



WASHOE COUNTY PLANNING COMMISSION DRAFT Meeting Minutes

Planning Commission Members

Roger Edwards, Chair
D.J. Whittemore, Vice Chair
James Barnes
Larry Chesney
Sarah Chvilicek
Phillip Horan
Vacant
Carl R. Webb, Jr., AICP, Secretary

Tuesday, August 5, 2014
6:30 p.m.

Washoe County Commission Chambers
1001 East Ninth Street
Reno, NV

The Washoe County Planning Commission met in regular session on Tuesday, August 5, 2014, in the Washoe County Commission Chambers, 1001 East Ninth Street, Reno, Nevada.

1. *Determination of Quorum

Chair Edwards called the meeting to order at 6:30 p.m. The following Commissioners and staff were present:

Commissioners present: Roger M. Edwards, Chair
James Barnes
Larry Chesney
Sarah Chvilicek
Phillip Horan
Vacant

Commissioners absent: D.J. Whittemore, Vice Chair

Staff present: Carl R. Webb, Jr., AICP, Planning Manager, Planning and Development
William Whitney, Director, Planning and Development
Greg Salter, Esq., Deputy District Attorney
Sara DeLozier, Recording Secretary.

2. *Pledge of Allegiance

Chairman Edwards led the pledge to the flag.

3. *Ethics Law Announcement

Deputy District Attorney Salter provided the ethics procedure for disclosures.

4. *Appeal Procedure

Mr. Webb recited the appeal procedure for items heard before the Planning Commission.

5. Public Comment

Chair Edwards opened the public comment period. There were no requests to speak.

6. Approval of Agenda

In accordance with the Open Meeting Law, Commissioner Chvilicek moved to approve the agenda for the August 5, 2014 meeting. Commissioner Chesney seconded the motion, which carried unanimously.

7. Consent Items

A. Initiation of a Development Code Amendment (Stormwater Discharge Program) –

To initiate an amendment to Washoe County Code, Chapter 110, Development Code, to create a new article, Article 421 to be entitled “Stormwater Discharge Program” in order to update, codify and provide best management practices relating to Washoe County Ordinance 1223 (2003) and the National Pollutant Discharge Elimination System (NPDES) permit for which Washoe County maintains a co-permittee status, as required for compliance with the provisions of said permit; and providing for other matters determined to be properly relating thereto.

Staff Representative: Kimble O. Corbridge, P.E., CFM, 775-328-2041, kcbridge@washoecounty.us

Chair Edwards noted that Mr. Corbridge was not in attendance, but any questions could be answered by Mr. Webb. He also noted that this looked like a straight forward item cleaning up some development code language. There were no questions from the Commission. Commissioner Chvilicek moved to adopt the consent item. Commissioner Horan seconded the motion, which carried unanimously.

8. Planning Items and Public Hearings

When considering an application requesting abandonment of a street or easement (Item 8A), the Planning Commission, upon public hearing, may order the street or easement vacated. The Planning Commission may make the order conditional, and the order becomes effective only upon the fulfillment of the conditions prescribed. The Planning Commission may also deny the request. Master Plan Amendments (Item 8B) may be adopted (with or without modification) and recommended for adoption by the Board of County Commissioners, or denied. Regulatory Zone Amendments (Item 8C) may be recommended for approval (with or without modifications) to the Board of County Commissioners (who gives final approval) or denied, which is a final action but may be appealed to the Board of County Commissioners. The Planning Commission may also take action to continue an item to a future agenda.

A. PUBLIC HEARING: Abandonment Case Number AB14-002 (Chris and Freda Kurtz)

– To abandon a 60 foot wide exclusive access easement known as Lobelia Lane, not to include an existing 15 foot wide drainage and public utility easement, along the eastern boundaries of the subject two adjacent parcels.

- Applicants: Chris and Freda Kurtz
- Property Owners: The Chris and Freda Kurtz Trust
Travis E. and Jenny L. Smith
- Consultant: George Trowbridge
- Project Address: 5780 and 5786 Tannerwood Drive, approximately one-half mile west of Callahan Road, and approximately 1,056 feet west of the Goldenrod Drive/Tannerwood Drive intersection

- Assessor's Parcel Numbers: 148-041-25 (5786 Tannerwood Drive – Kurtz)
148-041-26 (5780 Tannerwood Drive – Smith)
- Parcel Sizes: ±2.23 acres (APN: 148-041-25)
±1.15 acres (APN: 148-041-26)
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: Forest
- Citizen Advisory Board: South Truckee Meadows/Washoe Valley
- Development Code: Authorized in Article 806, Vacations and Abandonments of Easements or Streets
- Commission District: 2 – Commissioner Humke
- Section/Township/Range: Within Section 03, T17N, R19E, MDM, Washoe County, NV
- Staff Representative: Grace Sannazzaro, Planner
775-328-3771, gsannazzaro@washoecounty.us

Chair Edwards opened the public hearing and announced that this item has been withdrawn. Chair Edwards asked if there was any public comment. There was none. There were no questions from the Commission. Chair Edwards closed the public hearing on Item 8A.

- B. PUBLIC HEARING: Master Plan Amendment Case Number MPA14-002 (Village Green Commerce Center)** – To consider a request to amend Appendix D, *Village Green Commerce Center Specific Plan*, within the Spanish Springs Area Plan to (1) remove Assessor's Parcel Number 534-561-09 (located at 365 Calle De La Plata) from the Specific Plan and modify the maps, buffering and other development standards and phasing of the remaining properties; and (2) re-designate the Master Plan category of APN 534-561-09 from Industrial (I) to Rural Residential (RR); and (3) make the appropriate changes on all Spanish Springs Area Plan maps related thereto.

To reflect changes requested within this application and to maintain currency of general area plan data, administrative changes to the Spanish Springs Area Plan and the *Village Green Commerce Center Specific Plan* are proposed. These administrative changes include a revised map series with updated parcel base and updated applicable text, and other matters properly relating thereto without prejudice to the final dispensation of the proposed amendments.

- Applicant: STN 365 Calle Group, LLC
Attn: Randy Kuckenmeister
- Property Owner: STN 365 Calle Group, LLC
Attn: Randy Kuckenmeister
- Location: 365 Calle De La Plata, Sparks, NV 89441
- Assessor's Parcel Number: 534-561-09
- Parcel Size: ±10.45 acres
- Current Master Plan Designation: Industrial (I)/Specific Plan – Village Green Commerce Center
- Proposed Master Plan Designation: Rural Residential (RR)
- Current Regulatory Zone: Industrial (I) within the Village Green Commerce Center Specific Plan
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Authorized in Article 820, Amendment of Master Plan
- Commission District: 4 – Commissioner Hartung

- Section/Township/Range: Portions of SE ¼ Section 23, & NE ¼ Section 26, T21N, R20E, MDM, Washoe County, NV
- Staff Representative: Sandra Monsalvè, AICP, Senior Planner
775-328-3608, smonsalve@washoecounty.us

Chair Edwards opened the public hearing and announced that this item has been requested for continuance to amend the application. Mr. Webb suggested that Chair Edwards open Items 8B and 8C together as they are both involved with the same request for continuance. Staff is requesting a continuance on both items to the September Planning Commission meeting, based principally on the fact that the initial request under the Regulatory Zone Amendment was for zoning of Low Density Rural. Low Density Rural is not an allowed regulatory zone within the Spanish Springs Character Management Area. Staff contacted the applicant and asked if they wished to modify their amendment request. They are modifying the request, hence the request for continuance. He would suggest opening public comment on both items, if there are none, bring it back to the Commission and seek a motion for a continuance on both items to the September meeting.

Chair Edwards asked legal counsel if there was any problem opening the two items at the same time. The answer was no.

- C. PUBLIC HEARING: Regulatory Zone Amendment Case Number RZA14-003 (Village Green Commerce Center)** – To consider a request to amend the Spanish Springs Regulatory Zone map. The amendment request would re-designate Assessor's Parcel Number 534-561-09 from the Industrial (I) regulatory zone to the Low Density Rural (LDR) regulatory zone on a ±10.45 acre property. The proposed regulatory zone amendment would decrease the overall development intensity on the property from industrial to large-lot residential. The subject property is located at 365 Calle De La Plata, approximately 1,500 feet east of the intersection of Pyramid Lake Highway and Calle De La Plata.

To reflect changes requested within this application and to maintain currency of general area plan data and planning area data, administrative changes are proposed. These administrative changes include a revised map series with updated parcel base and updated applicable text, and other matters properly relating thereto without prejudice to the final dispensation of the proposed amendments.

- Applicant: STN 365 Calle Group, LLC, Attn: Randy Kuckenmeister
- Property Owner: STN 365 Calle Group, LLC, Attn: Randy Kuckenmeister
- Location: 365 Calle De La Plata, Sparks, NV 89441
- Assessor's Parcel Number: 534-561-09
- Parcel Size: ±10.45 acres
- Current Master Plan Designation: Industrial (I)/Specific Plan – Village Green Commerce Center
- Proposed Master Plan Designation: Rural Residential (RR) (as requested under Master Plan Amendment Case Number MPA14-002, Village Green Commerce Center Specific Plan)
- Current Regulatory Zone: Industrial (I)
- Proposed Regulatory Zone: Low Density Rural (LDR)
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Authorized in Article 821, Amendment of Regulatory Zone
- Commission District: 4 – Commissioner Hartung

- Section/Township/Range: Portions of SE ¼ Section 23, & NE ¼ Section 26, T21N, R20E, MDM, Washoe County, NV
- Staff Representative Sandra Monsalvè, AICP, Senior Planner
775-328-3608, smonsalve@washoecounty.us

Chair Edwards opened both Item 8B and 8C for public comment. There was no public comment, Chair Edwards closed the public comment period. There were no questions from the Commission.

Commissioner Chvilicek moved to continue these items to the September meeting, the date to be determined later on the agenda. Commissioner Chesney seconded the motion, which carried unanimously.

9. Chair and Commission Items

A. *Report on previous Planning Commission items

Bill Whitney, Director of Planning and Development, welcomed the two new Planning Commission members, Phil Horan and Larry Chesney, to the Planning Commission. Director Whitney said he appreciates their service and knows they both will do a great job. Director Whitney stated he knows Larry from the Warm Springs Area Plan updates. Larry was very involved, as a citizen, in that process, which went on for years. And Phil is coming from the Board of Adjustment. Director Whitney is the Secretary for the Board of Adjustment and has worked with Phil for quite a while and knows that he will be a great addition to the Planning Commission.

Director Whitney gave an update on a previous planning item from April 2012; Policy 1.3.3 from the Regional Plan. In April 2012, Regional Planning was looking at their 5-year update. At that time, Director Whitney came to the Planning Commission (PC) and the Board of County Commissioners (Board) and asked if there were any items of County interest to look at or consider in the 5-year Regional Plan Update. One of the items was to do something with policy 1.3.3., this item restricts what the County can do with non-residential uses; industrial and commercial uses within the Truckee Meadows Service Area (TMSA). It has been a problem policy for both the County and Regional for many years. Regional Planning asked the County to submit a Regional Plan Amendment, and work with Regional, Reno and Sparks to come up with some way to fix this policy so it will work at the County level and at the Regional Planning level. Director Whitney said that he meets regularly with the planning directors of Reno, Sparks, and Regional Planning. One of the things they have been talking about is how can they change this policy, amend it, or make it go away. Also, between 2012 and now, the Regional Planning Commission undertook a study – the Industrial Land Use Needs Analysis. They hired a consultant to come in and do a study of what our industrial needs are in the County, and everything involved in that. One of the findings of that study was that Policy 1.3.3 needs to be fixed.

Just recently, Director Whitney said he took this item up with the Board and asked if it was time to take this forward for a Regional Plan Amendment. He showed them the language that he had worked on with Reno, Sparks, and Regional to take forward as a Regional Plan Amendment. The Board approved the language. Director Whitney explained that Regional puts together a package of Regional Plan Amendments and processes them once a year. This amendment will possibly come before the Regional Planning Commission in September or October. Planning Commissioners Edwards, Barnes and Whittemore are all on the Regional Planning Commission and will be learning more about this. Director Whitney offered to send all of the Commissioners a copy of his staff report to the Board, which has the old language and the proposed new language of the policy. It basically makes the policy more flexible so that we

can get a little more industrial land use approved in the future within the TMSA. We can change our Master Plans, if appropriate, to include more industrial. When we take our Master Plan Amendments to Regional for conformance, the new policy language is going to allow them to find our Master Plans in conformance.

Director Whitney asked if there were any questions. There were none. The Commissioners indicated that they would like a copy of the Board staff report from Director Whitney.

B. Future agenda items and staff reports

Chair Edwards commented that this item is not used very often, but it is important for the Commissioners to look for things and suggest future agenda items.

Mr. Webb offered 2 future agenda items. The Village Green Commerce Center item will be on the September agenda for the Master Plan Amendment and the Regulatory Zone Amendment. Also, staff hopes to bring the Development Code Amendment for the article dealing with Regulatory Zone Amendments to the Commission. The Commission acted on a Development Code amendment for Master Plan Amendments earlier. The Regulatory Zone amendment is the second part of that. Staff then hopes to bundle both of those together and bring them to the Board for first reading and then second reading adoption, hopefully in October or November.

C. Discussion and possible action to reschedule the September 2, 2014 Planning Commission meeting to be held Tuesday, September 16, 2014, 6:30 p.m.

Chair Edwards said his schedule is open for a September 16 meeting. Commissioner Chvilicek asked what was wrong with the original date. Mr. Webb replied that the reason for the request to change the meeting date is that Planning is trying to facilitate a neighborhood meeting on two separate projects. The first project is the Village Green Commerce Center. A neighborhood meeting was held, but now that the request is being modified, a new meeting needs to be held. This meeting is scheduled on September 10. Additionally, staff is trying to coordinate a neighborhood meeting for Village at the Peak for September 10. Moving the Planning Commission meeting to September 16, will enable having the two neighborhood meetings and getting that information to the Planning Commission on September 16th so the Commission can act on it.

Commissioner Chvilicek moved to change the Planning Commission meeting from September 2, 2014 to Tuesday September 16, 2014. Commissioner Chesney seconded the motion, which carried unanimously.

Mr. Webb clarified for the record that the meeting time on September 16 is 6:30 p.m.

D. Discussion and possible action to reschedule the November 4, 2014 Planning Commission meeting.

Chair Edwards stated that the November 4 meeting is on Election Day and needs to be rescheduled. Two suggested dates are Thursday November 6 and Thursday November 13. Commissioner Barnes said that he will be in Las Vegas on November 6 and would prefer not to have the meeting that day. There were no conflicts with the November 13 meeting.

Commissioner Horan moved to change the November 4, 2014 Planning Commission meeting to Thursday November 13, 2014. Commissioner Chesney seconded the motion, with clarification of the meeting time of 6:30 p.m. The motion carried unanimously.

11. *Director's Items

None

A. *Legal information and updates

Mr. Webb had one update. There is an applicant for the District 4 vacancy on the Planning Commission, his name is Greg Prough. His application is going before the Board on August 12. If the Board approves Mr. Prough for the PC, he will join the Commission for the September 16 meeting.

Mr. Webb added, also, that the American Planning Association has requested the Commission take a picture for their monthly bulletin. Since two Commissioners are absent, Commissioner Whittemore and the District 4 Commissioner, they can take the picture tonight or wait until the September meeting. Along with the picture, the PC is asked to send a message to be printed in the bulletin. Chair Edwards and the Commission agreed to wait until the September 16 meeting, when the new member is seated, and hopefully the whole Commission will be in attendance. Mr. Webb asked the members to email him any messages and together they can craft a good message to send along with the picture.

12. *Public Comment

There was no public comment.

13. Adjournment

With no further business scheduled before the Planning Commission, the meeting adjourned at 6:58 p.m.

Respectfully submitted,

Sara DeLozier, Recording Secretary

Approved by Commission in session on July 7, 2015.

Carl R. Webb, Jr., AICP
Secretary to the Planning Commission