIL**

RECEIVED

FEB 1 1 2019

Dept of Planning
City of Las Vegas

7023669413

12:42:56 02-08-2019 1/1

City of Las Vegas
Department of Planning
Development Services Center
333 North Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106

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U.S. Postage
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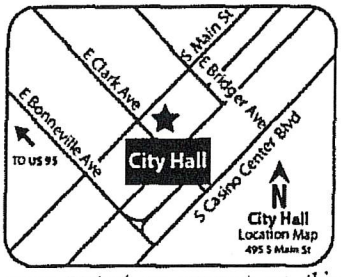
Las Vegas, NV
Permit No. 1630

**Return Service Requested**
**Official Notice of Public Hearing**




If you wish to file your protest or support on this request, check the appropriate box below and return this card in an envelope with postage to the Department of Planning at the address listed above, fax this side of this card to (702) 464-7499 or submit your comments online at https://cityoflasvegas.formstack.com/forms/plan_app_comments_2018
If you would like to contact your Council Representative, please call (702) 229-6405.

☒ I SUPPORT this Request ☐ I OPPOSE this Request

Please use available blank space on card for your comments.

**SUP-75306 [PRJ-74762]**
Planning Commission Meeting of **2/12/19**

Case: SUP-75306
16203311002
BARTSAS MARY 19 L L C
601 S RANCHO DR #C23
LAS VEGAS NV 89106-4825

Submitted after final agenda

Date 2/11/19 Item 191A

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**91**

**DEPARTMENT: City Clerk**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
Set date on any appeals filed or required public hearings from the City Planning Commission Meetings and Dangerous Building or Nuisance/Litter Abatements.

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**92**

**DEPARTMENT: City Clerk**
**DIRECTOR: LuAnn Holmes**

**SUBJECT:**
Citizens Participation: Public comment during this portion of the agenda must be limited to matters within the jurisdiction of the City Council. No subject may be acted upon by the City Council unless that subject is on the agenda and is scheduled for action. If you wish to be heard, come to the podium and give your name for the record. The amount of discussion on any single subject, as well as the amount of time any single speaker is allowed, may be limited.

# *AGENDA SUMMARY PAGE*

**City Council**
**Meeting of: March 20, 2019**

Agenda Item No.:
**93**

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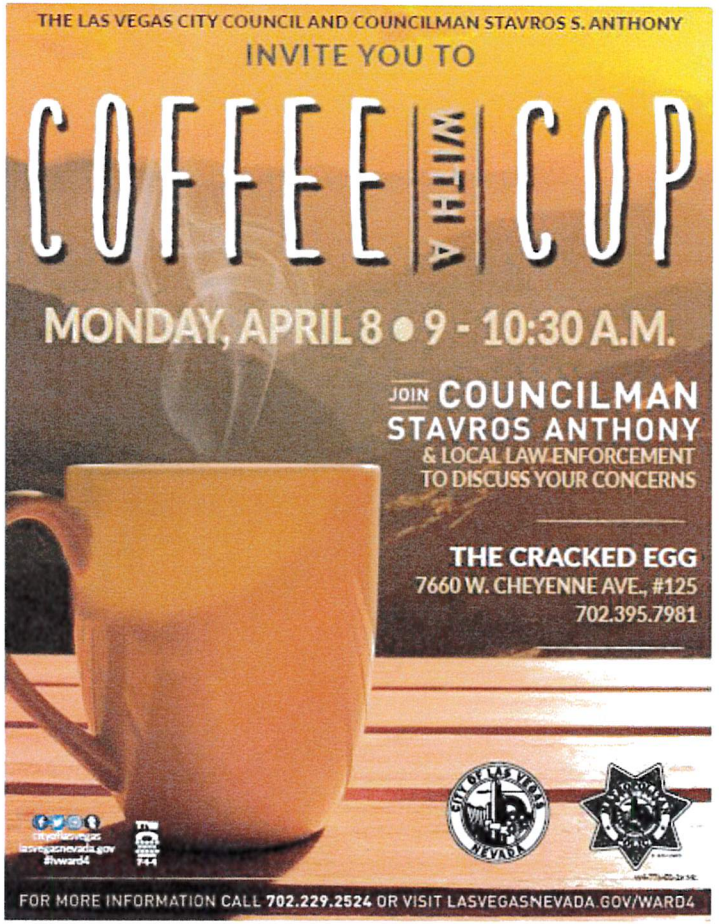
**SUBJECT:**
Council Member Recognition: Comments made by individual City Council Members during this portion of the agenda will not be acted upon by the City Council unless that subject is on the agenda and scheduled for action.

**BACKUP DOCUMENTATION:**
Submitted at Meeting – Event Flyers for Wards 1, 4, 5 and 6

# WARD 4 ANNOUNCEMENTS

**Monday, April 8th**
**9-10:30 a.m.**

**The Cracked Egg**
**7660 W. Cheyenne Ave.**



# DOCUMENT SHREDDING

## & Drug Turn-In

## Saturday | March 23

**10 a.m.–noon**

Clark High School

*(north parking lot)*

4291 Pennwood Ave.

Limit of five boxes per vehicle for free document shredding.

Bring your outdated prescription drugs for safe disposal.



# Ward 1 Council Announcements

(702) 229-6405

Lois Tarkanian

# Neighborhood Partnership Fund Grants

## Workshops

Saturday, March 23rd or 30th, 9 - 11 a.m.
Mirabelli Community Center, 6200 Hargrove Ave

**Application deadline: Thursday, April 18**

Contact Alma Estrada:
702-229-1762 or aestrada@lasvegasnevada.gov



## Ward 1 Council Announcements

(702) 229-6405 Lois Tarkanian

# Springs Preserve
# Spring Plant Sale

March 23-24
8am-1pm
Admission to sale is free
No reservations required



## Ward 1 Council Announcements

(702) 229-6405

Lois Tarkanian

# Walk with a UMC Doc
# At the Springs Preserve

**Third Thursdays**

March 21 @ 9:30 am – Kidney health

April 18 @ 8 am – Keeping your gut healthy

May 16 @ 8 am – Know your blood pressure numbers

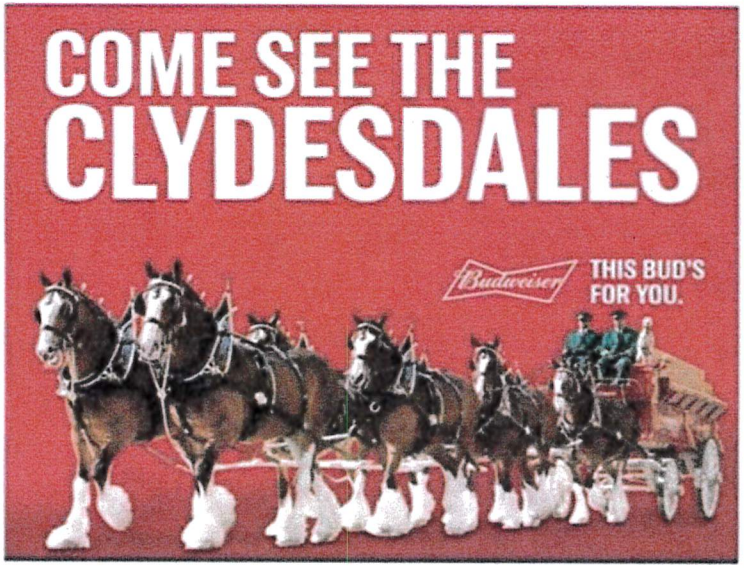


## Ward 1 Council Announcements

(702) 229-6405

Lois Tarkanian

# COME SEE THE CLYDESDALES




## MARCH 23rd
## 12 NOON TO 2pm

HERE AT: Smith's Marketplace

# Ward 6 - Updates/Events




Las Vegas

**Bluegrass Festival**

**Saturday, March 23rd**

**1-8 p.m.**

**Centennial Hills Park Amphitheater**

**7101 N. Buffalo Drive**

# Ward 6 - Updates/Events




## Movie in the Park
## Incredibles 2

**Friday, April 5**
**7 p.m.**
**Centennial Hills Amphitheatre**
**(7101 N. Buffalo Drive – East Parking Lot)**

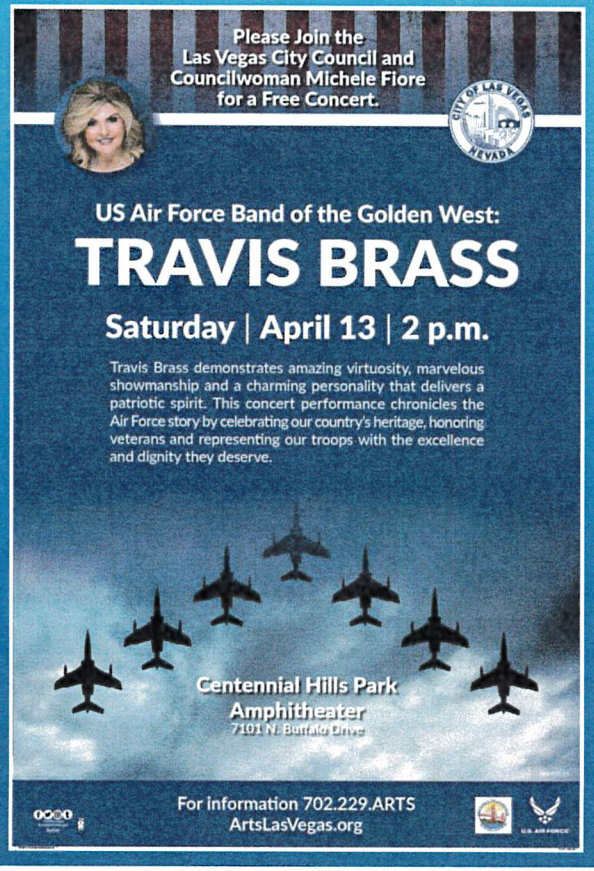
# Ward 6 - Updates/Events




## Easter Celebration & Egg-stravaganza

**Saturday, April 13**
**10 a.m.**
**Mountain Ridge Park**
**(Durango Drive & Elkhorn Road)**

# Ward 6 - Updates/Events




**US Air force Band of the Golden West:**

## Travis Brass

**Saturday, April 13th at 2:00pm**

**Centennial Hills Park Amphitheater (7101 N Buffalo Drive)**

# Ward 6 - Updates/Events




## Cinco De Mayo

**Sunday, May 5th**
**1 p.m.- 6:30 p.m.**

**Centennial Hills Park Amphitheater (7101 N Buffalo Drive)**

# MISSING JUVENILE

Sent: 2019-03-13 @ 12:14 Case: 190200130010 Author: JH/NCS

NIC #

Last Name PERRY

First Name AVIANNA

Nickname

Alias

Age 17

Gender FEMALE

Height 5'5

Weight 140

Eyes HAZEL

Hair BROWN

Complexion

Race AFRICAN AMERICAN

BirthDate

Last Contact 2/28/2019



Marks

AVIANNA WAS LAST SEEN IN THE AREA OF PECOS & BONANZA (LAS VEGAS,NV)

IT IS UNKNOWN WHAT THE CHILD WAS LAST SEEN WEARING
CHILD HAS A TONGUE PIERCING AND BRACES

SHE MAY BE CARRYING A BACKPACK WITH PERSONAL BELONGINGS
IF YOU HAVE ANY INFORAMTION PLEASE CONTACT THE NUMBERS LISTED BELOW

Las Vegas Metro Police (702) 828-3111
Nevada Child Seekers (702) 458-7009

# MISSING JUVENILE

Sent: 2019-03-11 @ 11:24 Case: 1902-000456-29 Author: JH/NCS

NIC #

Last Name MENDEZ

First Name MARCUS

Nickname

Alias

Age 16

Gender MALE

Height 5'10

Weight 220

Eyes BROWN

Hair BROWN

Complexion

Race NATIVE AMERICAN

BirthDate

Last Contact 2/11/2019

Marks



MARCUS WAS LAST SEEN IN THE AREA OF TROPICANA & BOULDER HIGHWAY (LAS VEGAS)

CHILD WAS LAST SEEN WEARING BASKETBALL SHORTS AND A SWEATER

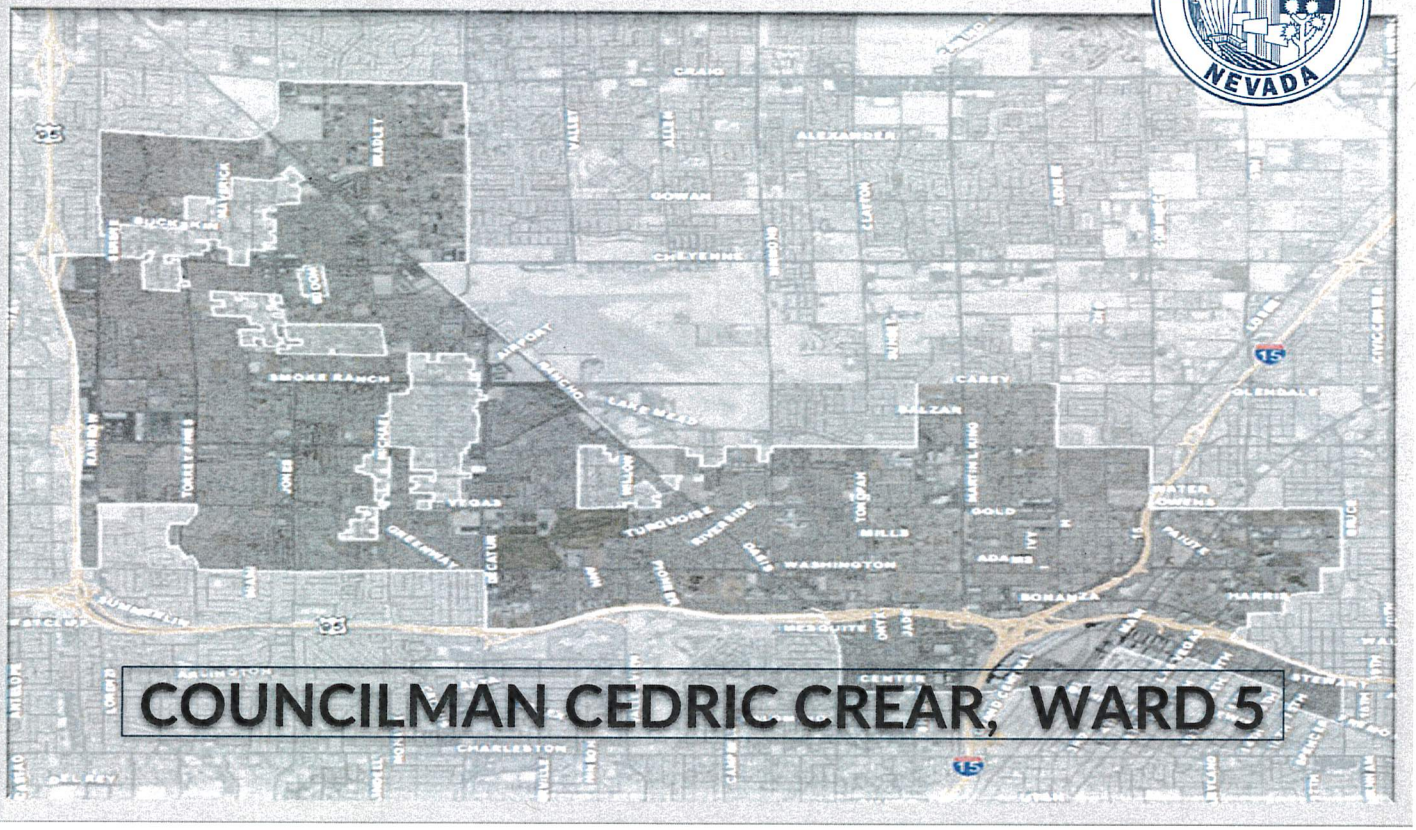
IF YOU HAVE ANY INFORMATION PLEASE CONTACT THE NUMBERS LISTED BELOW.

Las Vegas Metro Police (702) 828-3111
Nevada Child Seekers (702) 458-7009



# Ward 5 Final Announcements



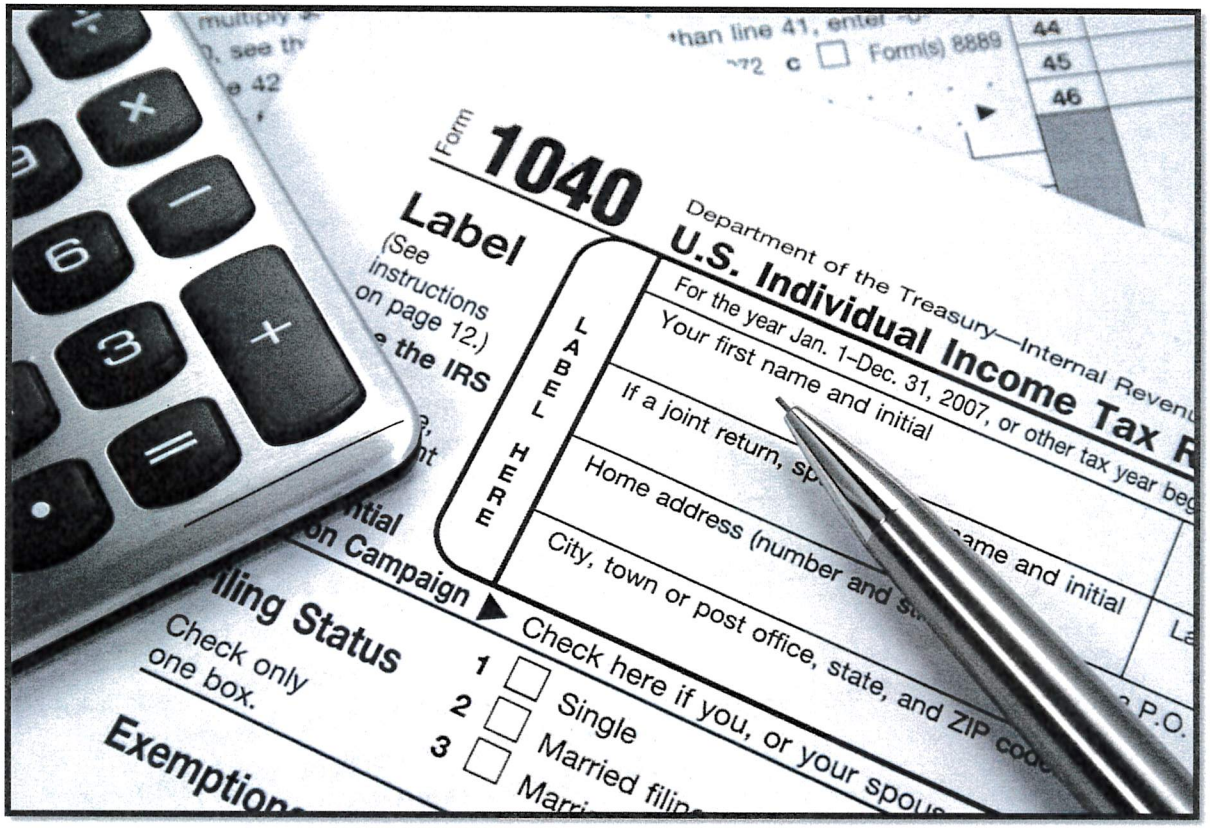



Nevada's Big Give
Thurs., March 21




# Ward 5: Announcements

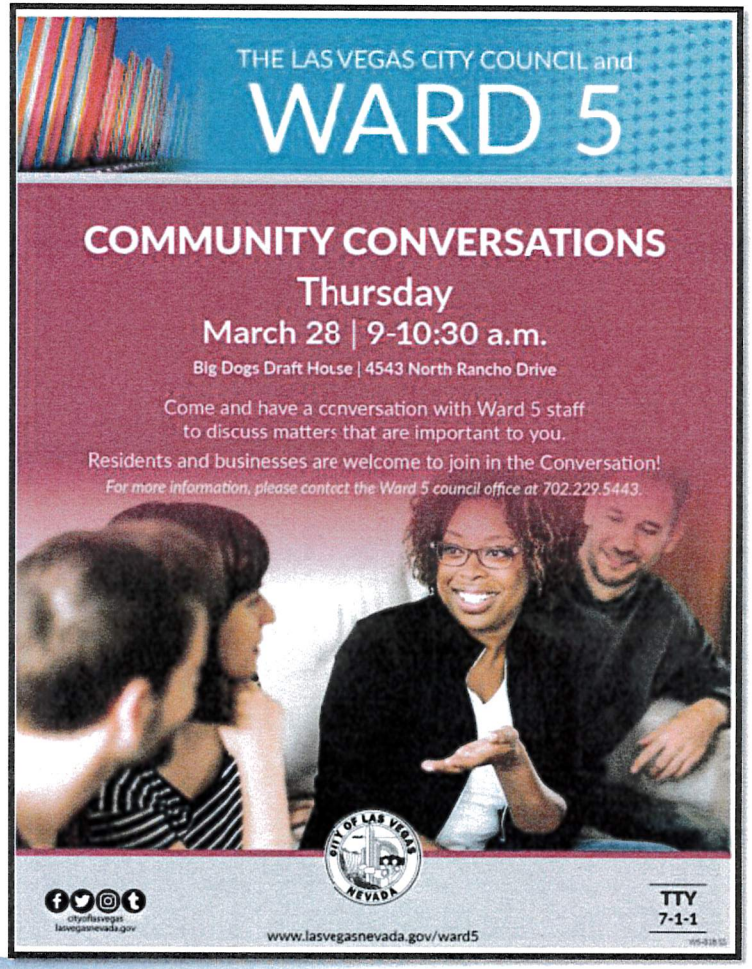
# Free Income Tax Preparation



# Bolden Area Command
## *Little League Baseball*



# Ward 5 Community Conversations
# Thurs. March 28 - 9-10:30 am




CITY OF LAS VEGAS NEVADA

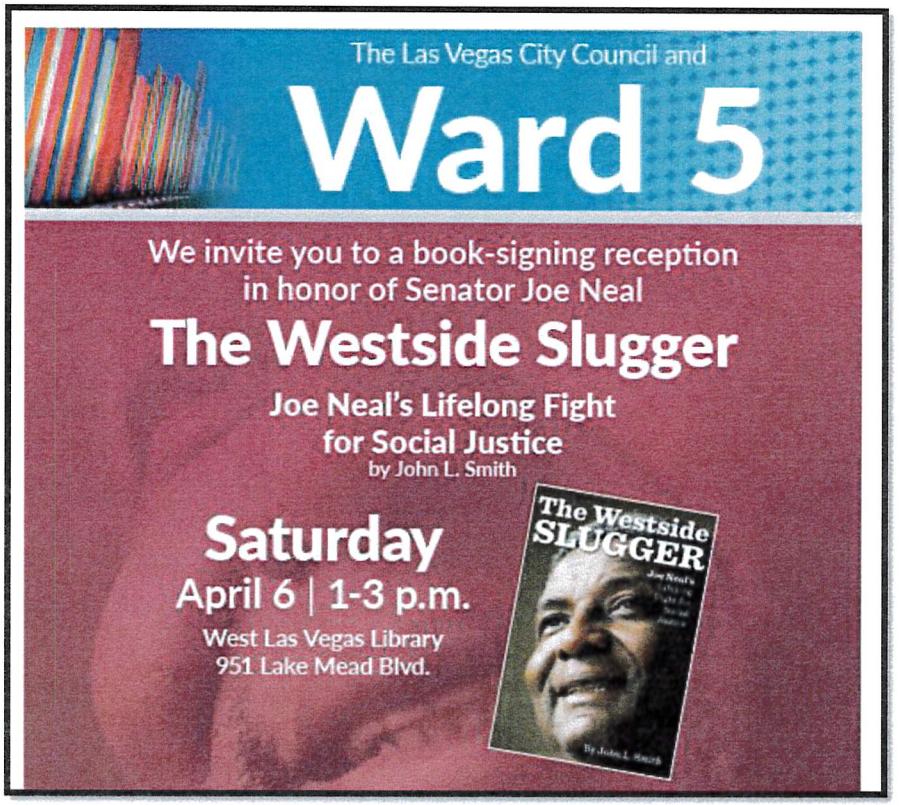
## Ward 5: Announcements

# CCSD
# Job Openings
*Application Fairs*



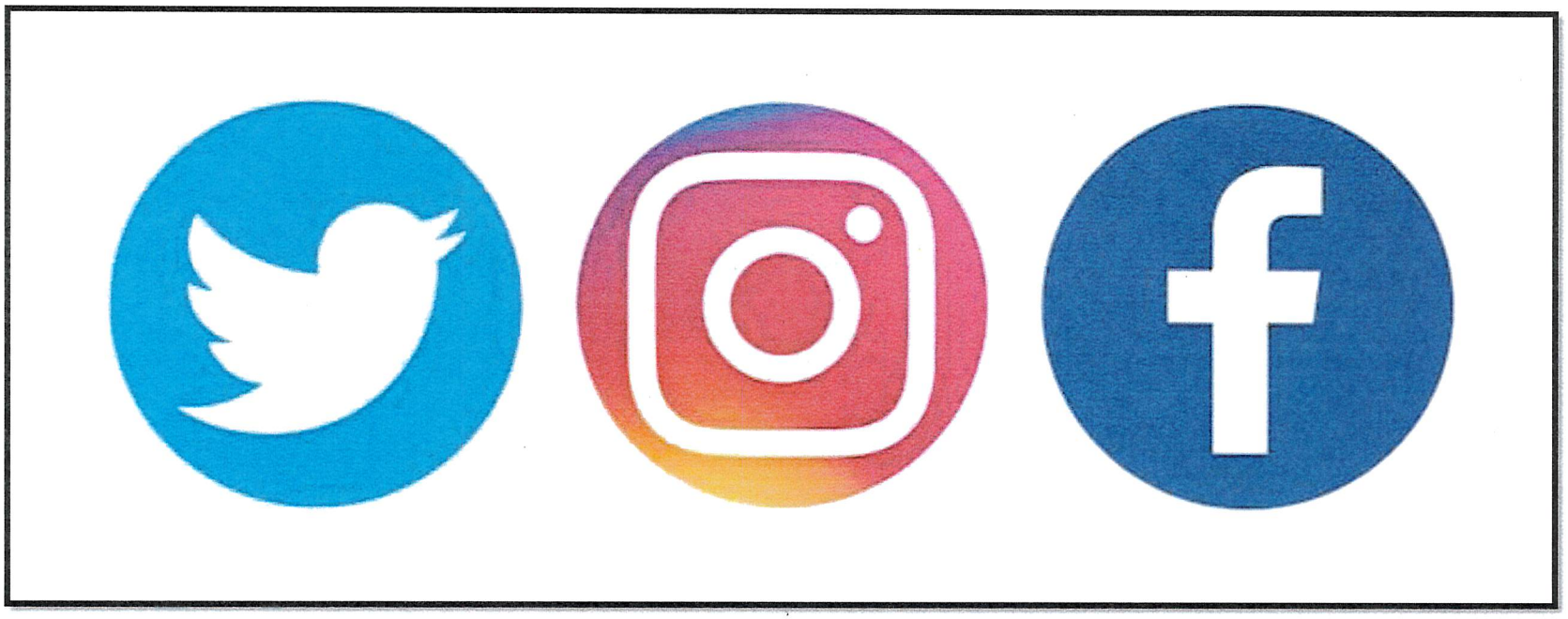

## Ward 5: Announcements

Sen. Joseph Neal
Book-Signing
Sat., April 6




# Ward 5: Announcements



# Ward 5: Announcements