



# WASHOE COUNTY PLANNING COMMISSION Meeting Minutes

The Planning Commission will convene as the NRS 278B.150 "Impact Fee" Capital Improvements Advisory Committee for a portion of the meeting

## Planning Commission Members

Larry Chesney, Chair  
Francine Donshick, Vice Chair  
James Barnes  
Thomas B. Bruce  
Sarah Chvilicek  
Philip Horan  
Kenneth Krater - CIAC  
Kate S. Nelson  
Trevor Lloyd, Secretary

Tuesday, September 3, 2019  
6:30 p.m.

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

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The Washoe County Planning Commission met in a scheduled session on **Tuesday, September 3, 2019**, in the Washoe County Commission Chambers, 1001 East Ninth Street, Reno, Nevada.

### 1. \*Determination of Quorum

Chair Chesney called the meeting to order at 6:30 p.m. The following Commissioners and staff were present:

Commissioners present: Larry Chesney, Chair  
Francine Donshick, Vice Chair  
James Barnes  
Thomas B. Bruce  
Sarah Chvilicek  
Philip Horan  
Kenneth Krater – CIAC  
Kate S. Nelson

Staff present: Trevor Lloyd, Secretary, Planning and Building  
Julee Olander, Planner, Planning and Building  
Dwayne Smith, Director, Engineering and Capital Projects  
Nathan Edwards, Deputy District Attorney, District Attorney's Office  
Katy Stark, Recording Secretary, Planning and Building  
Donna Fagan, Office Support Specialist, Planning and Building

### 2. \*Pledge of Allegiance

Vice Chair Donshick led the pledge to the flag.

### 3. \*Ethics Law Announcement

Nathan Edwards, Deputy District Attorney, provided the ethics procedure for disclosures.

#### 4. \*Appeal Procedure

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

#### 5. \*General Public Comment and Discussion Thereof

With no requests for public comment, Chair Chesney closed the public comment period.

#### 6. Approval of Agenda

In accordance with the Open Meeting Law, Vice Chair Donshick moved to approve the agenda for the September 3, 2019 meeting. Commissioner Horan seconded the motion, which passed unanimously with a vote of seven for, none against.

Trevor Lloyd announced Item 9.B., Bennington Court, was continued.

#### 7. Possible Action to Approve August 6, 2019 Draft Minutes

Commissioner Chvilicek moved to approve the minutes for the August 6, 2019, Planning Commission meeting as written. Vice Chair Donshick seconded the motion, which passed unanimously with a vote of seven for, none against.

#### 8. Planning Items

**\*A. Presentation on the 2019 Truckee Meadows Regional Plan Update including the draft plan, policy concepts, the process undertaken in updating the plan, current progress in updating the plan, and when it is expected that the update will be adopted. – Nate Kusha, Policy Analyst, Truckee Meadows Regional Planning Agency and Jeremy Smith, Interim Executive Director, Truckee Meadows Regional Planning Agency**

Jeremy Smith, Interim Executive Director, and Nate Kusha, Policy analyst, Truckee Meadows Regional Planning Agency, provided a presentation.

Commissioner Horan inquired how the interfaces work up at the Lake with working with California and TRPA. Mr. Smith said it's more of a challenge; he noted the regional plans are all in conformance. All existing jurisdiction plans will be in conformance with the regional plan. Commissioner Horan asked how they interact with other counties. Mr. Smith said the statute is only within Washoe County; they still participate with other jurisdictions, but it's a challenge. Mr. Smith invited them to attend the meeting in October.

#### 9. Public Hearings

***The following item (Agenda Item 9.A.) was heard by the Washoe County Planning Commission who also simultaneously convened as the Capital Improvements Advisory Committee, including CIAC member Kenneth Crater, for this item only.***

**A. For possible action, pursuant to NRS 278B.150 and Washoe County Code (WCC) 110.706.05, to recommend approval to the Washoe County Board of Commissioners of amendments to the Regional Road Impact Fee (RRIF) General Administrative Manual (GAM) and the RRIF Capital Improvement Plan (CIP) with revised fees.** The RRIF is an NRS chapter 278B impact fee designed to generate revenue for the construction of regional roads and associated improvements in the community that was first passed in 1996 and has since been periodically amended upon the adoption by the Regional Transportation Commission (RTC) of updated versions of the GAM, CIP, and fees. Changes to the dollars per vehicle mile traveled (\$/VMT) and updates to the vehicle miles

traveled (VMT) for the land use categories results in revised fees in both the North and South Service Areas. The North Service Area generally covers areas in the county to the north of Interstate 80, east of the California/Nevada state line to the eastern boundaries of the Warm Springs and Spanish Springs Planning Areas. The South Service Area generally covers areas in the county to the south of Interstate 80, east of the California/Nevada state line, to the South Valleys Planning Area Boundary and south to the Forest Area Plan Boundary. The revised fees range from a 43% decrease in some categories to a 47% increase in some categories in the North Service Area and a 53% decrease in some categories to a 22% increase in some categories in the South Service Area. The amount of the fees is based on the most recent version of the CIP in effect and is calculated according to the formula set forth in the GAM. The current amendments to the GAM consist of the 6<sup>th</sup> Edition RRIF GAM that has been approved by RTC for recommendation to governing bodies of the county and cities, as well as associated updates to the CIP and fees. In order to act on this item, the Planning Commission will convene as the NRS 278B.150 Capital Improvements Advisory Committee (CIAC), and will hear a presentation by RTC staff to provide further information and answer questions concerning the amendments. If approved, authorize the chair to sign a resolution (WCC 110.706.05(d)) to that effect that also recommends the adoption of necessary ordinances to implement these amendments (WCC 110.706.05(e)). See Exhibits A, B, C, D, E, F, G and H.

- Prepared by: Mitchell Fink, RRIF Administrator  
Washoe County Community Services Department  
Engineering and Capital Projects Division
- Phone: 775.328.2050
- E-Mail: [mfink@washoecounty.us](mailto:mfink@washoecounty.us)

Julie Masterpool, Engineering Manager with RTC, provided a PowerPoint slideshow.

Ken Krater had some housekeeping items. He spoke about guidelines for traffic reports, the street cross sections, and access management standards. He said he would love to see RTC coordinate with the three agencies and get all of the agencies to adopt similar standards for all those items. It would reduce development costs for the community.

Mr. Krater said he liked the introduction to the calculation of the fees based on trip length. He believes it's important for the RRIF and Regional Planning that we are finding, in areas where we create a job/housing balance, people want to live close to work and don't want to drive far from home. He said he noticed a better job of planning. We are starting to put more employment out in those areas. He said we are seeing significant drops in trips. He read in the meeting minutes from the RTC meeting that the trip generation manual typically shows 10 trips per single family residential dwelling unit. He said they were using 8.5, and he presumed they were using a lot of local data. Ms. Masterpool said for the residential, they use local Washoe County data, which falls within the general wide range of what is in the trip generation manual, but it is on the lower end.

Mr. Krater asked about the north and south CIP plans. He referenced two columns in the exhibits: there is a column showing RTP dollars and a column that shows 2019 dollars for north or south. He asked for an explanation of the difference between those two. Ms. Masterpool said in the RTP, they use the mid-point of those timeframes to assume the costs of those individual projects. At the level of the RTP, they don't know when a project is actually going to be constructed. If it is the first five years, they use the 2.5 year mid mark. It is the same thing for the next five years. They bring those costs back to the current-day 2019 cost in order to develop the impact fee.

Mr. Krater said a lot of the items in the RTP that then make it into the north and south capital improvement plan have to do with sidewalks, multimodal improvements that don't add additional traffic-carrying capacity, which is why the regional road impact fee program was originally intended. Mr. Krater said that last year when he was at the Planning Commission, they talked about the Keystone bridge and Ms. Masterpool said that RTC does account for those cost differentials between traffic capacity and improvements that might be maintenance related or pedestrian improvements. Mr. Krater asked Ms. Masterpool to explain how that works. Ms. Masterpool said the RTP includes all of the projects they anticipate will be built, including ADA, bridge replacements, and the pavement maintenance program. However impact fees are limited to just capacity projects. All of those other projects, which are maintenance, safety-related, and ADA-related cannot use impact fee revenue, so they back those projects out of the CIP. Multi-modal projects do provide a benefit to both new development and to existing development. So for the multi-modal projects, they developed a percentage of that value of those costs for multi-modal projects that would be a benefit to new development. So a small portion of those projects are included in the cost of the CIP. It's 14-18%, depending on if you are in the north or the south. Mr. Krater said he would love to see additional data moving forward in subsequent years to explain that better. He thinks it's important to include that background so it's clearly understood by the reader that they do account for those differences in cost. Ms. Masterpool said that usually in the CIP they do try to describe that, but she will review again to do a better job of showing that they exclude those expenses in the RTP that aren't eligible for RRIF program. Mr. Krater thinks it's especially important from the standpoint of Washoe County because if someone was reading this and didn't understand, they might think that this favors the City of Reno.

Mr. Krater said we have reduced the categories with land use types over the years. He said student apartments have different trip generation characteristics than multifamily. That difference is exacerbated if you are either very close to campus within walking distance or if you are way off campus and more likely to have to take some sort of transit or vehicle trip to get there. He would like to see that analysis in the upcoming year. He said there may be some other categories that should be brought back in; if you want to promote urban infill, then it's helpful to show that development in an urban area has fewer traffic impacts because it's very walkable and your fees are lower. Ms. Masterpool said they have the ability to do an administrative or an independent fee calculation for new uses that hadn't been identified before, so that's something that can be incorporated. Mr. Krater asked about the time frame for implementation. Ms. Masterpool said she has to present to the BCC and to Reno City Council. She said they like to give a 30-day notice to all of the development community that the fees are changing. She thinks the new fees will go into effect in November or early December.

Vice Chair Donshick said there are typographical errors in the report. On page 48, there is a number 6, but nothing is written. Ms. Masterpool said they will go through it one more time for typos. Vice Chair Donshick said Table 8 is for the north service area, but it references the south service area. Vice Chair Donshick thanked her for the hard work.

No Public Comment was requested. Chair Chesney closed the public comment period.

**MOTION:** Ken Krater moved that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Capital Improvement Advisory Committee (CIAC) recommend approval to adopt the 6<sup>th</sup> Edition of the Regional Road Impact Fee (RRIF) General Administrative Manual (GAM), Capital Improvement Plan (CIP) and revised fees for unincorporated Washoe County to the Washoe County Board of County Commissioners and authorize the chair to sign the resolution on behalf of the CIAC. The motion was seconded by Commissioner Chvilicek. The motion carried unanimously, with a vote of eight for, none against.

**Ken Krater left the dais, and the Washoe County Planning Commission reconvened solely as the Planning Commission for the remainder of the meeting.**

**B. Master Plan Amendment Case Number WMPA19-0004 and Regulatory Zone Amendment Case Number WRZA19-0003 (Bennington Court) – For possible action, hearing, and discussion:**

(1) To adopt an amendment to the Forest Area Plan, a component of the Washoe County Master Plan, to change the Master Plan Category on five parcels (APN: 046-151-05, 046-153-08, 046-153-09, 046-153-10, and 046-161-09), totaling ±8.34 acres, from Open Space (OS) to Suburban Residential (SR), and, if approved, authorize the chair to sign a resolution to this effect; and

(2) Subject to final approval of the associated Master Plan Amendment change and a finding of conformance with the Truckee Meadows Regional Plan, to recommend adoption of an amendment to the Forest Regulatory Zone Map, to change the Regulatory Zone on five parcels (APN: 046-151-05, 046-153-08, 046-153-09, 046-153-10, and 046-161-09), totaling ±8.34 acres, from Open Space (OS) to Low Density Suburban (LDS) (1 dwelling unit/acre max), and, if approved, authorize the chair to sign a resolution to this effect.

- Applicant: Washoe County
- Property Owners: David Houston and St. James Village, Inc.
- Location: Bennington Court
- Assessor’s Parcel Numbers/Sizes: 046-151-05 (±2.23 ac); 046-153-08 (±1.46 ac); 046-153-09 (±1.63 ac); 046-153-10 (±1.66 ac); and 046-161-09 (± 1.36 ac)
- Master Plan Category: Open Space (OS)
- Regulatory Zone: Open Space (OS)
- Area Plan: Forest
- Citizen Advisory Board: South Truckee Meadows/Washoe Valley
- Development Code: Authorized in Article 820, Amendment of Master Plan; and Article 821, Amendment of Regulatory Zone
- Commission District: 2 – Commissioner Lucey
- Prepared by: Julee Olander, Planner and Sophia Kirschenman, Park Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3627 (Julee) and 775.328.3623 (Sophia)
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**MOTION:** Commissioner Bruce moved to continue this item to a future meeting due to improper noticing. Commissioner Horan seconded the motion. The motion carried unanimously, with a vote of seven for, none against.

This item will be continued to the October 1, 2019, Planning Commission meeting.

**C. Master Plan Amendment Case Number WMPA19-0003 (Village Green) – For possible action, hearing, and discussion to amend the Washoe County Master Plan,**



Spanish Springs Area Plan and Appendix D – Village Green Commerce Center Specific Plan, and if approved, to authorize the chair to sign a resolution to this effect. Any approval would be subject to further approval by the Washoe County Board of Commissioners and a finding of conformance with the Truckee Meadows Regional Plan by the regional planning authorities. If approved, the amendment would include the following:

1. Amend the Spanish Springs Area Plan Policy SS.5.1 to exclude the Village Green Commerce Center Specific Plan as specified within the plan;
2. Update the Village Green Commerce Center Specific Plan assessor's parcel numbers to reflect the removal of APN 534-561-09 which was removed from the specific plan in 2014;
3. Update the Village Green Commerce Center Specific Plan maps (Figure D-1; Location Map, Figure D-2: Specific Plan Land Uses, and Figure D-5: Business Park Buffering) in order to reflect the removal of APN 534-561-09;
4. Update the Village Green Commerce Center Specific Plan – Goal One under Specific Plan Goals for *Protect the Natural Environment* to add the language "where feasible";
5. Increase the building height to 40 feet from 35 feet in the Village Green Commerce Center Specific Plan for APN: 534-561-10;
6. Replace the western theme architecture standards with contemporary industrial theme standards in the Village Green Commerce Center Specific Plan for APN: 534-561-10;
7. Change the landscaping requirement from 20% to 15% in the Village Green Commerce Center Specific Plan for APN: 534-561-10;
8. Remove Village Green Commerce Center Specific Plan phasing standards as the existing phasing plan is outdated and no longer functions properly with the proposed specific plan changes;
9. Remove the sustainability standards in the Village Green Commerce Center Specific Plan for APN: 534-561-10 and require future development to comply with all Washoe County code requirements; and
10. Remove Village Green Commerce Center Specific Plan maintenance contact information and update the definition of the master developer.

- Applicant: Blackstone Development Group
- Property Owner: STN 375 Calle Group LLC
- Location: 375 Calle De La Plata
- Assessor's Parcel Number: 534-561-10
- Parcel Size: 36.12 acres
- Master Plan Category: Industrial (I)
- Regulatory Zone: Industrial (I)
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Authorized in Article 820, Amendment of Master Plan
  
- Commission District: 4 – Commissioner Hartung
- Prepared by: Julee Olander, Planner  
Washoe County Community Services  
Department  
Planning and Building Division
  
- Phone: 775.328.3627

- E-Mail: [jolander@washoecounty.us](mailto:jolander@washoecounty.us)

Julee Olander, Washoe County Planner, provided a staff presentation.

Mike Railey, Rubicon Design Group, representative provided a presentation.

Commissioner Chvilicek asked Ms. Olander about page 5, referencing parcels 08 and 10, which are industrial and 06 and 07, which are open space, and parcel 08 is referenced twice. Ms. Olander said the parcel owner of 08 was contacted, but he never responded. Mr. Lloyd said the property owner of parcel 08 was attempted to be contacted. He said this process would have been easier. It was an attempt to remove the standards for all parcels associated with the specific plan.

Commissioner Nelson asked how far the effluent water was from the parcel. Ms. Olander said she contacted Sparks; it's not feasible. It's on the east side of Pyramid, not the west side.

Chair Chesney called for Commissioner disclosures. There were none.

Public comment:

Dan Eagler said his 10 acre property line adjoins this project. He said this proposal has gone from industrial to residential and back to an industrial proposal. He said the western theme was horrible. He said he is in favor of the industrial. He said we are in a flood plain and have lost our access road two years in a row. He said it's kind of the developer to provide easement for access. He would like FEMA flood zone clarity.

Mike Wallace said he is a homeowner in the Bridal Path development. The developer never contacted the owners on the southern border. He said he has never been contacted. The other concerns are lighting. He asked about parking lot lighting and if it will be on all night. He said it's a residential area surrounding this project. He doesn't understand putting industrial in a residential area. He said he is concerned that it's in a flood plain.

There were no further requests for public comment.

Commissioner Horan asked if they have to account for the flood to make sure they don't increase the water flow.

**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 adopt the resolution contained at Exhibit A of this staff report to amend the master plan as set forth in Master Plan Amendment Case Number WMPA19-0003 having made the following five findings in accordance with Washoe County Code Section 110.820.15(d) and all findings in accordance to Policy SS.17.1 of the Spanish Springs Area Plan. She further moved to certify the resolution and the proposed master plan amendments in WMPA19-0003 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.

Vice Chair Donshick seconded the motion. The motion carried unanimously, with a vote of seven for, none against.

#### **10. Chair and Commission Items**

- \*A. Future agenda items - None
- \*B. Requests for information from staff - None

#### **11. Director's and Legal Counsel's Items**

- \*A. Report on previous Planning Commission items - None
- \*B. Legal information and updates – DDA Edwards said the subdivision Lakes on Lemmon Valley was denied by this Commission and upheld by the Board of County Commissioners. It's currently on appeal at NV Supreme Court. DDA Edwards answered Commissioner Horan's question regarding the Supreme Courts on appeals and case law to support decision on access.

#### **12. \*General Public Comment and Discussion Thereof**

There were no requests for public comment. Chair Chesney closed the public comment period.

#### **13. Adjournment – The meeting adjourned at 7:48 p.m.**

Respectfully submitted by Misty Moga, Independent Contractor.

Approved by Commission in session on October 1, 2019.

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Trevor Lloyd, Secretary to the Planning Commission