



Community Development Department

MEMORANDUM

Date: January 31, 2014
To: Reno Planning Commission
From: Nathan Gilbert, AICP, Associate Planner
Subject: 2014 Planning Commission Goal Setting Workshop

The following information is being provided to prepare for the 2014 Goal Setting Workshop:

1. 2013 Planning Commission Goals;
2. Future items identified at Planning Commission meetings; and
3. List of Advance Planning projects.

1. 2013 Planning Commission Goals:

Communication: Continue to open the lines of communication with the Neighborhood Advisory Boards (NABs), City Council and Sparks/Washoe County Planning Commissions. Enhance communication with City Council through more specific feedback on planning related decisions. Encourage public participation and promote civic engagement through outreach to young people and through the Reno Citizen's institute, Junior Achievement, NABs and similar programs.

Status:

- Washoe County and the City of Sparks are copied through Development Review Memos (DRM) on projects reviewed by the Planning Commission. City Neighborhood Advisory Boards and/or County Citizen Advisory Committees are noticed of upcoming planning projects that occur within their respective boundaries; however, funding for City of Reno NAB's has been discontinued for 2014.
- Community Development Department staff led sections of the Citizens Institute Program and provided several community presentations on planning issues throughout the year.
- The City sponsored a pilot "Hot Topic" meeting for the Gaslight Lane project and held numerous neighborhood meetings for the City initiated Midtown and TOD amendment projects.

Environmentally Friendly Design Incentives and Strategies: Develop incentive and strategy policies that are sensitive to the environment, promote resource management and encourage LEED (Leadership in Energy and Environmental Design) development. Evaluate implementation of LID (Low Impact Development), wetland and major drainageway development practices and their collective impact on groundwater recharge.

Status:

- **Evaluation of Low Impact Development Implementation**
The Planning Commission recommended adoption of the City's Post Construction Stormwater Quality Management (LID) standards in January of 2009. Since Council's adoption in February of 2009, all applicable projects have been reviewed under these environmental standards. Twelve projects totaling 25.9 acres were constructed under the applicable LID standards during the 2013 calendar year.
- **Updates to Flood Mapping**
The City Council accepted the Planning Commission's recommendation to approve changes to FEMA map references through TXT13-00010 (Flood Hazard Areas and FEMA Compliance). The changes also add "as amended" language to ensure that further text amendments will not be required as FEMA maps are updated.
- **Presentation Regarding Flood Planning and Future Development**
Kerri Lanza, Senior Civil Engineer and Flood Drainage Program Coordinator presented an overview on development criteria and flood mitigation at the request of the Planning Commission.
- **Wetlands and Major Drainageways Ordinance**
Objectives remain streamlining, strengthening and clarifying related standards. This task remains outstanding on the Advance Planning task list for 2014.

Infill Incentives and Strategies: Continue to develop infill incentives and strategies to be adopted into the Policy Plan and Municipal Code Standards.

Status:

- Several Planning Commission Workshops were held in 2013 related to updates to the Transit Corridor Plans (LDC14-00001 – Master Plan Amendment TOD Boundaries and Secondary Corridors). Changes included boundary modifications and identification of primary and secondary corridor areas. Policy modifications strengthened or maintained density and intensity standards in the primary corridors and removed them from secondary corridors as part of the revised infill

strategy. The City Council accepted the Planning Commission's recommendation to adopt the changes, which will take effect upon a finding of conformance by the Regional Planning Commission and final certification by the City Council.

- The City Council accepted the Planning Commission's recommendation to adopt overlay zoning standards for the Midtown District within the northern portion of the South Virginia Street Transit Oriented Development Plan through TXT12-00009 (Midtown District).
- The Truckee Meadows Regional Planning Governing Board approved the roll backs of the City's SOI as recommended by the Planning Commission and City Council at their December 13, 2013 public hearing. This amendment removed certain areas from the City's SOI and land use authority that were formerly within the North Virginia Transit Corridor, West Fourth Street Transit Corridor and in the White's Creek area. This will enable these properties to develop under more rural Washoe County characteristics and strengthen infill opportunities in prioritized areas.

Pedestrian/Bicycle Safety Amenities: Identify mechanisms and strategies to provide pedestrian/bicycle safety and amenities throughout the City and look at urban design in terms of safety and walkability Citywide.

Status:

- The City Council has requested development of an ordinance requiring the installation of bike storage lockers and plug-ins for electric vehicles in all new public parking structures. This task remains outstanding on the Advance Planning task list for 2014.
- Traffic and pedestrian safety is the responsibility of the Public Works Department. The Planning Commission may wish to request a presentation by appropriate personnel to discuss possible improvements to high profile intersections such as those near the ballpark.

Preparedness: Reflect on past operational experiences to determine what methods and procedures can be improved or should be in place before a significant up-turn in the economy and continue to evaluate development standards, incentives, and administration to ensure successful implementation of planning objectives.

Status:

- Staff will continue addressing the backlog of Council initiated items in addition to responding to new and recurring legislative mandates and City Council priorities.

- At the 2013 Planning Commission Workshop, Commissioner Weiske had requested that the Planning Commission be provided with full-size drawings from applicants for readability and in a timely fashion when last minute amendments to applications are submitted. This has been requested of applicants throughout the year.
- Staff anticipates posting updated Community Development applications in winter of 2014 with the overall objectives of:
 1. Increasing customer satisfaction while reducing staff time in reviewing incomplete applications and assisting customers with requirements;
 2. Developing a clear communication tool that educates the applicant and provides all information necessary for a thorough review in a manner that clearly reflects the professionalism of the Community Development Department; and
 3. Simplifying the application process by requiring only information essential to the review for the type of application.

Signs and Lighting: Update signs and lighting requirements to reflect and address new technology in the sign and lighting industry.

Status:

- The Planning Commission recommended the adoption of AT-32-07 (Digital Off-Premises Advertising Display Including Light-Emitting Diode) with changes and the City Council adopted this ordinance in 2012. A moratorium for the ordinance was adopted by the City Council on December 12, 2012, in response to two lawsuits filed by Scenic Nevada and Saunders Outdoor Advertising. The moratorium remains in effect until the lawsuits are resolved and all appeals are exhausted.
- The City Council adopted the Planning Commission's recommendation to clean up language in the code by deleting certain language in the sign code through TXT13-00009 (Deletion of Off-Premise Advertising on On-Premise Signs).

2. Future Items Identified During 2012 Planning Commission Meetings:

- March 20, 2013:
 - Responding to Commissioner Coffman's point that not every Commission uses the practice of "seconding" a motion, Deputy City Attorney Marilyn Craig, stated that a "second" is generally required to demonstrate that there is sufficient interest in the motion to have discussion.

- May 1, 2013:
 - Chair Weiske requested a discussion for the next meeting regarding site visits. Claudia Hanson, Planning and Engineering Manager, addressed this concern at the June Planning Commission hearing. She stated that the City Council had requested that Planning Commissioners visit project sites and prioritize those areas that they are not familiar with.

- June 6, 2013:
 - Commissioner Reno stated that he would like a presentation on how the City interacts with Indian tribes in the City area. A presentation by Reno-Sparks Indian Colony Planning Director Scott Nebesky is tentatively scheduled for the April Planning Commission.

- July 9, 2013:
 - Commissioner Weiske reiterated his request for a review of the “Hot Topic” process. He also requested to know when “Hot Topic” meetings are held and the legality for Planning Commissioners to attend. A presentation on the matter was provided to the Commission at the September hearing by Community Development and Office of Communication and Community Engagement staff.

- August 7, 2013:
 - Planning Commissioners discussed whether current bylaws require staff to present cases first and whether questions can be asked following the first presentation. At the September 5th meeting, staff noted that the bylaws allow the Commission to rearrange the order of consideration of items if necessary to expedite the process.

- October 2, 2013:
 - Commissioner Stapleton suggested City Code be reviewed to determine if spacing of pawn shops near schools, because of their negative influence, was antiquated and needed to be revised. This request will be noted in the Planning Commission’s annual report to the City Council.

- November 7, 2013:
 - Chairperson Coffman requested the Planning Commission meeting dates for 2014 be placed on the agenda for discussion and action. This was approved by the Commission at the January, 2014 public hearing.
 - Staff affirmed Commissioner Reno's inquiry that there will be a presentation on industrial lands by the Regional Planning Agency. A presentation by Truckee Meadows Regional Planning Agency staff is tentatively scheduled for the March Planning Commission.

- December 5, 2013:
 - 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. Staff responded that work will begin with the City Manager's Office to review impact fees for the amendment to the Public Services Facilities Infrastructure Plan and that a presentation will be provided to the Commission in the coming months.
 - 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.

3. List of Advance Planning Projects

On March 7, 2013, staff forwarded a memo to City Council requesting further direction on previously requested planning updates and Code amendments. Council has also directed staff to begin work on numerous other assignments throughout the year. The following table outlines the listed projects and their status, with those tasks assigned in 2013 displayed in blue font. Projects completed in 2013 are displayed in red. **The Planning Commission may wish to add or expand recommendations to the City Council during this Workshop for inclusion in their annual Planning Progress and Priorities Report.**

Planning Projects/Code Amendments	Status
Master Plan Amendment TOD Boundaries and Secondary Corridors	Adopted 2013
Mid-Town District Text Amendment	Adopted 2013

Planning Projects/Code Amendments	Status
City Sphere of Influence (SOI) Roll Back – Property in SOI that Council removed from Annexation Tier 1 – and Grand View Terrace area (±6 month process)	Adopted 2013
Oliver Avenue and Montello Street Zoning Map Amendment	Adopted 2013
Adult Business Update	Adopted 2013
Convenience Store and Service Station Modification	Adopted 2013
Moratorium Regarding Digital Billboards	Adopted 2013
Deletion of Off-premises Advertising on On-Premise Signs	Adopted 2013
Noise at Residential Property Lines	Adopted 2013
Flood Hazard Areas and FEMA Compliance	Adopted 2013
Definition of Medical Offices	Adopted 2013
Zoning Classification of Annexed Lands and SOI	Adopted 2013
Clarification of Off-street Parking	Adopted 2013
Medical Marijuana Dispensaries – Text Amendment	Pending further Council direction
TOD Boundaries and Secondary Corridors – Text Amendment	Forwarded from Planning Commission for February City Council hearing.
School District Zoning	Scheduled for February Planning Commission
TOD Boundaries and Secondary Corridors – Zoning Map Amendment	Scheduled for February Planning Commission
Detachment of Certain Parcels Removed from Reno SOI	Initiated
Indoor Recreation in Greenfield Neighborhood Plan – Text Amendment	Initiated
Modified Process for Appointments to Reno City Planning Commission – Text Amendment	Initiated
Amendments to Crematorium Standards	Initiated for NRS Compliance
Craft Distilleries/Brew Pubs – Text Amendment	Initiated for NRS Compliance
Land Use Planning and the Granting of Permits for Certain Utility Projects – Master Plan and Text Amendment	Initiated for NRS Compliance
Group Home Distance Requirements	Initiated for NRS Compliance
Washoe County Parking Lot, annual renewal, text amendment to extend the 3 years for temporary open lot parking downtown	Forwarded from Planning Commission for February City Council hearing.

Planning Projects/Code Amendments	Status
Impact Fees	Council is scheduled to revisit this in March 2014
Review and update alcohol license requirements and night club Special Use Permit (SUP) requirements, Planning & Business License (±6 month process)	Initiated
Commercial vehicle/RV parking in residential areas, approved by Planning Commission, no action by Council, more direction needed from Council.	Pending additional City Council direction
Allow Administrator more flexibility – direction from Council – switch some special use permit requirements to site plan review (SPR) and change SPR findings - Simplify Code in general	Initiated
“Green” building ordinance requiring bike storage lockers/electric vehicle plug-ins/ and renewable energy generators on public parking garages, exemption for alternative energy from SUPs	Was part of a Council adopted action plan which is no longer in place, return to Council for further direction
Plumb Lane Design Standards/Overlay/Revitalization	Initiated
Assist the Veterans Administration (VA) with their expansion	Pending VA applying for an abandonment of Kirman Avenue
Update Newlands Neighborhood Plan (±1 year process)	Initiated
Update Plumas Neighborhood Plan (±1 year process)	Initiated
Outdoor storage standards, including screening (± 4 month process)	Initiated
Address advertising in recreation facilities (±6 month process)	Initiated
Create City wide design standards (±1 year process)	Initiated – Phase II code update
Continue update of the Sign Ordinance including temporary signs, balloon and banner regulations, and on premise signs (±1 year process)	Initiated – Phase II code update
Design Standards for Regional Centers and TODs and station areas (±6 month process)	Initiated – Phase II code update
Revise IB/IC standards combining these similar zones, Consider Office, general personal service (± 4 month process)	Initiated – Phase II code update
Temporary buildings & storage containers (± 4 month process)	Initiated – Phase II code update
Billboard locations in Mixed Use zoning districts – will follow	Initiated – Phase II

Planning Projects/Code Amendments	Status
LED ordinance (±6 month process)	code update
Wetlands and major drainageways code updates related to master plan scheduled additions (±6 month process)	Phase II
Hillside development ordinance update (±6 month process)	Phase II
Phase II Overall Code Updates (±18 month process)	Initiated yet not currently funded