



PLANNING COMMISSION MEETING AGENDA

Planning Commission Members

Dian A. VanderWell, Chair
Neal Cobb, Vice Chair
Roger Edwards
Vaughn Hartung
Roy H. Hibdon
William Weber
D.J. Whittemore
Kimberly H. Robinson, MUP, Secretary

Tuesday, June 7, 2011
6:30 p.m.

Washoe County Commission Chambers
1001 East Ninth Street
Reno, NV

6:30 p.m. *Determination of Quorum

*Pledge of Allegiance

*Ethics Law Announcement

As a reminder to each of the commission members, at the time each item on the agenda is called, you are legally responsible to disclose conflicts of interest if you have any, including a pecuniary interest in the matter, receipt of a gift or loan in connection with the matter, or a commitment in a private capacity to the interests of others in the matter. If you make a disclosure, you will next need to state on the record if your independence of judgment would be materially affected by the conflict. If so, you must recuse yourself and not participate in that matter's consideration.

*Appeal Procedure

Most decisions rendered by the Planning Commission are appealable to the Board of County Commissioners. If you disagree with the decision of the Planning Commission and you want to appeal its action, call the Planning staff immediately, at 328.6100. You will be informed of the appeal procedure, application fee, and the time in which you must act. Appeal periods vary from seven (7) to fifteen (15) days, depending on the type of application.

Approval of Agenda

Approval of Minutes

May 3, 2011

*Public Comment

Public comment may be heard on items both on and off the agenda, except that public comment under this section will not be taken on any items for which a separate public comment is expressly provided on the agenda; comments are limited to a three-minute time limit, however the Commission reserves the right to reduce this three-minute time limit. No action will be taken upon a matter raised under this agenda item until the matter has been specifically included on an agenda as an action item.

Consent Items

- A. **To consider and adopt a resolution initiating an amendment to the Land Use and Transportation Element, a component of the Washoe County Master Plan** – Resolution to initiate an amendment to amend policies LUT.15.10 and LUT.29.8 to add language required for conformance with the regional plan regarding the location and size of schools, and incorporate other beneficial changes as may be identified during the public input process and properly related to conformance with the regional plan.
Staff Representative: Chad Giesinger, AICP, Senior Planner, 775.328.3626
- B. **To consider and adopt a resolution initiating an amendment to the Truckee Canyon Area Plan, a component of the Washoe County Master Plan; relating to the anticipated rollback of 128 parcels from the City of Sparks sphere of influence into Washoe County’s jurisdiction.**
Staff Representative: Trevor Lloyd, Senior Planner, 775.328.3620
- C. **To consider and adopt a resolution initiating an amendment to the Truckee Canyon Regulatory Zone map relating to the anticipated rollback of 128 parcels from the City of Sparks sphere of influence into Washoe County’s jurisdiction.**
Staff Representative: Trevor Lloyd, Senior Planner, 775.328.3620

6:30 p.m. Project Review Items

Planning Items

Other Items

1. **Presentation, comment and possible direction concerning recent changes to Article 306, Accessory Uses and Structures** – Staff will provide a presentation outlining changes to Article 306 that went into effect on January 1, 2011, as the changes apply to Accessory Structures and Accessory Dwellings. The Board may engage in discussion regarding their perceptions of the recent changes and provide those thoughts and possible direction to staff.
Staff Representative: Roger D. Pelham, MPA, Senior Planner, 775.328.3622

Chair and Commission Items

(Unless otherwise listed with a topic description, this portion of the agenda is limited to announcements, proposal of items for action or discussion at future meetings, and reports on planning issues and/or activities of organizations in which individual members may be involved.)

- a. *Report on Previous Planning Commission Items
- b. *Legal Information and Updates
- c. Survey of Planning Commissioner interest in being appointed to the Regional Planning Commission

Non-action items are denoted with an asterisk (*).

Director's Items

(Unless otherwise listed with a topic description, this portion of the agenda is limited to announcements, proposal of items for action or discussion at future meetings, and reports on planning issues and/or activities of organizations in which individual members may be involved.)

Adjournment

AGENDA MAINTENANCE

In accordance with NRS 241.020, this agenda closes three (3) days prior to the meeting date. Only emergency items or items otherwise specifically excepted from the three day requirement by law may be added to the agenda within the three day period. Agendas and staff reports are posted to the Washoe County website at www.washoecounty.us/comdev/, four days prior to the meeting. This agenda has been posted at the following locations: Washoe County Administration Building (1001 E. 9th Street), Washoe County Clerk's Office-Courthouse (Court and Virginia Streets), Washoe County Library (301 South Center Street), and Sparks Justice Court (630 Greenbrae Drive).

MEETING ACCESS

The facilities in which this meeting is being held are accessible to the disabled. Persons with disabilities who require special accommodations or assistance (e.g. sign language interpreters or assisted listening devices) at the meeting should notify the Washoe County Department of Community Development, 24 hours prior to the meeting at 775.328.3600.

PUBLIC PARTICIPATION

The Planning Commission adopted *Rules, Policies and Procedures* are available on the website provided above or by contacting the Community Development Department.

At least one copy of items displayed and at least ten copies of any written or graphic material for the Commission's consideration should be provided to the Recording Secretary. Materials longer than one page in length submitted within six days of the Planning Commission meeting may not be considered by the Commission in their deliberations.

Time allocations for public hearing items are as follow: 15 minutes for staff's presentation; 15 minutes for an applicant's presentation; 5 minutes for a group representative's comments; 3 minutes for individual comment. At the discretion of the Chair, additional time may be provided to any party if the request is made at least 24 hours in advance of the meeting start time. The Chair may reduce the per person time allotment for comment on a particular item; this determination will be made prior to hearing comment on the item.

AGENDA ITEMS

Items on the agenda may not necessarily be considered in the order in which they appear. An asterisk (*) is used to denote non-action items. Action items may be acted upon by the Planning Commission.

Non-action items are denoted with an asterisk (*).



PLANNING COMMISSION MEETING MINUTES

Planning Commission Members

Dian A. VanderWell, Chair
Neal Cobb, Vice Chair
Roger Edwards
Vaughn Hartung
Roy H. Hibdon
William Weber
D.J. Whittemore
Kimberly H. Robinson, MUP, Secretary

Tuesday, May 3, 2011
6:30 p.m.

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

The Washoe County Planning Commission met in regular session on Tuesday, May 3, 2011, in the Washoe County Commission Chambers, 1001 East Ninth Street, Reno, Nevada.

DETERMINATION OF QUORUM

Chair VanderWell called the meeting to order at 6:31 p.m. The following Commissioners and staff were present:

Commissioners present: Dian A. VanderWell, Chair
Neal Cobb, Vice Chair
Vaughn Hartung
William Weber
D.J. Whittemore

Commissioners absent: Roger Edwards
Roy Hibdon

Staff present: Kimberly Robinson, Planning Manager, Community Development
Eric Young, Ph.D., Planner, Community Development
Nathan Edwards, Esq., Deputy District Attorney
Dawn Spinola, Recording Secretary, Community Development

PLEDGE OF ALLEGIANCE

Commissioner Hartung led the pledge to the flag.

ETHICS LAW ANNOUNCEMENT

Deputy District Attorney Edwards provided the ethics procedure for disclosures.

APPEAL PROCEDURE

Ms. Robinson recited the appeal procedure for items heard before the Planning Commission.

APPROVAL OF AGENDA

Commissioner Hartung moved to approve the agenda for the May 3, 2011, Planning Commission meeting as written. Commissioner Cobb seconded the motion. Approved 5-0 with no discussion (Commissioners Hibdon and Edwards absent).

APPROVAL OF MINUTES

Commissioner Hartung moved to approve the minutes for the April 5, 2011, Planning Commission meeting as written. Commissioner Cobb seconded the motion. Approved 5-0 with no discussion (Commissioners Hibdon and Edwards absent).

PUBLIC COMMENT

As there was no one wishing to speak, Chair VanderWell closed the public comment period.

CONSENT ITEMS

- A. Appoint Susan Donaldson and Donald Naquin as alternates and Michael Harper and Richard Wood as alternate reserves on the Washoe County Design Review Committee

There was no interest in moving any item from the Consent agenda for discussion and no member of the public wishing to speak on any consent item. Commissioner Hartung moved to approve all the consent items; Commissioner Weber seconded the motion. Approved 5-0 with no discussion (Commissioners Hibdon and Edwards absent).

PROJECT REVIEW ITEMS

None

PLANNING ITEMS

ITEM ONE

PUBLIC HEARING: Master Plan Amendment Case Number MPA10-002 (Spanish Springs Commercial Category) amendment to Washoe County Master Plan, Volume Two, Spanish Springs Area Plan, to delete policy S 17.2.c, otherwise known as the "Commercial Cap," which limits industrial and commercial land uses to 9.86% of the land area within the designated Spanish Springs Suburban Character Management Area.

Chair VanderWell opened the public hearing.

Eric Young reviewed the staff report dated February 14, 2011. He noted the Planning Commission had recognized the demand for more commercial development in the area and had requested Community Development take the necessary steps to remove the cap.

Secretary Dawn Spinola announced that Adrian Freund had submitted public comments, and noted for the record that copies had been provided to the Commissioners.

Chair VanderWell closed the public hearing.

Commissioner Hartung noted the amendment was long overdue and fully supported it.

Commissioner Hartung moved that the Washoe County Planning Commission, based upon the information presented in the staff report, written testimony and verbal testimony received during the public hearing, adopt the Master Plan Amendment proposed for the Spanish Springs Area Plan. He further moved to authorize the Chair to sign the Resolution contained at Exhibit A on behalf of the Planning Commission and direct staff to present a report on this Commission's recommendation to the Washoe County Commission within 60 days of today's date.

This action is based on having made at least three of the following findings in accordance with Washoe County Development Code Section 110.820.15 and having made all of the following required findings contained in the Spanish Springs Area Plan.

Commissioner Cobb seconded the motion. Approved 5-0 with no discussion (Commissioners Hibdon and Edwards absent).

The motion was based on the following findings:

1. The proposed amendment is in substantial compliance with the policies and action programs of the Master Plan.
2. The proposed amendment will provide for land uses compatible with (existing or planned) adjacent land uses, and will not adversely impact the public health, safety or welfare.
3. The proposed amendment responds to changed conditions or further studies that have occurred since the plan was adopted by the Board of County Commissioners, and the requested amendment represents a more desirable utilization of land.
4. There are or are planned to be adequate transportation, recreation, utility, and other facilities to accommodate the uses and densities permitted by the proposed Master Plan designation.
5. The proposed amendment will promote the desired pattern for the orderly physical growth of the County and guides development of the County based on the projected population growth with the least amount of natural resource impairment and the efficient expenditure of funds for public services.
6. The proposed amendment will not affect the location, purpose and mission of the military installation.

And the following findings in accordance with the Spanish Springs Area Plan:

- SS.17.1 In order for the Washoe County Planning Commission to recommend the approval of ANY amendment to the Spanish Springs Area Plan, the following finding must be made:
- a. The amendment will further implement and preserve the Vision and Character Statement.
 - b. The amendment conforms to all applicable policies of the Spanish Springs Area Plan and the Washoe County Master Plan.
 - c. The amendment will not conflict with the public's health, safety or welfare.

ITEM TWO

REPORT: The Planning Commission will receive a report on, and be invited to comment and discuss, Washoe County staff's initiative to amend Policy 1.3.3 of the Truckee Meadows Regional Plan, in furtherance of a commitment to develop language that more clearly articulates the conformance standards for the establishment of commercial and industrial master plan designations in the unincorporated county.

Dr. Young reviewed the staff report dated March 15, 2011. He explained the policy language had been discovered to be vague, causing challenges in implementation. The policy describes future commercial development and was found to be insufficient during the process of removing the commercial cap in Spanish Springs. Washoe County had agreed to make the changes on behalf of Regional Planning because, of the three jurisdictions, the changes will affect the county the most. Staff has not yet developed draft language, as they are finding it would require changes to the Washoe County Master Plan and Development Code. He requested the Commissioners provide any personal input or comments they receive from the community that would help guide the process.

Chair VanderWell opened the public hearing.

As there was no response to the call for public testimony, Chair VanderWell closed the public hearing.

Commissioner Cobb expressed his appreciation for the department's transparent approach to the project.

CHAIR AND COMMISSION ITEMS

Ms. Robinson told the Commissioners that the Master Plan Amendment for Hillside Holdings approved by the Planning Commission was to be heard at the Board of County Commission (BCC) meeting on May 10, 2011. The update for the Warm Springs Area Plan had been heard at the Warm Springs Citizen Advisory Board meeting of May 2. The Development Agreement for Ladera Ranch was also scheduled for the BCC meeting of May 10.

DIRECTOR'S ITEMS

None

ADJOURNMENT

Since there was no further business to come before the Planning Commission, the meeting adjourned at 6:46 p.m.

Respectfully submitted

Dawn Spinola, Recording Secretary

Approved by Commission in session on _____, 2011.

Kimberly H. Robinson, MUP
Secretary to the Planning Commission



Planning Commission Staff Report

Meeting Date: June 7, 2011

Subject: **Resolution to Initiate Master Plan Amendment**
Applicant: Department of Community Development

Agenda Item No. A

Summary: To initiate an amendment to the Washoe County Master Plan, Volume One, Land Use and Transportation Element, to amend policies LUT.15.10 and LUT.29.8 to add language required for conformance with the regional plan regarding the location and size of schools, and incorporate other beneficial changes as may be identified during the public input process and properly related to conformance with the regional plan.

Recommendation: **Adopt and authorize the Chair to sign the attached resolution**

Prepared by: Chad Giesinger, AICP, Senior Planner
Washoe County Department of Community Development
775.328.3626

Initiation Description

In August 2009, the Truckee Meadows Regional Plan was amended to include new policies addressing the desired location and size of schools. South of T26N, Regional Plan Policy 3.7.1 requires local government master plans to prohibit the location of schools outside the Truckee Meadows Service Areas (TMSA) if they have a projected population of at least 300 full-time students throughout any part of the calendar year. Policy 3.7.2 requires local government master plans to avoid locating new schools in such a manner that any new speed controlled school zones would be required on any arterial roadway as identified in the adopted Regional Transportation Plan.

The Regional Planning Agency has determined that the Washoe County Master Plan does not contain sufficient policy guidance to conform to these new policies and therefore must be amended. Washoe County staff has agreed to complete these amendments by no later than November 2011. After a thorough review, staff believes the amendments proposed for initiation are the most appropriate way to bring the Washoe County Master Plan into conformance with the Regional Plan. The language contained in Regional Plan policies 3.7.1 and 3.7.2 will simply be added (verbatim) to policies LUT.15.10 and LUT.29.8 of the Land Use and Transportation Element, Volume One of the Washoe County Master Plan.

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Initiating Master Plan Amendments

The Washoe County Development Code provides that amendments to the Washoe County Master Plan may be initiated in one of two fashions. First, real property owners may submit an application to initiate an amendment. Second, the Planning Commission or the Board of Commissioners may initiate an amendment by resolution. From time to time, the Planning Commission or the Board of Commissioners may find it necessary to pursue amendments to the Master Plan in order to implement the plan more effectively, conform to the Regional Plan, or to adjust the plan to better align with the vision of the community.

After initiation, the Planning Commission considers the proposed amendment in a public hearing. The Planning Commission may adopt, adopt with amendments or deny the proposed amendment. The Planning Commission records its adoption by resolution.

The Washoe County Commission hears all amendments adopted and those denied upon appeal. The County Commission will hold a public hearing to consider the Planning Commission’s adoption.

Public Notice

There are no public notice requirements established within the Development Code for initiating Master Plan amendments.

Recommendation

Staff recommends adoption of the attached resolution to initiate a Master Plan amendment.

Motion

The following motion is provided for your consideration:

“I move to adopt the resolution to initiate an amendment to the Washoe County Master Plan, Volume One, Land Use and Transportation Element, to amend policies LUT.15.10 and LUT.29.8 to add language required for conformance with the regional plan regarding the location and size of schools, and incorporate other beneficial changes as may be identified during the public input process and properly related to conformance with the Regional Plan, and authorize the Chair to sign the resolution contained at Exhibit A on behalf of the Planning Commission. I further move to direct staff to bring the amendment back to this Commission for a hearing within 125 days of today’s date.”



RESOLUTION OF THE WASHOE COUNTY PLANNING COMMISSION

INITIATING AN AMENDMENT TO THE WASHOE COUNTY MASTER PLAN, VOLUME ONE, LAND USE AND TRANSPORTATION ELEMENT TO AMEND POLICIES LUT.15.10 AND LUT.29.8 TO ADD LANGUAGE REQUIRED FOR CONFORMANCE WITH THE REGIONAL PLAN REGARDING THE LOCATION AND SIZE OF SCHOOLS, AND INCORPORATE OTHER BENEFICIAL CHANGES AS MAY BE IDENTIFIED DURING THE PUBLIC INPUT PROCESS AND PROPERLY RELATED TO CONFORMANCE WITH THE REGIONAL PLAN

Resolution Number 11-

Whereas the Washoe County Development Code requires that amendments to the Master Plan be initiated by resolution of the Washoe County Planning Commission, and

Whereas NRS 278.028 requires the Washoe County Master Plan to conform to the Truckee Meadows Regional Plan, as amended, and

Whereas the Regional Planning Commission has determined that certain elements of the Washoe County Master Plan no longer conform to the amended 2007 Regional Plan, and

Whereas the Washoe County Master Plan must therefore be amended and submitted to the Regional Planning Commission for determination of conformance to the Regional Plan, and

Whereas amendments to the Land Use and Transportation Element of the Washoe County Master Plan regarding the allowed location and size of schools are necessary for conformance with the Regional Plan, and

Whereas amendments adding such language to Polices LUT.15.10 and LUT.29.8 would appear to bring the Washoe County Master Plan into conformance with the Regional Plan, and

Whereas the public process involved in making this amendment may result in certain other modifications to the Washoe County Master Plan; and

Now, therefore, be it resolved that pursuant to Washoe County Code Chapter 110.820.05(b) that an amendment is initiated to Polices LUT.15.10 and LUT.29.8 of the Land Use and Transportation Element, Volume One of the Washoe County Master Plan, and incorporate other beneficial changes as may be identified during the public input process and properly related to the allowed location and size of schools, and authorize the Chair to sign the resolution contained in Exhibit A on behalf of the Planning Commission, and that a public hearing with this Planning

Planning Commission Resolution No. 11-
Initiating a Master Plan Amendment
Land Use and Transportation Element

Commission on the amendment shall be held within 125 days of this resolution's adoption date,
and that this amendment is initiated without prejudice to its final disposition.

ADOPTED on JUNE 7, 2011.

WASHOE COUNTY PLANNING COMMISSION

ATTEST:

Kimberly Robinson, MUP, Secretary

Dian A. VanderWell, Chairman



Planning Commission Staff Report

Meeting Date: June 7, 2011

Subject: **Resolutions to Initiate Master Plan Amendment and Regulatory Zone Map Amendment relating to the anticipated rollback of 128 parcels from the City of Sparks sphere of influence into Washoe County's jurisdiction**

Applicant: Department of Community Development

Agenda Item No. B

Summary: To consider and adopt a resolution initiating an amendment to the Truckee Canyon Area Plan, a component of the Washoe County Master Plan

Agenda Item No. C

Summary: To consider and adopt a resolution initiating an amendment to the Truckee Canyon Regulatory Zone map.

Recommendation: **Adopt and authorize the Chair to sign the attached resolutions**

Prepared by: Trevor Lloyd, Senior Planner
Washoe County Department of Community Development
775.328.3620

Initiation Description

On May 11, 2011, the Truckee Meadows Regional Planning Commission unanimously recommended approval to the Regional Planning Governing Board on the issue of the removal of 128 parcels in the East Truckee Canyon area from the City of Sparks Sphere of Influence and place those parcels back into Washoe County's jurisdiction. It is anticipated that the Truckee Meadows Regional Planning Governing Board will hear this item at their June 9, 2011 meeting.

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Initiating Amendments

The Washoe County Development Code provides the process for Master Plan and Regulatory Zone map amendments. Master Plan and Regulatory Zone map amendments may be initiated by resolution of the Washoe County Commission or the Planning Commission.

After initiation, the Planning Commission considers the proposed amendment in a public hearing. For Master Plan and Regulatory Zone amendments, the Planning Commission may adopt, adopt with amendments or deny the proposed amendment. The Planning Commission records its recommendation by resolution (Master Plan amendments) and by action order (Regulatory Zone amendments).

The Washoe County Commission hears all amendments adopted (Master Plan and Regulatory Zone), and amendments recommended for denial upon appeal. For Master Plan and Regulatory Zone amendments, the County Commission will hold one public hearing at which time it may adopt, refer changes back to the Planning Commission, or deny a proposed amendment.

Public Notice

There are no public notice requirements established within the Development Code for initiating Master Plan and Regulatory Zone amendments.

If the Regional Planning Governing Board approves the rollback of the sphere of influence on June 9, 2011 then it is anticipated that the amendments to the Truckee Canyon Master Plan and Truckee Canyon Regulatory Zone map will be brought to the Planning Commission on July 5, 2011.

Recommendation

Staff recommends adoption of the attached resolutions to initiate amendments to the Truckee Canyon Area Plan and the Truckee Canyon Regulatory Zone map so as to accommodate the rollback of the ±11,875.5 acres of property previously within the City of Sparks' jurisdiction.

The following motion is provided for your consideration:

Motion

“I move to adopt the resolutions to initiate amendments to the Truckee Canyon Area Plan and the Truckee Canyon Regulatory Zone map so as to accommodate the rollback of the ±11,875.5 acres of property previously within the City of Sparks’ jurisdiction and authorize the Chair to sign the resolutions contained at Exhibit A and Exhibit B on behalf of the Planning Commission. I further move to direct staff to bring the amendments back to this Commission for a hearing within 125 days of today’s date.”



RESOLUTION OF THE WASHOE COUNTY PLANNING COMMISSION
INITIATING AN AMENDMENT TO THE TRUCKEE CANYON AREA PLAN, A
COMPONENT OF THE WASHOE COUNTY MASTER PLAN

Resolution Number 11-__

Whereas the Washoe County Development Code requires that amendments to the Master Plan be initiated by resolution of the Washoe County Planning Commission or Washoe County Commission; and

Whereas the Regional Planning Commission has unanimously approved a rollback of 128 parcels from the City of Sparks sphere of influence into Washoe County's jurisdiction within the Truckee Canyon Area Plan;

Whereas the Regional Planning Governing Board is scheduled to hear the item concerning the rollback of the 128 parcels from the City of Sparks sphere of influence into Washoe County's jurisdiction within the Truckee Canyon Area Plan on June 9, 2011;

Whereas Washoe County must assign a master plan designation to properties within Washoe County's jurisdiction immediately following a sphere of influence rollback;

Now, therefore, be it resolved that the Washoe County Planning Commission does hereby initiate amendment(s) to the Truckee Canyon Area Plan, a component of the Washoe County Master Plan.

ADOPTED on June 7, 2011.

WASHOE COUNTY PLANNING COMMISSION

ATTEST:

Kimberly H. Robinson, MUP, Secretary

Dian A. VanderWell, Chairman



RESOLUTION OF THE WASHOE COUNTY PLANNING COMMISSION
INITIATING AN AMENDMENT TO THE
TRUCKEE CANYON REGULATORY ZONE MAP

Resolution Number 11-__

Whereas the Washoe County Development Code requires that amendments to the Regulatory Zone map be initiated by resolution of the Washoe County Planning Commission or Washoe County Commission; and

Whereas the Regional Planning Commission has unanimously approved a rollback of 128 parcels from the City of Sparks sphere of influence into Washoe County's jurisdiction within the Truckee Canyon Area Plan;

Whereas the Regional Planning Governing Board is scheduled to hear the item concerning the rollback of the 128 parcels from the City of Sparks sphere of influence into Washoe County's jurisdiction within the Truckee Canyon Area Plan on June 9, 2011;

Whereas Washoe County must assign a regulatory zone designation to properties within Washoe County's jurisdiction immediately following a sphere of influence rollback;

Now, therefore, be it resolved that the Washoe County Planning Commission does hereby initiate amendment(s) to the Truckee Canyon Regulatory Zone map.

ADOPTED on June 7, 2011.

WASHOE COUNTY PLANNING COMMISSION

ATTEST:

Kimberly H. Robinson, MUP, Secretary

Dian A. VanderWell, Chairman