



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
Rob Pierce
Patricia Phillips
Secretary
Trevor Lloyd

Tuesday, September 6, 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, September 6, 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
Daniel Lazzareschi
Kate S. Nelson
Rob Pierce
Pat Phillips

Commissioners absent: R. Michael Flick

Staff present: Trevor Lloyd, Secretary, Planning and Building
Chris Bronczyk, 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 Chvilicek led the pledge to the flag.

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.

Public Comment:

Mark Neumann (Chambers) serves on the Highland Ranch HOA Board in Sun Valley and the Sun Valley Citizens Advisory Board (CAB). At the last Commissioners' meeting, he was appointed to be an alternate on the Washoe County Senior Services Advisory Board. Mr. Neumann is speaking as a citizen of Washoe County. Mr. Neumann indicated that when we do development, there is a community meeting for those who may be affected by the development. The developer and citizens go back and forth with ideas. It may go to the CAB and the General Improvement District (GID). The project usually comes before the Planning Commissioners and Board of County Commissioners for the stamp of approval. The developer then comes back, for example, in the case of Highland Village, and makes changes. Originally, Highland Village was supposed to be 3.6 units per acre. which is above the master plan designation of 3 units per acre. They were allowed a little bit more because of the price of property and houses. After approval, the developer made changes to 4.5 houses per acre. The County Commissioners are ok with that, but we [the public] didn't have a voice in any of the changes to what we had originally agreed upon. It all went out the window. We are the taxpayers who paid for the master plan and Envision[Washoe]2040. Please think about it.

6. Approval of September 6, 2022 Agenda

Commissioner Chvilicek moved to approve the agenda for the September 6, 2022 meeting as written. Commissioner Phillips seconded the motion, which passed unanimously with a vote of six for, none against; Commissioner Flick – absent.

7. Approval of August 2, 2022 Draft Minutes

Commissioner Lazzareschi moved to approve the minutes for the August 2, 2022, Planning Commission meeting as written. Commissioner Pierce seconded the motion, which passed unanimously with a vote of five for, none against; Commissioner Nelson – abstained, Commissioner Flick – absent.

8. Public Hearings

A. Master Plan Amendment Case Number WMPA21-0004 and Regulator Zone Amendment Case Number WRZA21-0003 (Larson) – For hearing, discussion and possible action to:

1. Approve an amendment to the North Valleys Area Plan, a component of the Washoe County Master Plan, to redesignate the master plan designation from Suburban Residential (SR) to Commercial (C) on 1 parcel (APN: 552-190-01) totaling 2.76 acres; and
2. Initiate and recommend adoption of an amendment to the North Valleys Regulatory Zone Map, to change the regulatory zone from Medium Density Suburban (MDS) to Neighborhood Commercial/Office (NC) on 1 parcel (APN: 552-190-01) totaling 2.76 acres. The regulatory zone amendment is subject to final approval of the associated Master Plan Amendment by the Washoe County Board of County Commissioners and a finding of conformance with the Truckee Meadows Regional Plan by regional planning authorities; and

3. If approved, authorize the chair to sign resolutions to this effect.

- Applicant/Property Owner: Larson Family Trust
- Location: 450 Lemon Drive
- APN: 552-190-01
- Parcel Size: 2.757 Acres
- Existing Master Plan: Suburban Residential (SR)
- Proposed Master Plan: Commercial (C)
- Existing Regulatory Zone: Medium Density Suburban (MDS)
- Proposed Regulatory Zone: Neighborhood Commercial/ Office (NC)
- Area Plan: North Valleys
- Development Code: Authorized in Article 820, Amendment of Master Plan and Article 821, Amendment of Regulatory Zone
- Commission District: 5 – Commissioner Hermann
- Staff: Chris Bronczyk, Senior Planner
Washoe County Community Services Department
Planning and Building
- Phone: 775.328.3612
- E-mail: cbronczyk@washoecounty.gov

Chair Donshick called for Commissioner disclosures. There were no disclosures.

Planner Chris Bronczyk provided a presentation. Applicant Representative John Krmpotic provided a presentation.

There was no response to the call for public comment.

Discussion by Commission:

Commissioner Chvilicek asked how the access could be granted if this is turned into a commercial site. She indicated that the map shows the Shell station and pointed out that there is there is now an oil change facility and two other commercial properties going in as well. Mr. Bronczyk said their current access is a 20-foot access easement that was amended when Jimboy Tacos and the dispensary were put in. They created the 20-foot access out to the exit point at that location. Mr. Bronczyk said it's paved and improved; the adjacent, property immediate to the west is a 1-acre commercial property that was re-zoned through the former Reno-Stead Corridor Joint Plan. That property also has existing access through this 20-foot access easement. Mr. Bronczyk said there are two residential properties that have access off of Cactus View. Those residential properties may also get access to the two commercial properties to the south that branch off of Buck Drive.

Commissioner Lazzereschi asked about the total change of allowable residential units being proposed. Mr. Bronczyk said they would currently be allowed eight units total on a 2.76-acre site at three dwellings per acre. Mr. Bronczyk said that any project planning to exceed 13 dwellings would require a special use permit to allow for that density before they could move forward. Mr. Bronczyk also indicated that a single-family residential property, would be subject to a tentative subdivision map.

MASTER PLAN AMENDMENT MOTION: Commissioner Nelson 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 adopt the resolution contained as Exhibit A to this staff report, to amend the Master Plan as

set forth in Master Plan Amendment Case Number WMPA21-0004, having made at least three of the five findings required by Washoe County Code Section 110.820.15(d), North Valleys Area Plan Policy NV 21.1, and North Valleys Area Plan Policy NV 21.3. I further move to certify the resolution and the proposed Master Plan Amendment in WMPA21-0004 as set forth in this staff report for submission to the Washoe County Board of County Commissioners and authorize the Chair to sign the resolution on behalf of the Planning Commission.

1. **Consistency with Master Plan.** The proposed amendment is in substantial compliance with the policies and action programs of the Master Plan.
2. **Compatible Land Uses.** 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. **Response to Change Conditions.** 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. **Availability of Facilities.** 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. **Desired Pattern of Growth.** 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.

Commissioner Chvilicek noted the policy NV 21.4 and NV 21.3 discrepancy in the motion. Mr. Bronczyk stated it's an oversight as NV 21.4 is a market analysis, not a required finding. NV 21.3 is a required finding for Master Plan Amendment.

North Valleys Area Plan Policy NV.21.1

NV.21.1 In order for the Washoe County Planning Commission to recommend the approval of ANY amendment to the North Valleys Area Plan, the following findings 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 North Valleys Area Plan and the Washoe County Master Plan, and the Regional Water Management Plan.
- c. The amendment will not conflict with the public's health, safety or welfare.

North Valleys Area Plan Policy NV.21.3

NV.21.3 In order for the Washoe County Planning Commission to recommend approval of any amendment involving a change of land use, the following findings must be made:

- a. A feasibility study has been conducted, commissioned and paid for by the applicant, relative to municipal water, sewer and storm water that clearly identifies the improvements likely to be required to support the intensification, and those improvements have been determined to be in substantial compliance with all applicable existing facilities and resource plans for North Valleys by the

Department of Water Resources. The Department of Water Resources will establish and maintain the standards and methodologies for these feasibility studies.

- b. A traffic analysis has been conducted that clearly identifies the impact to the adopted level of service within the North Valleys planning area and the improvements likely to be required to maintain/achieve the adopted level of service. This finding may be waived by the Department of Public Works for projects that are determined to have minimal impacts. The Department of Public Works may request any information it deems necessary to make this determination.
- c. For amendments that propose new or intensified commercial land use, the scale of the intended use has been shown to be community serving in nature.
- d. For residential land use intensifications, the potential increase in residential units will not exceed Washoe County's applicable policy growth level for the North Valleys Area Plan, as established under Goal One.
- e. If the proposed intensification will result in a drop below the established policy level of service for transportation (as established by the Regional Transportation Commission and Washoe County) within the North Valleys planning area, the necessary improvements required to maintain the established level of service are scheduled in either the Washoe County Capital Improvements Program or Regional Transportation Improvement Program within three years of approval of the intensification. For impacts to regional roads, the Washoe County Planning Commission, upon written request from the Regional Transportation Commission, may waive this finding.
- f. If roadways impacted by the proposed intensification are currently operating below adopted levels of service, the intensification will not require infrastructure improvements beyond those articulated in Washoe County and regional transportation plans AND the necessary improvements are scheduled in either the Washoe County Capital Improvements Program or Regional Transportation Improvement Program within three years of approval of the intensification.
- g. Washoe County will work to ensure that the long range plans of facilities providers for transportation, water resources, schools and parks reflect the policy growth level established in Policy 1.2.
- h. If the proposed intensification results in existing public school facilities exceeding design capacity and compromises the Washoe County School District's ability to implement the neighborhood school philosophy for elementary facilities, then there must be a current capital improvement plan or rezoning plan in place that would enable the District to absorb the additional enrollment. The Washoe County Planning Commission, upon request of the Washoe County School Board of Trustees, may waive this finding.
- i. Any existing development in the North Valleys planning area, the Forest planning area, or the Northeast Truckee Meadows planning area which is subject to the conditions of a special use permit will not experience undue hardship in the ability to continue to comply with the conditions of the special use permit or otherwise to continue operation of its permitted activities.

Commissioner Pierce seconded the motion, which passed unanimously with a vote of six for, none against; Commissioner Flick – absent.

REGULATORY ZONE AMENDMENT 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 Planning Commission adopt the resolution contained as Exhibit B to this staff report, recommending adoption of Regulatory Zone Amendment Case Number WRZA21-0003, having made all of the following findings in accordance with Washoe County Code Section 110.821.15. I further move to certify the resolution and the proposed Regulatory Zone Amendment in WRZA21-0003 as set forth in this staff report for submission to the Washoe County Board of Commissioners and authorize the Chair to sign the resolution on behalf of the Washoe County Planning Commission.

1. **Consistency with Master Plan:** The proposed amendment is in substantial compliance with the policies and action programs of the Master Plan and the Regulatory Zone Map.
2. **Compatible Land Uses:** 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. **Response to Change Conditions; more desirable use:** 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. **Availability of Facilities:** There are or are planned to be adequate transportation, recreation, utility, and other facilities to accommodate the uses and densities permitted by the proposed amendment.
5. **No Adverse Effects:** The proposed amendment will not adversely affect the implementation of the policies and action programs of the Washoe County Master Plan.
6. **Desired Pattern of Growth:** 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.

Commissioner Phillips seconded the motion, which passed unanimously with a vote of six for, none against; Commissioner Flick – absent.

9. Chair and Commission Items

A. Future agenda items

None.

B. Requests for information from staff

None.

10. Director's and Legal Counsel's Items

A. Report on previous Planning Commission items

Secretary Lloyd reported that at the public hearing on August 16, 2022, the Washoe County Board of County Commissioners held the first reading of the Development Agreement for Highland Village 2. The second reading is scheduled for September 13, 2022.

B. Legal information and updates

None.

11. *General Public Comment and Discussion Thereof

Public Comment:

Mark Neumann (Chambers) said he spoke regarding the Highland Village second reading coming up on the 13th. He said he would be there to speak to the Commissioners. We are all volunteers and appointed by the Commissioners for our advice and to represent the citizens' desires in our community. We got through the process, and all of a sudden, it changed around because the developer changed their mind. We put all the effort into this development to make it what we want. It's not just in Highland Village but throughout Washoe County. You won't get the notice if you are outside the 1,000 feet. The CAB used to meet with the developers and members of that community. That has been changed, and we need to do something about that. The CAB now has nothing to do with it. The gentleman provided notice to meet at the school, but those who live beyond the 1,000 feet noticing requirement that may be impacted by it have no knowledge of it. We need to bring it back and notify everyone in the community so they can attend the CAB and provide comments. CAB meetings can get wild. You are volunteering just as we are. The Commissioners appoint us in the hope we will do the best we can do. He said the Commissioners would like to see the CAB and Planning Commission go out the window so that they can make their own decisions without our input. He said he attends as many CAB boards as possible to make them aware to reign in our elected officials; we elected them.

12. Adjournment

With no further business scheduled before the Planning Commission, the meeting adjourned at 6:33 p.m.

Respectfully submitted by Misty Moga, Independent Contractor.

Approved by Commission in session on October 4, 2022

Trevor Lloyd
Secretary to the Planning Commission