



## **SPRING CREEK ASSOCIATION COMMITTEE OF ARCHITECTURE REGULAR MEETING MINUTES**

Spring Creek Association ("SCA") Committee of Architecture  
Monday, January 12, 2025, 5:30 PM, PST  
Fairway Community Center Meeting Room  
401 Fairway Blvd, Spring Creek, Nevada

**PRESENT:** Alan Kimbrell, Elisa Liebelt, Elex Vavrick, Tamara Baker

**ABSENT:** Brittiney Hinkley

**STAFF PRESENT:** President Jessie Bahr- on the phone, Secretary/Treasurer Kristine Austin-Preston, COA Secretary Cheri Duncan

**CORPORATE ATTORNEY:** Katie McConnell

**CALL TO ORDER:** Chair Kimbrell called the meeting to order in person and telephonically at 5:31 PM.

### **PLEDGE OF ALLEGIANCE**

#### **NOTICE:**

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

#### **D. COMMENTS BY THE GENERAL PUBLIC**

Pursuant to NRS 241 this time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken on a matter raised under this item of the agenda until

the matter itself has been included specifically on an agenda as an item upon which action will be taken.

**NON-ACTION ITEM**

No Public Comment

**E. UNFINISHED BUSINESS- Consent Agenda**

***Items may be taken individually for consideration or may be taken as a group by the Committee of Architecture.*** **FOR POSSIBLE ACTION**

- E.1 Review, discussion and possible action to consider a request from Sarah Stevenson for an extended stay longer than the two-week maximum allowed in **COA R&R's: Travel Trailers/Motorhomes at 523 Diamondback Drive, (Tract 301 Block 004 Lot 006) 4.060 acres.** **FOR POSSIBLE ACTION**

Secretary Duncan stated the property owner is requesting approval for an extended stay longer than the two-week maximum allowed. Property owner was not present.

No Public Comment

Member Liebelt moved/Chair Kimbrell seconded to deny the request at 523 Diamondback Drive, (Tract 301 Block 004 Lot 006). Motion Carried (4-0).

- E.2 Review, discussion, and possible action regarding **COA R&R's: Inoperative, Unregistered, Unlicensed Vehicles** refer to the SCA Board of Directors requesting to take legal action and uphold all fines regarding **231 Charwood Drive, (Tract 101 Block 008 Lot 001) 2.320 acres.** **FOR POSSIBLE ACTION**

- E.3 Review, discussion, and possible action regarding **COA R&R's Metal Storage Containers** refer to the SCA Board of Directors requesting to take legal action and uphold all fines regarding **519 Abarr Drive, (Tract 402 Block 006 Lot 012) 1.080 acres.** **FOR POSSIBLE ACTION**

Secretary Duncan stated that this property has been in violation since September 2025.

The Property Owner, Taylor Besendorfer, said the container was permitted at their previous property and they were told just to take it with them when they moved in 2020.

Staff discussed that permits go with the property not the property owner.

No Public Comment

Member Liebelt moved/Member Vavrck seconded to table the COA Violations at 519 Abarr Drive, (Tract 402 Block 006 Lot 012) and bring back to March COA if not in compliance. Motion Carried (4-0).

- E.4 Review, discussion, and possible action to approve a variance for a shop to be 5 ft from the rear property line at **142 Flora Court, (Tract 106B Block 008 Lot 026) 2.110 acres.** **FOR POSSIBLE ACTION**

Secretary Duncan stated the property owner is requesting approval for a variance to build a shop 5 feet from the rear property line.

The Property Owner, Ryan Rasband, said he came in last month and requested it to be forward of the house and was asked to move it back, he is requesting to put it where suggested.

Staff discussed moving it father from the property line.

Member Liebelt moved/Member Vavrck seconded to approve the variance at 142 Flora Court, (Tract 106B Block 008 Lot 026), to be 15 ft from the rear property line. Motion Carried (4-0).

## **F. NEW BUSINESS**

### **F.1 ORGANIZATION OF COMMITTEE**

- a. Discussion and consideration of the organization of the Committee of Architecture, and consideration of appointment for COA Chair and COA Vice-Chair for 2026.

***FOR POSSIBLE ACTION***

Secretary Duncan stated we will discuss and consider appointment for COA Chair and COA Vice-Chair for 2026.

No Public Comment

Member Vavrck nominated Alan Kimbrell for Chair/Member Liebelt seconded. Motion carried (4-0).

Chair Kimbrell nominated Elex Vavrck for Vice-Chair/Member Baker seconded. Motion Carried (4-0).

- F.2 Review, discussion, and possible action to approve a Commercial Sign Permit at 580 Spring Valley Court, (Tract 201 Block 004 Lot 006) 2.680 acres.**

***FOR POSSIBLE ACTION***

Secretary Duncan stated the property owner is requesting approval for a Commercial Sign Permit at Elko Federal Credit Union.

No Public Comment

Member Vavrck moved/Chair Kimbrell seconded to approve the Commercial Sign Permit at 580 Spring Valley Court, (Tract 201 Block 004 Lot 006). Motion carried 4-0.

- F.3 Review, discussion, and possible action to approve a Conditional Use Permit for New Leaf Solution, LLC and Eden Tree at 463 Diamondback Drive, (Tract 301 Block 004 Lot 011) 4.180 acres.**

***FOR POSSIBLE ACTION***

Secretary Duncan stated the property owner is requesting approval for a Condition Use Permit for New Leaf Solution, LLC and Eden Tree.

The Property Owner, Joe Purper, said they had a Conditional Use Permit at their previous address and then moved to their current address. He plans to use Chimney Creek Road for the businesses and will be storing wood, trucks and trees at the rear of the property.

Attorney Katie McConnell suggested that changing the zoning from AR (Agricultural/Residential) to open space would be a better option.

No Public Comment

No Action Taken

- F.4 Review, discussion, and possible action to approve a Home Occupation Permit at **842 Spring Valley Parkway, (Tract 202 Block 014 Lot 009) 1.410 acres.**  
**FOR POSSIBLE ACTION**

Secretary Duncan stated the property owner is requesting approval for a Home Occupation Permit.

The Property Owner, Kerrie Retzloff said there will be no foot traffic, online only.

No Public Comment

Chair Kimbrell moved/Member Vavrick seconded to approve the Home Occupation Permit at 842 Spring Valley Parkway, (Tract 202 Block 014 Lot 009). Motion carried 4-0.

- F.5 Request by SCA Member Michelle Holden for review and discussion regarding **Miners Java's** options to do business from her property at **351 Spring Creek Parkway, (Tract 102 Block 012 Lot 017) .56 acres.**

Secretary Duncan stated the property owner is requesting to discuss options for Miners Java to do business at the property.

The Property Owner, Michelle Holden, said they would not be doing business at the property all the time. Customers would place text orders that they would take out to the customer's vehicle when conditions were too cold to go out.

Staff discussion- Delivery would be a better option as we cannot allow business to be conducted from an AR property.

No Action Taken

## **G. Violations- Consent Agenda**

***Items may be taken individually for consideration or may be taken as a group by the Committee of Architecture.***  
**FOR POSSIBLE ACTION**

- G.1 Review, discussion, and possible action regarding **COA R&R's: Inoperative, Unregistered, Unlicensed Vehicles** refer to the SCA Board of Directors requesting to take legal action and uphold all fines regarding **147 Birchwood Drive, (Tract 101 Block 001 Lot 002) 1.270 acres.**  
**FOR POSSIBLE ACTION**

- G.2 Review, discussion, and possible action regarding **COA R&R's: Accessory Structures, SCA DOR's: Unsightly: Storage of Tools and Trash** refer to the SCA Board of Directors requesting to take legal action and uphold all fines regarding **373 Fairway Lane, (Tract 106A Block 004 Lot 033) 1.270 acres.**  
**FOR POSSIBLE ACTION**

Chair Kimbrell moved/Member Vavrick seconded to move the consent agenda forward and refer the COA Violations E2, G1 & G2 to the SCA Board of Directors to take legal action and uphold all fines. Motion Carried (4-0).

**H. LEGAL REPORT**

Review and discussion regarding the monthly update on property violations turned over to McConnell Law per SCA Board approval. **NON-ACTION ITEM**

Attorney McConnell provided a verbal update on the properties currently in legal status.

**I. REVIEW AND APPROVAL OF MINUTES**

Approval of minutes from the December 8, 2025, Regular meeting.

**FOR POSSIBLE ACTION**

No public comment was received.

Member Liebelt moved/Chair Kimbrell seconded to approve the minutes from the December 8, 2025, Regular Meeting. Motion carried 3-0-1 (Member Baker abstained).

**J. REPORTS**

**J.1** Approval of the Committee of Architecture Revenue Report for December 2025.

**FOR POSSIBLE ACTION**

**J.2** Approval of the Committee of Architecture Occupancy Report for December 2025.

**FOR POSSIBLE ACTION**

**J.3** Approval of the Committee of Architecture Violation Report for December 2025.

**FOR POSSIBLE ACTION**

Secretary Duncan provided a general update on permits and violation reviews.

No public comment was received.

Chair Kimbrell moved/Member Liebelt seconded to accept the reports in the binder for December 2025. Motion carried 4-0.

**K. PUBLIC COMMENT**

Pursuant to NRS 241 this time is devoted to comments by the public, if any, and discussion of those comments. No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on an agenda as an item upon which action will be taken. **NON-ACTION ITEM**

No public comment was received.

**L. NEXT REGULAR MEETING**

The next regular meeting of the Committee of Architecture is Scheduled for Monday, February 9, 2026. **FOR POSSIBLE ACTION**

**M. ADJOURN MEETING**

**FOR POSSIBLE ACTION**

Member Kimbrell adjourned the meeting at 6:52 p.m.