



# WASHOE COUNTY BOARD OF ADJUSTMENT **DRAFT** Meeting Minutes

## Board of Adjustment Members

Rob Pierce, Chair  
Don Christensen, Vice Chair  
Kathie Julian  
Peter Ghishan  
Leo A. Horishny

Thursday, February 1, 2024  
1:30 p.m.

Washoe County Administrative Complex  
Commission Chambers  
1001 East Ninth Street  
Reno, NV

## Secretary

Trevor Lloyd

and available via  
Zoom Webinar

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### 1. Determination of Quorum

Chair Pierce called the meeting to order at 1:30 p.m. The following members and staff were present:

Members Present: Rob Pierce, Chair  
Kathie Julian  
Peter Ghishan  
Leo A. Horishny

Members Absent: Don Christensen, Vice-Chair

Staff Present: Tim Evans, Planner, Planning and Building Division  
Elizabeth Hickman, Deputy District Attorney, District Attorney's Office  
Adriana Albarran, Recording Secretary, Planning and Building Division  
Brandon Roman, Recording Secretary, Planning and Building Division

### 2. Pledge of Allegiance

Member Julian led the pledge of allegiance.

### 3. Ethics Law Announcement and Instructions for Providing Public Comment via Zoom/Telephone

Deputy District Attorney Elizabeth Hickman recited the Ethics Law standards and instructions for providing public comment via Zoom/Telephone.

### 4. Appeal Procedure

Secretary Trevor Lloyd recited the appeal procedure for items heard before the Board of Adjustment.

## 5. Public Comment

There was no response to the request for public comment.

## 6. Approval of the February 1, 2024 Agenda

In accordance with the Open Meeting Law, Member Horishny moved to approve the agenda of February 1, 2024. Chair Pierce seconded the motion, which carried on a vote of 4 to 0 with Vice Chair Christensen absent.

## 7. Approval of the January 4, 2024 Draft Minutes

Member Ghishan moved to approve the minutes of January 4, 2024 as written. Chair Pierce seconded the motion, which carried on a vote of 4 to 0 with Vice Chair Christensen absent.

## 8. Public Hearing Items

**A. Administrative Permit Case Number WADMIN23-0018 (Martin Garage)** – For hearing, discussion, and possible action to approve an administrative permit for a 2,400 square foot detached accessory structure (garage) that is larger than the residence on the same parcel of land. The residence on the parcel is 1,676 square feet.

- Applicant/Property Owner: Scott Martin
- Location: 11765 Overland Road, Reno, NV 89506
- APN: 080-384-02
- Parcel Size: 1.049 acres
- Master Plan: Suburban Residential
- Regulatory Zone: Low Density Suburban
- Area Plan: North Valleys
- Development Code: Authorized in Article 808, Administrative Permits
- Commission District: 5 – Commissioner Herman
- Staff: Tim Evans, Planner  
Washoe County Community Services Department  
Planning and Building
- Phone: 775.328.2314
- E-mail: tevens@washoecounty.gov

Planner Tim Evans conducted a PowerPoint presentation and reviewed slides with the following titles: 11765 Overland Road; Vicinity Map; Request; Site Plan; Front and Rear Elevations; Side Elevations; Evaluation; Reviewing Agencies; Public Notice; Findings; and Possible Motion.

There was no response to the call for public comment.

Member Julian moved that Administrative Permit Case Number WADMIN23-0018 for Scott Martin be approved with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25: Consistency, Improvements, Site Suitability, Issuance Not Detrimental, and Effect on a Military Installation. Member Horishny seconded the motion, which carried on a vote of 4 to 0 with Vice Chair Christensen absent.

## 9. Planning Items

### A. Neighborhood Meeting Process

Secretary Trevor Lloyd conducted a PowerPoint presentation and reviewed slides with the following titles: Neighborhood Meetings; Development Review Application Process (3 slides); Neighborhood Meeting HUB Website; Neighborhood Meetings; and Upcoming Project Information.

Mr. Lloyd indicated this item was requested by Member Julian at the previous Board of Adjustment (BOA) meeting. The neighborhood meeting process was established three years prior to take the place of the citizen advisory board process, which was ultimately abandoned for a few reasons, including the cancellation of many meetings for lack of quorum. The neighborhood meetings, he continued, ensured the opportunity for public engagement on project items that required it. He added neighborhood meetings were scheduled prior to project submittal, allowing for the public to be notified well in advance so they could submit comments before the County received an application. This allowed applicants to make changes to their proposals, integrating the concerns raised by the community. The new system resulted in fewer problematic projects being submitted for community feedback.

Mr. Lloyd pointed out that, while the County mailed notices for public hearings, the applicant was responsible for mailing notices for neighborhood meetings. The project would also be added to the neighborhood meeting hub website, which listed all upcoming projects. He reviewed the meeting forms provided to the applicant by staff, the requirements for recording meetings, the documents which the applicant would need to upload to the website, and the specific information included as part of the packet for the Board to review. He remarked a project would remain on the neighborhood schedule until immediately after the public hearing.

Member Julian asked whether the presentation would be available to the public, to which Mr. Lloyd responded it would be. Member Julian asked for the rationale for taking projects off the website after the public hearing. Mr. Lloyd explained projects that were appealed would remain on the website until after the appeal was heard by the Board of County Commissioners (BCC); staff chose to take projects down because the public process was typically complete after the public hearing.

Member Julian inquired about how the community could see a record of public meetings on old projects. Mr. Lloyd said those projects were archived, but staff's intent was to keep the public informed of upcoming projects which would be heard by the Planning Commission, the BOA, and the BCC. The hub site was not intended to be the home to find all past projects, and information about older projects could be obtained through a public records request.

Citing concerns she had heard from members of the public, Member Julian asked whether the County could follow up to ensure the information in the staff report – such as the number of attendees at a neighborhood meeting and the content of the comment cards – accurately reflected what happened at the meeting. Mr. Lloyd said staff forwarded all comment cards to the BOA and they would be happy to consider providing a link to the audio in the staff report. He further stated it was the responsibility of the applicant to send all comment cards to staff since staff was not present at most neighborhood meetings. He confirmed staff always included all information provided by applicants in the staff report, though he was unsure how staff could better address discrepancies, such as when comment cards were not provided by the applicant.

In response Member Julian's additional queries on the topic, Mr. Lloyd felt it would be appropriate for Members to ask applicants about the content of comment cards, mentioning that the applicant provided summaries of the meetings, which were included in the staff report. He acknowledged members of the public often said they did not feel heard when decisions were made with which they did not agree, but staff's responsibility was to offer an avenue where the public could engage in the process. He felt the neighborhood meeting process accomplished that very well.

Member Julian brought up semi-weekly meetings in Incline Village which informally briefed the community on matters happening in the community, saying the minute-taker did a good job capturing what happened by possibly utilizing AI. She inquired whether the BOA could ask developers to use that technology to create a written account of the meetings. Mr. Lloyd said that was a possibility, noting Zoom had a feature which transcribed the video, though it could be burdensome to ask applicants to do so for in-person meetings. Member Julian voiced her desire for information to be shared in a readily-sharable format for anyone who was not present at the meetings.

Chair Pierce confirmed it was the applicant's responsibility to provide information to be reviewed, and Mr. Lloyd added it would benefit the applicant to do so.

Member Ghishan asked how long projects remained on the website. Mr. Lloyd said it varied, but they remained until after the public hearing. Sometimes, neighborhood meetings took place six months before submittal, meaning the project information could stay on the site for a long time. Responding to Member Ghishan's suggestion that staff include the exact dates of the public hearings, Mr. Lloyd said that was not always possible because some of the projects did not have official applications submitted yet; it would take a lot of staff time update that, even weekly. He noted all upcoming meetings were listed, including the times and places for those meetings.

There was no public comment or action taken on this item.

## **10. Chair and Board Items**

### **A. Future Agenda Items**

There were no agenda item requests.

### **B. Requests for Information from Staff**

Secretary Trevor Lloyd noted the Pro Pony appeal was heard by the Board of County Commissioners on January 16, 2024, and the applicant's appeal was approved unanimously. Additionally, the Master Plan went through the Regional Planning Commission, the Envision 2040 plan was now official.

Chair Pierce asked Mr. Lloyd to convey the Board's appreciation for staff's hard work on the plan.

## **11. Director's and Legal Counsel's Items**

### **A. Report on Previous Board of Adjustment Items**

There were no items.

### **B. Legal Information and Updates**

There were no updates.

## **12. Public Comment**

There was no response to the request for public comment.

### **13. Adjournment**

The meeting adjourned at 2:01 p.m.

Respectfully submitted by Derek Sonderfan, Independent Contractor

Approved by Board in Session on April 4, 2024

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Trevor Lloyd  
Secretary of the Board of Adjustment