

# Reno City Planning Commission



## DRAFT MINUTES

Thursday, December 5, 2013 ~ 6:00 p.m.

Reno City Hall – Council Chambers  
One East First Street, Reno, Nevada

## MEMBERS

Doug Coffman, Chair  
Dagny Stapleton  
Paul Olivas  
Charles Reno  
Kathleen Taylor  
Kevin Weiske  
Jason Woosley

### I. PLEDGE OF ALLEGIANCE

Chairperson Coffman led the Pledge of Allegiance.

### II. ROLL CALL

Chairperson Coffman called the meeting to order at 6:00 p.m. A quorum was established.

**PRESENT:** Doug Coffman, Dagny Stapleton, Paul Olivas, Charles Reno, Kathleen Taylor, and Kevin Weiske

**ABSENT:** Jason Woosley

Jonathan Shipman – Deputy City Attorney, was also present.

**III. PUBLIC COMMENT - This item is for either general public comment or for public comment on an action item. If commenting on an action item, please place the Agenda Item number on the Request to Speak form.**

None

**IV. APPROVAL OF MINUTES OF NOVEMBER 7, 2013 REGULAR MEETING (For Possible Action)**

*It was moved by Commissioner Weiske, seconded by Commissioner Stapleton, to approve the November 7, 2013 regular meeting minutes. The motion carried by a vote of 4-0 with two abstentions from Commissioner Olivas and Commissioner Taylor.*

**V. CITY COUNCIL LIAISON REPORTS \***

There was no City Council Liaison report.

**VI. UNFINISHED BUSINESS/PUBLIC HEARINGS – Any person who has chosen to provide his or her public comment when a Public Hearing is heard will need to so indicate on the Request to Speak form provided to the Secretary. Alternatively, you may provide your comment when Item III, Public Comment, is heard at the beginning of this meeting.**

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LDC10-00030 (Evans Ranch PUD Amendment) - This is a request: 1) for a zoning map amendment from ±41.31 acres of UT40 (Unincorporated Transition - 1 unit/40 acres) to PUD (Planned Unit Development); 2) to amend the text and graphics of the PUD Handbook to add ±41.31 acres and 123 dwelling units to the existing 5,556 dwelling units approved (5,679 total units); 3) to incorporate agreements into the PUD to define the timing and extent of fire, police, parks and other infrastructure improvements as the project develops; and 4) to modify the timing in which to construct the fire station. The ±2,166.3 acre site, which includes the addition of ±41.31 acres, is located to the north and west of Red Rock Road, ±5.63 miles north of its intersection with US 395 and generally north and east of the Blackjack Lane/Jackpot Road intersection, ±4,500 feet (.85 miles) north of the developed portion of Cold Springs in the PUD zone. The site has a Master Plan land use designations of Unincorporated Transition, Special Planning Area and Single Family Residential. vak [Ward 4]  
**(For Possible Action – Recommendation to City Council)**

*This item was continued from the September 5, 2013 and October 2, 2013 public hearings.*

Tom Gallagher, Summit Engineering, thanked staff for working with them over the past two months on this issue. He stated they agreed with the staff report and all issues have been resolved.

Vern Kloos, Senior Planner, stated, in addition to the request, the applicant and staff worked out issues related to the provision for fire and park services. Staff was recommending language be added that the developer had fifteen working days to address defaults on the provisions within the PUD and fire services agreement. No correspondence and no phone calls have been received regarding this project. Staff is recommending approval subject to conditions as amended, including amendments that were provided in the memos to the Commissioners.

Commissioner Reno disclosed he received emails.

Commissioner Weiske and Commissioner Olivas disclosed they have driven by the site.

Chairperson Coffman disclosed he had driven by the site and received emails.

Commissioner Stapleton and Commissioner Taylor stated they had no disclosures.

Commissioner Stapleton requested a review of the amendments listed in the memo received this week.

Vern Kloos, Senior Planner, stated development and maintenance were added to the parks agreement portion. Language was also added on the second page which gives the developer fifteen days to address any issues, if the developer fails to execute the development agreement for parks and/or defaults on any provisions. If so, staff has the ability to stop issuing permits for the project. The language was added at the request of legal staff, in lieu of having the agreement approved concurrent with the PUD amendment.

At this time, Chairperson Coffman opened discussion to public comment. Seeing and hearing no public comment requests, Chairperson Coffman closed public comment.

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Commissioner Reno asked if there had to be a switch from the 1,400<sup>th</sup> lot to the 1,700<sup>th</sup> lot in order to create the fire station.

Vern Kloos, Senior Planner, replied that is not correct. He clarified the changeover was done when the PUD was originally developed.

Commissioner Reno commented that he read the letter from the Fire Department issued in 2008 and that, in the letter, it states a 2.5 acre site needs to be dedicated on the 1,000<sup>th</sup> residential lot. The amendment does not address the 1,000<sup>th</sup> property and includes language that up to a 2.5 acre site needs to be dedicated. He stated there is a big difference in the language from requiring a 2.5 acre site to allowing up to 2.5 acres.

Vern Kloos, Senior Planner, stated the changes have been reviewed by Fire and that language was changed to allow flexibility because the full 2.5 acre site may not be needed.

Commissioner Reno asked who requested the change.

Vern Kloos, Senior Planner, stated the applicant made the request and that the change is acceptable to fire staff. The amendment allows for the fire station to be developed outside of the Evans Ranch development to provide better coverage for the PUD and the surrounding area.

Commissioner Stapleton noted language in the amendment states: “Either the developer will execute the Public Safety Facility Agreement or submit a comprehensive fire impact fee program.” She asked for clarification if this was still optional.

Vern Kloos, Senior Planner, stated, currently, there is no fire impact fee ordinance and that, if developed in the future, the developer will have the option to switch.

*It was moved by Commissioner Weiske, seconded by Commissioner Olivas, to recommend approval of the zoning map amendment request and the amendment to the Evans Ranch PUD Handbook for LDC10-00030 (Evans Ranch PUD Amendment) based upon compliance with the applicable findings and subject to Condition A and amended conditions provided to the Commission. Commissioner Weiske stated he could make all of the findings. Commissioner Olivas stated he could make all of the findings. The motion carried by a vote of 6-0.*

**VII. PUBLIC HEARINGS - Any person who has chosen to provide his or her public comment when a Public Hearing is heard will need to so indicate on the Request to Speak form provided to the Secretary. Alternatively, you may provide your comment when Item III, Public Comment, is heard at the beginning of this meeting.**

LDC14-00018 (Rock Center Variance) - This is a request for variances to: 1) modify the amount of total site landscaping; and 2) reduce the front yard landscaping to accommodate for right-of-way widening along McCarran Boulevard. The ±1.76 acre site is located on the northwest corner of the South McCarran Boulevard/South Rock Boulevard intersection in the NC (Neighborhood Commercial) zone. The Master Plan land use designation for the site is Mixed Residential. vak [Ward 3] **(For Possible Action)**

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Andy Durling, Wood Rodgers, presented the request. He stated the variance is in association with the widening of South McCarran Boulevard, which is currently in the design and right-of-way acquisition phases by the RTC. The variance will be a part of Phase Two of the project, which is from Mira Loma to Greg Street. With presentation material, Mr. Durling reviewed the location for the reduced landscaping that is being requested due to the right-of-way-acquisition needed for the RTC. He stated neighborhood commercial (NC) zoning requires 20% landscaping; 18.5% landscaping would be in place with the request. They are in agreement with staff's recommendations, including the memo provided to Commissioners that modifies Conditions 2 and 3. Modifications are necessary because building permits are not required as a part of roadway project, but would be more appropriate to an encroachment permit.

Vern Kloos, Senior Planner, stated staff believes all of the findings for the variance can be made and are recommending approval subject to conditions, including modified Conditions 2 and 3. Some phone calls have been received, but only for additional information. Mr. Kloos noted the developer cannot make up for the loss of landscaping with the right-of-way acquisition and that staff's support of the variance took into account the public benefit from the street widening project.

At this time, Chairperson Coffman opened up discussion to public comment. Hearing and seeing no public comment requests, Chairperson Coffman closed public comment.

Commissioners Weiske, Olivas, Stapleton, Reno, and Chairperson Coffman disclosed they have drove by the site and received the email with amended Conditions 2 and 3.

Commissioner Taylor disclosed RTC and NDOT are clients of her company, Atkins, which is an engineering firm, but her company is not involved in this project and there is no conflict of interest. She also visited the site.

***It was moved by Commissioner Weiske, seconded by Commissioner Reno, to recommend approval of the variance for LDC14-00018 (Rock Center Variance) based upon compliance with the applicable findings subject to conditions, including modifications to Conditions 2 and 3 that Commissioners received in a memo. Commissioner Weiske stated he could make all of the findings. The motion carried by a vote of 6-0.***

LDC14-00017 (Golden Hills 2C) - This is a request for: 1) a tentative map to develop a 62 lot single family residential subdivision; and 2) a special use permit for cluster development. The ±22.9 acre site is located at the eastern terminus of Bull Rider Drive and north of Trail Rider Drive in the SF15 (Single Family 15,000 square feet) zone. The site has a Master Plan land use designation of Single Family Residential. vak [Ward 2] **(For Possible Action)**

Andy Durling, Wood Rodgers, presented the request. He stated this request would be the final phase of the Golden Hills development. The previous, tentative map expired prior to Village 2C being recorded. The request is identical to what had previously been approved, but not finalized. They are in agreement with staff recommendations and the staff report, in addition to the memo sent to Commissioners regarding the deletions of Conditions 8, 9, and 10, which deal with cooperative planning which does not relate to Village 2C. They were also in agreement to modifications to Condition 13.

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Vern Kloos, Senior Planner, stated all amenities that were required with the original cluster development have been constructed, including the trail system along the north and east sides. Staff believes all findings can be made. There was one call requesting information about home prices. Condition 13 relates to adding a turn “pocket” on Yee Haw Way at Rio Wrangler Parkway and was modified to allow staff to review the design and to receive security for improvements without requiring the applicant to provide extra bonding.

At this time, Chairperson Coffman opened discussion to public comment.

Nikki Hertzler, Village 1A resident, stated there was concern about the house design of a “cluster” development; if the design will be similar to other houses in the area; and, if this design will reduce house values. She noted construction workers in Village 2B were cutting the fence and letting horses in again.

Hearing and seeing no further public comment requests, Chairperson Coffman closed public comment.

Commissioner Reno stated he was aware of the site, but had no disclosures.

Commissioners Stapleton, Olivas, and Taylor stated they had no disclosures.

Commissioner Weiske disclosed he served on the Ward Two Neighborhood Advisory Board (NAB) when the project was originally presented in 2004, but they did not have any voting rights so, in his opinion, he does not feel he should recuse himself unless otherwise advised by legal counsel.

Chairperson Coffman disclosed he has been by the site.

Commissioner Reno asked if the “cluster” development presented in 2004 was for SF-9 or SF-15.

Andy Durling stated the property is zoned SF-15, but the lots have been clustered to retain natural features and provide common area open space, which predominately consists of the improved drainageway. SF-9 lot standards are being used for the setbacks. The lots in Village 2C range from 9,600 square feet to over 15,000 square feet. The original tentative map was conditioned to require a SF-9 setback standard for any lot that was less than 15,000 square feet and, any lot over 15,000 square feet requires the SF-15 standard. There are approximately 7 or 8 lots over 15,000 square feet, but all lots exceed 9,000 square feet. Lot sizes and configurations are consistent with the remaining Golden Hill development. The entire Golden Hill development is “cluster” development in that it uses smaller lots in order to have common area elements.

Commissioner Stapleton noted language states children from this development may have to be bused to other schools. She stated the Commission has to make the finding that the development will provide adequate services and infrastructure. She asked if busing children to other schools was adequate for making this finding.

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Vern Kloos, Senior Planner, stated that is a standard method used by Washoe County School District when school capacity is lagging in certain areas, including using portable classrooms, until funding can be provided to build more schools.

Chairperson Coffman noted a question was asked, during public comment, if similar houses would be developed.

Vern Kloos, Senior Planner, explained the architecture and size of the houses would be up to the developer. Staff only needs to determine if the development meets code standards.

Commissioner Stapleton asked if staff can address the concern made during public comment regarding the open fence.

Vern Kloos, Senior Planner, stated there is a condition for perimeter fencing to keep horses out, but an open fence may be more of a Code Enforcement issue.

*It was moved by Commissioner Stapleton, seconded by Commissioner Reno, to recommend approval of the tentative map request for LDC 14-00017 (Golden Hills 2C) based upon compliance with the applicable findings subject to conditions, including amendments to the conditions. Commissioner Stapleton stated she could make the findings. The motion carried by a vote of 6-0.*

*It was moved by Commissioner Stapleton, seconded by Commissioner Taylor, to recommend approval of the special use permit for LDC 14-00017 (Golden Hills 2C) based upon compliance with the applicable findings subject to conditions. Commissioner Stapleton stated she could make all of the findings. Commissioner Taylor stated she could make all of the findings. The motion carried by a vote of 6-0.*

TXT14-00002 (Time Extensions for Open Lot Parking) - This is a request to amend Reno Municipal Code Title 18, "Annexation and Land Development", Chapter 18.08, "Zoning," Section 18.08.202, entitled "Additional Regulations for Principal Uses," to allow for a change to the length of time that may be granted for a time extension for open lot parking in the Downtown Reno Regional Center and the Redevelopment Districts, together with other matters properly relating thereto. kk/cch [All Wards] **(For Possible Action – Recommendation to City Council)**

Claudia Hanson, Planning and Engineering Manager, presented the request. She stated, currently, owners of a temporary parking lot in the downtown area have to come back yearly for a time extension after the initial three years. The amendment would allow owners to request three, 5-year time extensions after the initial three years.

At this time, Chairperson Coffman opened discussion to public comment. Hearing and seeing no public comment requests, Chairperson Coffman closed public comment.

There were no disclosures from Commissioners.

Commissioner Weiske noted there were two different initial time periods of 3 and 5 years listed. He asked if this was correct.

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Claudia Hanson, Planning and Engineering Manager, clarified that was for two different zoning districts.

Commissioner Weiske asked why City Council or staff is recommending a time extension of fifteen or possibly eighteen years.

Claudia Hanson, Planning and Engineering Manager, stated right now there is indefinite parking lot ownership, but the City Council is requesting a review of standards and timing.

Commissioner Weiske stated, in his opinion, eight years is more than enough time for a developer to begin construction.

Claudia Hanson, Planning and Engineering Manager, noted the parking lot near the County Courthouse is currently in its sixth year.

Commissioner Reno asked for clarification about the time extensions.

Claudia Hanson, Planning and Engineering Manager, clarified it is three years initially with three 5-year extension requests.

Commissioner Taylor asked for clarification that a property owner can request a permanent parking lot.

Claudia Hanson, Planning and Engineering Manager, clarified open lot parking lots are only allowed temporarily in the downtown area. The intent is to place a cap in order for development to move forward.

Chairperson Coffman asked about the difference between standards for a temporary parking lot and a permanent parking lot.

Claudia Hanson, Planning and Engineering Manager, replied landscape islands and perimeter landscaping would be required for permanent parking lots.

Commissioner Stapleton stated, in her opinion, three 5-year extensions was too much time. She would be in support of shorter extensions with a cap.

Commissioner Reno stated he agreed with Commissioner Stapleton's comments. His concern was having temporary parking lots in the downtown area.

Commissioner Olivas asked what direction was requested by the City Council.

Claudia Hanson, Planning and Engineering Manager, stated the direction from City Council was that one-year extensions was too short. She noted Washoe County offers three-year extensions. Staff had suggested two-year extensions, but felt that time was too short for development.

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Commissioner Stapleton asked why the extension was being approved by the City Council and not the Planning Commission.

Claudia Hanson, Planning and Engineering Manager, stated it was because the City Council was more involved in the day-to-day review of larger projects in the downtown area.

Commissioner Taylor asked about the logic for having three 5-year time extensions.

Claudia Hanson, Planning and Engineering Manager, stated it was to provide more time for developers to develop plans for future projects.

Chairperson Coffman asked if this time extension would be retroactive for current parking lots.

Claudia Hanson, Planning and Engineering Manager, stated current parking lots are in three years of their first 5-year extension.

Chairperson Coffman asked, if there was no development, could a developer come back for another extension or would they have to totally abandon the property.

Claudia Hanson, Planning and Engineering Manager, stated there is a number of different options such as a variance or developing a phasing plan.

Chairperson Coffman stated, in his opinion, landscaping should be developed.

Claudia Hanson, Planning and Engineering Manager, stated the City Council has the ability to review the sites each year and place conditions, if needed.

Commissioner Weiske suggested current parking and landscape standards be requested for the second 5-year extension.

Commissioner Stapleton asked if these standards are not already being required.

Claudia Hanson, Planning and Engineering Manager, stated full landscaping is not required for temporary parking lots; only street trees.

Commissioner Stapleton stated she was in favor of Commissioner Weiske's suggestion, but having shorter extension periods.

Discussion was heard to include a development intent clause and to require additional landscape development during the second time period extension.

Commissioner Taylor stated she was having problems with the long-term. She suggested staff return with recommendations to shorten the time with phasing towards the vision of the downtown area.

Commissioner Weiske suggested this item be continued so staff can provide additional recommendations.

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Commissioner Reno suggested staff provide some examples of permanent parking lots and temporary parking lots in the area.

Chairperson Coffman suggested staff provide information on how long parking lots have been temporary.

*It was moved by Commissioner Taylor, seconded by Commissioner Weiske, to continue TXT 14-00002 (Time Extension for Open Lot Parking) to the next Planning Commission meeting for staff to provide examples of parking lots and how long lots have been in place and additional recommendations. The motion carried by a vote of 6-0.*

### **VIII. TRUCKEE MEADOWS REGIONAL PLANNING LIAISON REPORT**

Commissioner Weiske stated no meeting was held in December. The next meeting will be held in January 2014.

**IX. STAFF ANNOUNCEMENTS** – *1. Report on status of Planning Division projects; 2. Announcement of upcoming training opportunities; 3. Report on status of responses to staff direction received at previous meetings; and 4. Report on actions taken by City Council on previous Planning Commission items.*

Claudia Hanson, Planning and Engineering Manager, stated the Regional Planning Commission approved the parcels being removed from the Sphere of Influence in the TODs and will be forwarded to the Regional Governing Board for approval. The rest of the Master Plan Amendment will be presented to the City Council next week for review and then forwarded to Regional Planning. The City Council approved the SouthEast Connector project, which will be forwarded to Regional Planning for review. The RTC's Transit Summit will be held tomorrow, December 6, 2013, which will be an all-day event from 7:30 a.m. to 4:30 p.m. at the Convention Center.

### **X. COMMISSIONER'S SUGGESTIONS FOR FUTURE AGENDA ITEMS (For Possible Action)**

Commissioner Stapleton commented that she was not fully aware of impact fees regarding the Evans Ranch property. She suggested more training or more information be provided on impact fees.

Claudia Hanson, Planning and Engineering Manager, stated staff will be working with the City Manager's Office to review impact fees for the amendment to the Public Services Facilities Infrastructure Plan. A presentation will be provided to the Commission in the next couple of months and the Planning Commission will be playing a key role in the review of impact fees.

Chairperson Coffman noted the 2014 Planning Commission meeting calendar will be reviewed during the next meeting.

Commissioner Reno suggested a presentation be given on the intent for development in the downtown area.

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**XI. PUBLIC COMMENT – This public comment item is to allow the public to provide general public comment and not for comment on individual action items contained on this Agenda.**

Will Turnier, Reno High School, stated he was in attendance to receive public meeting hours for a grade in his AP Government class. He stated he enjoyed coming to meetings to see government in action.

**XII. ADJOURNMENT (For Possible Action)**

Chairperson Coffman adjourned the meeting at 7:25 p.m.

*It was moved by Commissioner Reno, seconded by Commissioner Taylor, to adjourn the meeting. The motion carried by a vote of 6-0.*