



## Incline Village/Crystal Bay Citizen Advisory Board

Minutes of the regular meeting of the Incline Village/Crystal Bay Citizen Advisory Board held on October 27, 2025, at 5:30 P.M. Incline Village Library (845 Alder Ave. Incline Village, NV 89451)

### 1. CALL TO ORDER/ DETERMINATION OF QUORUM

PRESENT - Diane Becker, Chris Wood, Denise Davis, Jodi Wright, Roxanna Dunn  
ABSENT – Kevin Lyons, Mark Sasway

### 2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited

### 3. GENERAL PUBLIC COMMENT

There was no general public comment.

### 4. ANNOUNCEMENTS FROM COMMISSIONER HILL

There were no announcements from Commissioner Hill.

### 5. BOARD MEMBER ANNOUNCEMENTS/REQUESTS/DISCUSSION -

Roxanna Dunn explained that the agenda item was moved up so upcoming meetings could be announced before attendees leave. She noted that the November meeting will feature a presentation by Tyler from Technology Services, who will discuss radio infrastructure and cellular coverage in the area. He was originally scheduled to speak at this meeting but had to postpone due to knee surgery. Dunn added that tonight's agenda was adjusted accordingly and that they would also review Sand Harbor later in the meeting.

Diane Becker announced that on November 12, the Tahoe Regional Planning Agency (TARPA) Advisory Planning Commission will hold a meeting to discuss a new proposal to further increase building height limits along Tahoe Boulevard by an additional 10 feet. She noted that a petition is circulating in opposition to the proposal, citing concerns about increased fire risk and the lack of analysis on evacuation impacts due to higher population density. Becker invited anyone interested in signing the petition or submitting comments either in opposition or support to contact her via the CAB website.

Chris Wood shared that he received a notice from Washoe County Community Services Department about a public hearing scheduled for November 4 at 6 p.m. in the County Commission Chambers. The hearing concerns proposed amendments to the development code that could affect Washoe Tahoe. The amendments include establishing new standards for small lot and infill residential developments, increasing the allowable size of accessory dwelling units (ADUs) from 50% to 80% of the main home's size, and raising the maximum floor area for

cottage court developments from 1,000 to 1,200 square feet. He explained that cottage courts are clusters of small homes centered around a shared community space.

Diane Becker thanked Chris for noting the hearing date and reiterated ongoing concerns about the lack of a comprehensive fire evacuation study. She emphasized that while some preliminary planning has begun, there has been no analysis of the current or projected evacuation population. Becker noted that proposed increases in building height up to 65 feet, with another 10 feet under consideration and other development activities would add more residents, further straining evacuation capacity. She expressed hope that an evacuation safety analysis will be completed before any of these changes move forward.

Roxanna Dunn provided an update on the ongoing fire evacuation study, explaining that she serves on the modeling committee responsible for selecting software vendors to simulate both fire behavior and evacuation scenarios. The committee issued a request for proposals and received only two responses, from Perimeter and Ladris. She described Perimeter as software already used locally for real-time traffic mapping, with strong capabilities in modeling vehicle movement and identifying traffic choke points. Ladris, while more established, was criticized by other jurisdictions for being costly and difficult to work with. Ladris quoted a price of \$156,000, compared to \$22,500 from Perimeter. Dunn noted that choosing Perimeter would leave funds available to purchase separate fire modeling software. She added that Pyro Analysis, the firm that previously conducted evacuation modeling for Tahoe Clean Air, has since been acquired by Ladris. While no final decision has been announced, Dunn said the committee is likely to select Perimeter due to its affordability and collaborative approach.

Diane Becker asked whether the \$22,000 quoted by Perimeter covered an evacuation analysis for the entire county. Roxanna Dunn clarified that the amount was only for the software license, not the full evacuation analysis. She explained that a separate committee would handle the actual analysis, which would likely require hiring additional consultants. Dunn added that both vendors had provided software demonstrations, and she saw little difference in functionality between them.

Pamela Tsigdinos asked for clarification about a possible discrepancy between the CAB discussion and a recent Nevada Current article quoting Commissioner Alexis Hill. The article stated that a vendor had already been selected for the fire evacuation study, but Tsigdinos noted that Roxanna Dunn's earlier comments suggested the decision was still pending. She asked who made the selection and emphasized the importance of transparency for the public. Roxanna Dunn explained that the modeling committee voted on October 25 between two vendors, Perimeter and Ladris, but she had not yet received the official results. She said the vote only applied to evacuation modeling software, not the fire modeling portion, which remains undecided. Dunn added that she believes the county may have made a decision, possibly favoring Perimeter because of its lower cost and cooperative reputation, but she has not been officially notified. Alexandra Wilson, Washoe County Community Outreach Coordinator, confirmed that she also had not been informed of a final decision by the County and said she would review the Nevada Current article once Pamela shared the link. Both agreed that once the decision is confirmed, the public should receive a clear update.

Chris Wood asked for clarification on whether the evacuation modeling would include testing different scenarios and variables such as traffic flow, choke points, and population movement

during an emergency. Roxanna Dunn responded that yes, the selected software is designed to model those types of scenarios. It can estimate how many vehicles are on the road, identify congestion points, and test how different conditions or routes might affect evacuation times. She explained that this modeling will help planners better understand potential problem areas and improve overall evacuation planning.

Diane Becker questioned how the committee could choose a modeling software before defining what scenarios it would model. She asked whether the Perimeter software could project future population increases or if it would only analyze current conditions without accounting for new developments.

Roxanna Dunn explained that both software options can be manually updated with new population data, but they rely on separate tools to estimate population. She said the committee is considering using a program called Placer, which tracks population movement using cell phone data to create more dynamic evacuation models. Dunn noted that the data must include historical patterns since cell towers might fail during a fire.

Becker followed up, asking whether the modeling would include not only current residents, tourists, and workers, but also projected growth from new developments that could significantly increase population density. Dunn replied that planners, including Kat Oakley, have emphasized the need for flexible modeling that can be updated as population and development change. While Placer alone does not handle projections, Dunn said the county's planning staff on the committee are aware of this need and will work to ensure future population growth is incorporated.

## **6. PUBLIC SAFETY UPDATES**

There were no public safety updates.

## **7. SAND HARBOR RESERVATION LETTER UPDATE –**

Roxanna Dunn provided a detailed update on the Sand Harbor reservation system and related operations based on correspondence with Nevada State Parks staff. She explained that Channel 2 was covering the topic and introduced Jonathan Brunjes from Nevada State Parks, who was present to clarify details. Dunn summarized that the Sand Harbor reservation system, launched in August 2024 and used throughout 2025, has reduced early morning congestion between 5 and 8 a.m. However, once reservations end at 10:30 a.m. and first-come, first-served entry begins, traffic backups occur. State Parks plans to reconfigure the entrance to keep vehicles off the highway. She noted that parking is enforced within park boundaries but not outside them, and Brunjes clarified that rangers patrol both sides of the highway in areas owned by the park, which has helped reduce illegal parking. Dunn also reviewed parking fees, explaining that reservations add a \$5 charge on top of standard entry fees of \$10 for Nevada vehicles and \$15 for out-of-state vehicles. After 10:30 a.m. and during the off-season (October 15–April 15), there is no reservation fee. Brunjes confirmed this and added that although reservations often sell out during summer, 30 to 40 percent of visitors do not show up, which allows for some first-come, first-served access. Dunn mentioned that the park offers two free days each year and that library

passes provide free entry for limited periods. Brunjes said there are two passes per library statewide, valid at all Nevada State Parks. Regarding shuttle and alternate access, Dunn said there is no current fee for those arriving by shuttle, bike, or on foot, but Brunjes shared that a \$2 fee will soon be implemented for shuttle riders. Finally, Dunn discussed the park's evacuation plan, which she reviewed after receiving it from State Parks. She summarized that it focuses primarily on rescue rather than large-scale evacuation and that all three Sand Harbor exit routes lead to State Route 28, creating a potential bottleneck shared with Spooner Lake. The plan identifies coordination with agencies such as the Sheriff's Office, Fire, Highway Patrol, and the Coast Guard. Dunn expressed concern that state parks were not represented on Washoe County's evacuation committees, calling it an oversight that should be corrected. She said that Brunjes is now working to ensure Sand Harbor will be included in future evacuation planning for the Incline Village area.

Jonathan Brunjes acknowledged that the Sand Harbor evacuation plan being discussed was written in 2015 but noted that staffing and preparedness have improved significantly since then. He said the park now has additional rangers and another position recently approved, giving him confidence that the team can effectively evacuate the park if needed. Brunjes explained that all rangers are trained in incident command procedures and that Sand Harbor has three exit points capable of moving about 350 vehicles efficiently during an evacuation. He also addressed safety concerns related to the reservation system, assuring attendees that if an emergency occurred while vehicles were lined up outside the park, staff would clear the area quickly and direct drivers safely down the highway rather than allowing congestion near the entrance.

Diane Becker asked several questions about safety and coordination related to Sand Harbor's emergency and traffic management. She first suggested that Sand Harbor's evacuation plan should include coordination with construction crews during emergencies, citing a past experience where roadwork caused long evacuation delays during a fire. She noted upcoming NDOT construction on Highway 28 and said pre-planning communication could prevent similar problems. Jonathan Brunjes agreed that this was a worthwhile addition and said rangers would work with NDOT or contractors to clear roads if needed. He added that state park rangers have experience assisting with traffic control during regional emergencies and maintain a good partnership with NDOT. Becker then asked how the park plans to evacuate visitors who arrive by shuttle bus, explaining that large numbers of bus passengers could be stranded if a fire or other emergency occurred. She urged the park to include evacuation procedures for these visitors. Brunjes did not provide a detailed plan in this section but acknowledged the concern for future planning. Finally, Becker raised the issue of unsafe roadside parking along Highway 28, noting that vehicles often block lanes and force cyclists into traffic. She asked whether Sand Harbor would support closing highway parking to improve safety during evacuations. Brunjes replied that such parking occurs outside park boundaries on Forest Service or NDOT land and that Sand Harbor does not permit or support parking on the highway, as it is a significant safety hazard. When Becker mentioned reports that Washoe County opposed closing the highway to parking, Brunjes said no one from the county had contacted them about that issue and added that many of the problematic areas may fall within Douglas County rather than Washoe County.

Denise Davis asked for an update on the Sand Harbor Master Plan, noting that many public comments had been submitted over the past year and wanting to know where the process currently stands and what comes next. Jonathan Brunjes replied that the master plan process is

still underway and will take time. He said State Parks received a large number of comments from the community, which are being reviewed and considered. The current focus is on a capacity study to determine how many visitors the park can appropriately accommodate without overcrowding. Brunjes said some changes may result from this work but did not provide a specific timeline. When Davis asked when the public might have another opportunity to provide input, he explained that he would need to check with the project's team lead and consulting firm before giving an update, as he had not received recent information.

## **8. 2026 TOPIC PLANNING& MEETING SCHEDULE REVIEW**

Roxanna Dunn led a discussion on potential topics for the 2026 CAB meeting schedule. She presented slides summarizing the subjects covered over the past two years, noting that sessions with Washoe County speakers had been fewer recently. She invited members to review the list and suggest issues they would like to revisit. Dunn then outlined what is already planned for early 2026. On January 26, the Tahoe Regional Planning Agency (TRPA) will present on the Federal Transportation Improvement Program (FTIP), which provides grant opportunities for local projects. She explained that no recent grants have addressed safety improvements within Incline Village or Crystal Bay, and the goal is to explore new funding options. She also mentioned the customary update from the Washoe County Manager, noting that Kate Thomas was just named as the new County Manager and would hopefully attend a future CAB meeting. Finally, Dunn displayed a list of additional proposed topics and potential speakers. She encouraged attendees to review it and suggested additions before taking an informal poll to gauge interest in the various subjects.

Diane Becker suggested that the CAB invite both Washoe County representatives and the group that recently filed a lawsuit against the county to present at a future meeting. She explained that the lawsuit challenges the county's decision to move forward with development code amendments without first conducting evacuation planning and risk analysis. Becker noted that this case could lead to additional related lawsuits and that it involves significant public funds and resources, making it important for the community to understand the situation and its implications. She suggested inviting both Washoe County legal representatives and the plaintiff to explain the case so the public could better understand the issues and impacts. Roxanna Dunn responded that the idea was interesting. Chris Wood said it might not be legally appropriate to host such a discussion since it would essentially involve parties speaking publicly about an active court case. She noted that attorneys representing either side likely would not agree to present due to the ongoing litigation but agreed it would be worth monitoring to see how the situation develops. Alexandra Wilson added that while she would record all proposed topics for consideration, this item would almost certainly not be scheduled for a CAB meeting because it involves active litigation. She said the county generally cannot discuss cases that are still before the courts.

Diane Becker suggested that instead of inviting speakers involved in the lawsuit, the CAB could prepare its own presentation to Washoe County outlining community concerns and feedback on the proposed development code amendments. She emphasized that while all topics under discussion are important, the key issue is the risk created by continued population growth and new development before a proper fire evacuation analysis is completed.

Chris Wood asked whether the CAB intended to take an official position on the proposed development code amendments or if individual members would share their personal views. He noted that the way the proposal is framed matters, since the CAB's role is to provide community input rather than act as a decision-making body. Roxanna Dunn responded that the CAB's primary responsibility is to gather and communicate feedback from the community to the county. She explained that this process does not necessarily represent a unified CAB stance but instead reflects the collective input received at meetings. Dunn said that if the CAB decided to move forward formally, members could review and agree on how to present the information, as they had done in previous years when submitting feedback to the County Commission. For now, she suggested that the focus should be on collecting and consolidating community feedback rather than taking an official position, noting that hosting a debate-style meeting on the lawsuit itself would not be appropriate.

Jody Wright suggested adding more local organizations to future discussions on workforce housing. She noted that several community groups, including local faith organizations, the Incline Village Crystal Bay Community and Business Association (IVCBA), Sierra Community House, and Tahoe Family Solutions, are actively addressing housing challenges. She also mentioned Matthew Fleming, who represents Northern Nevada Community Housing, and he briefly introduced himself, confirming his organization's role in supporting affordable housing efforts. Roxanna Dunn responded that workforce housing was already identified as a priority topic for upcoming CAB meetings. She explained that earlier in 2024, Dr. Hilary Lopez, the new director of the Reno Housing Authority, spoke with the CAB after the authority expanded its jurisdiction to include all of Washoe County. Dunn said the goal now is to strengthen coordination between the Reno Housing Authority and local partners such as Tahoe Family Solutions, Sierra Community House, and St. Patrick's Episcopal Church, which operates the Sally Fund for housing assistance. She emphasized her interest in having both the Reno Housing Authority and these local organizations return to provide updates on collaborative progress, calling it an important opportunity for the CAB to see tangible outcomes from its discussions.

Diane Becker asked whether future presentations, such as those on housing, should focus specifically on Incline Village and Crystal Bay or include updates from across the entire county. She noted that in past meetings, like the one on cellular service, much of the discussion centered on other areas, leaving little relevant information for residents. Roxanna Dunn responded that presenters are typically asked in advance to tailor their remarks to Incline Village and Crystal Bay. While it can sometimes be useful to hear what is happening elsewhere for comparison, the goal is to keep discussions centered on local issues most relevant to the community.

Roxanna Dunn asked for an update on the proposed mobility hub project, noting that it had been a major topic of discussion the previous year but had not been mentioned recently. Denise Davis responded that, to her knowledge, the project remains part of the Tahoe Transportation District's (TTD) long-range planning efforts, though not necessarily at the same location previously considered. She said there are no upcoming meetings scheduled to select a site and confirmed that while TTD continues to include the mobility hub concept in its broader plans, no immediate action is expected.

Roxanna Dunn led an informal vote among CAB members and attendees to prioritize discussion

topics for 2026. Participants in the room and online voted on a list that included evacuation, short-term rentals, workforce housing, public safety, trail use, and other local issues.

After tallying the results, Dunn announced that the top four topics of interest were the Tahoe Area Plan amendments, workforce housing, evacuation planning, and e-bikes and trail usage. Other subjects such as fire insurance, tourism, recycling, and local development received limited support.

Dunn noted that participation was lower than hoped but said the input would still help guide next year's agenda. She also mentioned that the Sheriff's Office recently held an e-bike safety presentation at Incline High School, which she would like to see repeated. Finally, Dunn asked Alexandra Wilson to give a short demonstration at the next CAB meeting on how community members can submit topic suggestions online, so future discussions can reflect a broader range of input.

The CAB discussed scheduling meetings for the remainder of 2025 and into 2026. Members agreed to cancel the December meetings in both years since they fall during the holidays, and to keep the November 2026 meeting on November 23, despite its proximity to Thanksgiving, because attendance tends to drop when meetings are moved to alternate dates.

They also confirmed that the May 2026 meeting would shift to Wednesday, May 27, since the usual Monday falls on Memorial Day. Alexandra Wilson noted she would verify all proposed dates with the library to ensure they don't conflict with early voting during the upcoming election year.

Finally, the group discussed backup options for meeting locations if library space is unavailable due to election activities, suggesting the nearby community center or possibly holding meetings fully online.

## **9. NEIGHBORHOOD DEVELOPMENT HUB & OTHER ENGAGEMENT OPPORTUNITIES -**

There were no updates.

## **10. APPROVAL OF THE MINUTES FOR THE MEETING OF August 25, 2025, AND September 22, 2025**

Chris Wood motioned to approve the minutes of the August 25 and September 22 Incline Village/Crystal Bay CAB meetings. Diane Becker seconded and the minutes were approved unanimously.

## **11. GENERAL PUBLIC COMMENT**

Pamela Mahoney Tsigdinos followed up on her earlier question about the Washoe County evacuation study, noting that Commissioner Hill had mentioned the Desert Research Institute (DRI) would be involved. She asked for clarification on who the decision makers are for vendor selection, whether DRI's role was confirmed, and if there would be a public website providing updates or transparency about the study's progress.

Roxanna Dunn responded that DRI is indeed an active participant on the evacuation study committee and has been contributing valuable expertise related to vegetation, soil, and fire behavior modeling. She acknowledged, however, that it remains unclear who makes the final vendor selection decisions or how much influence the committee's input carries. Dunn said she would seek clarification at the next committee meeting and promised to share any updates she receives from Kelly Echeverria regarding the vendor announcement with Pamela.

Denise Davis reminded attendees that the annual Trail of Treats and Terror event would take place on Thursday and required pre-registration through the IVGID website. She noted that the event would be held along the fitness trail near Aspen Grove and Village Green and advised dog owners that the area would likely be unavailable that afternoon. Davis also announced that because the month had five Fridays, there would be no community forum meeting that week, with the next one scheduled for Friday, November 5.

**ADJOURNMENT**- The meeting adjourned at 7:06 p.m.