



WASHOE COUNTY PLANNING COMMISSION **DRAFT** Meeting Minutes

Planning Commission Members

Sarah Chvilicek, Vice Chair
Francine Donshick, Chair
R. Michael Flick
Daniel Lazzareschi
Kate S. Nelson
Patricia Phillips
Rob Pierce
Secretary
Trevor Lloyd

Tuesday, July 5, 2022
6:00 p.m.

Washoe County Administrative Complex
Commission Chambers
1001 E 9th Street, Building A
Reno, Nevada 89512

and available via
Zoom Webinar

The Washoe County Planning Commission met in a scheduled session on Tuesday, July 5, 2022, in the Washoe County Commission Chambers, 1001 East Ninth Street, Reno, Nevada and via Zoom teleconference.

The meeting will be televised live and replayed on the Washoe Channel at: <https://www.washoecounty.us/mgrsoff/Communications/wctv-live.php> also on YouTube at: <https://www.youtube.com/user/WashoeCountyTV>

1. *Determination of Quorum

Chair Donshick called the meeting to order at 6:00 p.m. The following Commissioners and staff were present:

Commissioners present: Sarah Chvilicek, Vice Chair
Francine Donshick, Chair
R. Michael Flick
Daniel Lazzareschi
Pat Phillips
Rob Pierce

Commissioners absent: Kate S. Nelson

Staff present: Trevor Lloyd, Secretary, Planning and Building
Katherine Oakley, Planner, Planning and Building
Roger Pelham, MPA, Senior Planner, Planning and Building
Jennifer Gustafson, Deputy District Attorney, District Attorney's Office
Adriana Albarran, Office Support Specialist, Planning and Building
Lacey Kerfoot, Recording Secretary, Planning and Building

2. Pledge of Allegiance

Commissioner Phillips led the pledge to the flag.

Chair Donshick recited the Zoom notice statement.

3. Ethics Law Announcement

Deputy District Attorney Gustafson provided the ethics procedure for disclosures.

4. Appeal Procedure

Secretary Lloyd recited the appeal procedure for items heard before the Planning Commission.

5. General Public Comment and Discussion Thereof

Chair Donshick opened the Public Comment period. There was no response to the request for public comment.

6. Approval of July 5, 2022 Agenda

Commissioner Chvilicek moved to approve the agenda for the July 5, 2022 meeting as written. Commissioner Flick seconded the motion, which passed unanimously with a vote of six for, none against, one absent (Nelson).

7. Approval of June 7, 2022 Draft Minutes

Commissioner Chvilicek moved to approve the minutes for the June 7, 2022, Planning Commission meeting as written. Commissioner Phillips seconded the motion, which passed unanimously with a vote of four in favor, none against, two abstained (Lazzareschi and Pierce), and one absent (Nelson).

8. Planning Items

A. Possible action to approve resolutions of Appreciation of Service for Larry Chesney and Larry Peyton and to authorize the Chair to sign the resolutions on behalf of the Planning Commission.

MOTION: Commissioner Chvilicek moved to approve the resolution of appreciation for Commissioner Peyton. Chair Donshick seconded the motion, which passed unanimously with a vote of six for, none against, one absent (Nelson).

Chair Donshick moved to approve the resolution of appreciation for Commissioner Chesney. Commissioner Phillips seconded the motion, which passed unanimously with a vote of six for, none against, one absent (Nelson).

B. **Appointments to Parcel Map Review Committee** – Recommendation that the Chair of the Washoe County Planning Commission appoint a member of the Planning Commission to serve as representative to the Washoe County Parcel Map Review Committee with a term to expire on June 30, 2023; and if desired, appoint a member of the Planning Commission to act as an alternate in the event the representative is absent with a contemporaneous term to also expire on June 30, 2023.

Commissioner Chvilicek moved to appoint Commissioner Pierce as the Planning Commission representative to the Parcel Map Review Committee (PMRC). Chair Donshick seconded the motion. DDA Gustafson indicated that this item did not require a vote, as it is an appointment by the Chair. Commissioner Pierce indicated that he was willing to accept the appointment. Chair Donshick stated for the record that Commissioner Pierce is the Planning Commission representative to PMRC, with Commissioner Nelson serving as his alternate.

C. Regional Planning Commission (RPC) Alternate List – For review and possible action to recommend that the Board of County Commissioners set the order of alternates selected to represent the Washoe County Planning Commission (PC) on the Truckee Meadows Regional Planning Commission (RPC) in the event the regularly appointed PC members are unavailable to serve. The existing Washoe County Planning Commissioners serving on the Regional Planning Commission are, Sarah Chvilicek, Kate Nelson and Francine Donshick. The currently proposed order of alternates is as follows: First Alternate, Pat Phillips; Second Alternate, Michael Flick; Third Alternate, Daniel Lazzareschi; and Fourth Alternate, Rob Pierce. Once reviewed and a recommendation is made, to direct the Planning Commission Secretary to transmit the ordered list of recommended alternates to the Washoe County Board of Commissioners (Board) for its decision. After the Board's decision, the Planning Commission Secretary shall transmit the ordered list to the Executive Director of the Truckee Meadows Regional Planning Agency (TMRPA).

MOTION: Chair Donshick moved to recommend the order of alternates to the Truckee Meadows Regional Planning Commission as follows: First Alternate, Pat Phillips; Second Alternate, Michael Flick; Third Alternate, Daniel Lazzareschi; and Fourth Alternate, Rob Pierce. She further moved to direct the Planning Commission Secretary to transmit the recommended list of alternates to the Washoe County Board of Commissioners for its approval. Commissioner Flick seconded the motion, which passed unanimously with a vote of six for, none against, one absent (Nelson).

9. Public Hearings

A. Abandonment Case Number WAB22-0006 (West Abandonment) [For possible action] – For hearing, discussion, and possible action to approve the abandonment of Washoe County's interest in 13 feet of an existing 33-foot roadway and public utility easement abutting the northern property line of APN 150-221-06 and 13 feet of an existing 33-foot roadway and public utility easement abutting the southern property line of APN 150-221-06.

- Applicant: Dustin West
- Location: 15415 Fawn Lane, Reno, NV 89511
- APN: 150-221-06
- Parcel Size: 1.177 acres
- Master Plan: Suburban Residential
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: Forest
- Development Code: Authorized in Article 806, Vacations and Abandonments of Easements or Streets
- Commission District: 2 – Commissioner Lucey
- Staff: Kat Oakley, Planner
Washoe County Community Services Department
Planning and Building
- Phone: 775.328.3628
- E-mail: koakley@washoecounty.gov

Planner Kat Oakley provided a presentation.

Public Comment:

Charles Donohue (Chambers): Resident on Fawn Lane, commented on his own behalf as well as on the behalf of Ken Taylor. He thanked the staff for responding to his questions. He

pointed out that Washoe County Engineering Capital Projects condition 2.C. mentions they are eliminating the public right-of-way and that the private roadway easement for public utilities will be explicitly reserved. He said he has worked with Mr. West to amend the CCR agreement that affects four parcels on primary access to the homes that lay west of his property. Mr. Donohue said that he is confident they can come to an agreement. The road access and utility agreement were put into place with anticipation of water and sanitary sewer into Fawn lane. We want to preserve that. The fence that we agreed to relocate is in the existing covenant area. If we want to move it back 20 feet and abandon 13, it would still be in that. We are willing to work with Mr. West. We had worked on the amending agreement before coming before this body.

Discussion by Commission:

Commissioner Chvilicek asked if there are CCRs on these properties. Ms. Oakley said she is aware of the shared roadway maintenance agreement that exists within the easement which is separate from the County's interest. She said she is unsure of other CCRs.

Commissioner Lazzareschi asked about the access easement. He asked if there was any other access off of Callahan Ranch or any connections planned? Ms. Oakley said she isn't aware of any easement that would go through to Callahan Ranch.

MOTION: Commissioner Chvilicek moved that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Planning Commission approve Washoe County's abandonment of its interest in 13 feet of the easement abutting the north property line and 13 feet of the easement abutting the south property line of parcel 150-221-06 as indicated in Abandonment Case Number WAB22-0006 for Dustin West, with the conditions included as Exhibit A to this matter, having made all three findings in accordance with Washoe County Code Section 110.806.20:

- (a) **Master Plan.** The abandonment or vacation is consistent with the policies, action programs, standards and maps of the Master Plan and the Forest Area Plan; and
- (b) **No Detriment.** The abandonment or vacation does not result in a material injury to the public; and
- (c) **Existing Easements.** Existing public utility easements in the area to be abandoned or vacated can be reasonably relocated to provide similar or enhanced service.

Commissioner Lazzareschi seconded the motion, which passed unanimously with a vote of six for, none against, one absent (Nelson).

B. Abandonment Case Number WAB22-0009 (Andelin Ranch) [For possible action] – For hearing, discussion, and possible action to approve the abandonment of Washoe County's interest in two easements, which include a 65-foot-wide road easement and a portion of a roadway easement which run along the western boundary of the parcels identified by APNs 528-030-13, 528-030-14, and 528-030-16.

- Applicant: Andelin Family Trust
- Location: 8100 Pyramid Way & 0 Pyramid Way
- APN: 528-030-13, 528-030-14 & 528-030-16
- Parcel Size: 8.634 acres, 40.887 acres & 49.026 acres
- Master Plan: Low Density Residential (LDR) & Open Space (OS)
- Regulatory Zone: Agricultural 7 (A-7)

- Area Plan: Spanish Springs (SS)
- Development Code: Authorized in Article 806, Vacations and Abandonments of Easements or Streets
- Commission District: 4 – Commissioner Hartung
- Staff: Kat Oakley, Planner
Washoe County Community Services Department
Planning and Building
- Phone: 775.328.3628
- E-mail: koakley@washoecounty.gov

Planner Kat Oakley provided a presentation. Eric Hasty, the applicant representative from Wood Rodgers, provided a presentation.

There was no response to the request for public comment.

MOTION: Commissioner Phillips moved that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Planning Commission approve Abandonment Case Number WAB22-0009 for Andelin Family Trust, with the conditions included as Exhibit A to this matter, having made all three findings in accordance with Washoe County Code Section 110.806.20:

- (a) **Master Plan.** The abandonment or vacation is consistent with the policies, action programs, standards and maps of the Master Plan and the Spanish Springs Area Plan; and
- (b) **No Detriment.** The abandonment or vacation does not result in a material injury to the public; and
- (c) **Existing Easements.** Existing public utility easements in the area to be abandoned or vacated can be reasonably relocated to provide similar or enhanced service.

Commissioner Flick seconded the motion, which passed unanimously with a vote of six for, none against, one absent (Nelson).

10. Chair and Commission Items

- A. Discussion and election of Planning Commission officers, including Chair and Vice-chair, for a one-year period running July 2022 to July 2023.

Secretary Lloyd indicated that the current Chair and Vice-Chair have only served one term and are eligible for two terms.

Commissioner Lazzareschi moved to reappoint Commissioner Donshick as the Chair and Commissioner Chvilicek as the Vice-Chair for a second term. Commissioner Phillips seconded the motion, which passed unanimously with a vote of six for, none against, one absent (Nelson).

- B. Future agenda items

Chair Donshick asked that every agenda have a master plan process update. Secretary Lloyd asked whether the Chair would like to see the update in a memo format or as a formal presentation. Chair Donshick stated that they could begin with the memo format.

- C. Requests for information from staff

Commissioner Chvilicek asked whether there would be an announcement about changes to staffing. Secretary Lloyd welcomed new planners, Kat Oakley, who presented, and Mitch Markey, who has not yet come before the Planning Commission.

Secretary Lloyd stated that Mojra Hauenstein, who served as the Planning and Building Division Director, has left Washoe County for career and family reasons. He indicated that Washoe County has welcomed back Kelly Mullin as the Director of Planning and Building. Kelly was previously with Washoe County for a number of years and then worked with City of Reno. Commissioners Chvilicek and Donshick expressed that they are happy to have Kelly back at Washoe County.

11. Director's and Legal Counsel's Items

A. Report on previous Planning Commission items

Secretary Lloyd read text messages from Larry Peyton and Larry Chesney expressing that they were traveling and unable to attend tonight's meeting, but they sent their best wishes and appreciation for the time they spent serving on the Planning Commission.

Secretary Lloyd also provided a master plan update announcement: a new survey is up at www.EnvisionWashoe2040.org. He indicated that the staff is wrapping up the community outreach process and looks forward to starting on a draft of the different documents that comprise the master plan. Commissioner Chvilicek indicated that the information had also been posted to a NextDoor group, so the information is getting out. Secretary Lloyd stated that the master plan amendment and regulatory zone amendment for the Chocolate Drive appeal were approved by the Board of County Commissioners at their last meeting.

B. Legal information and updates

DDA Gustafson did not have any legal updates.

12. *General Public Comment and Discussion Thereof

Public Comment:

Tom Courson (Chambers): *Read from a prepared statement that has been included in the public record.*

Chair Donshick welcomed Kat and said that she did a fantastic job.

Commissioner Chvilicek asked for assistance using the Building self-service menu to check the status of a building permit.

Chair Donshick indicated that Kelly Mullin, who was not in Chambers earlier, has rejoined the meeting. Chair Donshick welcomed Kelly back [to Washoe County].

13. Adjournment

With no further business scheduled before the Planning Commission, the meeting adjourned at 6:49 p.m.

Respectfully submitted by Misty Moga, Independent Contractor.

Approved by Commission in session on August 2, 2022.

Trevor Lloyd
Secretary to the Planning Commission