



WASHOE COUNTY PLANNING COMMISSION **DRAFT** Meeting Minutes

Planning Commission Members

Francine Donshick, Chair

R. Michael Flick

Daniel Lazzareschi

Kate S. Nelson

Rob Pierce

Patricia Phillips

Secretary

Roger Pelham

Tuesday, July 5, 2023

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, July 5, 2023, 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: Francine Donshick, Chair
R. Michael Flick
Daniel Lazzareschi
Rob Pierce
Pat Phillips

Commissioners absent: Kate Nelson

Staff present: Roger Pelham, Secretary, Planning and Building
Julee Olander, Planner, Planning and Building
Michael Large, Deputy District Attorney, District Attorney's Office
Adriana Albarran, Office Support Specialist, Planning and Building
Brandon Roman, Recording Secretary, Planning and Building

2. Pledge of Allegiance

Commissioner Flick led the pledge to the flag.

3. Ethics Law Announcement

Deputy District Attorney Large provided the ethics procedure for disclosures.

4. Appeal Procedure

Secretary Pelham 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:

Mr. Gary Schmidt noted he also planned to speak on Agenda Item 9. He said he graduated with a degree in economics and a minor in real estate and computer sciences. He owned properties in four states, including a motor home park, a recreational vehicle park, and the Reindeer Lodge, the latter of which was up for sale. He indicated he would oppose the zoning changes in Gerlach, saying he believed most residents of Gerlach agreed with him on housing issues. The current zoning on the property in question would result in a 50 percent increase in the amount of units in Gerlach, and a zoning change would result in nearly tripling the district's capacity. He expressed concern about there being enough water to support that increase.

6. Approval of July 5, 2023, Agenda

Chair Donshick announced the applicant for Agenda Item 9A requested a continuance, so that item would not be included in the agenda for approval. The public would still be given the chance to speak on that item immediately after this one.

Commissioner Pierce moved to approve the agenda for the July 5, 2023 meeting as written with the exception of the removal of Agenda Item 9A. Commissioner Lazzareschi seconded the motion, which passed with a vote of four for and none against, with Commissioner Nelson absent and Commissioner Flick abstaining.

Chair Donshick reiterated this item was pulled from the agenda but public comment would still be taken on it.

Public Comment:

Mr. Gary Schmidt stated he missed the last few meetings in Gerlach and, though he believed the general improvement district had Gerlach's best interest in mind, he felt they were not sure what they did by submitting the application. He indicated two board members did not know this item was scheduled for approval at this meeting, and he supported continuing it. He opined increases in density in small areas were acceptable, but rezoning twelve acres to high-density suburban would allow an 84-unit condominium project, which he felt was risky. He hoped this could be resolved in Gerlach.

Discussion by Commission:

Planner Julee Olander requested that this item be rescheduled as a date-certain item on the August 1, 2023, agenda. Secretary Pelham confirmed that it would be heard on August 1, 2023.

7. Approval of June 6, 2023, Draft Minutes

Commissioner Lazzareschi moved to approve the minutes for the June 6, 2023 Planning Commission meeting as written. Commissioner Pierce seconded the motion, which passed unanimously with a vote of five for and none against, with Commissioner Nelson absent.

8. Planning Items

A. Resolution of Appreciation [For possible action] – Possible action to approve a Resolution of Appreciation of Service for Sarah Chvilicek and to authorize the Chair to

sign the resolution on behalf of the Planning Commission.

Chair Donshick read the Resolution and presented it to former Vice Chair Chvilicek.

Ms. Chvilicek said she was honored to serve the residents of District 5 as a commissioner, saying she took her responsibility seriously. She urged the members of the Planning Commission (PC) to do the same as the job was critically important for the protection of the region. She remarked few people knew code as thoroughly as planning commissioners did, and she was proud of every decision the PC made, even those that were overturned. She indicated she would continue to attend PC meetings.

Chair Donshick thanked Ms. Chvilicek for helping her grow, adding they worked together on the North Valleys Citizen Advisory Board. She praised Ms. Chvilicek's knowledge, expertise, and attention to detail.

Public Comment:

None.

Commissioner Pierce thanked Ms. Chvilicek for her time, saying he learned a lot from her. Commissioner Phillips said she was very impressed with Ms. Chvilicek's breadth of knowledge, adding the PC would miss her.

B. Discussion of Envision Washoe 2040 [For possible action] – Possible action to provide direction to staff relating to the Planning Commission's involvement in public engagement during summer, 2023.

Senior Planner Eric Young noted staff provided monthly updates on the Envision Washoe 2040 master plan, and sometimes, like the prior month, they made full presentations. He anticipated the first public hearing on the plan would be in October. Currently, dates were being assigned on the public engagement calendar, and he expected it to be complete as early as the following day. He asked how the Commission envisioned their participation in the process leading up to October's public hearing.

Senior Planner Young pointed out the middle of October would not fall on the typical meeting date for the Planning Commission (PC), and the Commissioners would receive a poll to determine a feasible date for a special meeting where the public hearing would take place. The plan was to present the first draft to the Technical Advisory Committee, the Citizens Advisory Committee, and the Steering Committee; he offered to make the same presentation to the PC at the August 1 meeting. Additionally, he said, some form of public engagement could take place in the lobby before that meeting. Given the possibility that staff might not be ready at that point, he also suggested holding a special meeting in August or September if it was the Commission's desire. He did not know whether that meeting would be necessary, but he was willing to hold it if the Commission wanted it.

Another alternative Senior Planner Young suggested was a PC-sponsored open house, which would not be an advertised meeting of the Commission, but it would allow them to attend and engage with constituents. If that were to occur, a notice of potential quorum would be issued. He posed the idea of holding something comparable for a Board of Adjustment meeting to allow members of the public attending that meeting to participate. Staff hoped to hold an open house event in the lobby prior to the PC's September meeting to allow an opportunity for questions about the draft plan. He acknowledged the Board might have other ideas as well. He envisioned the presentations that would be made during the PC's August and September would be robust, as would the lobby events. He wanted to ensure the Commission had as

sufficient an opportunity to participate as it wanted before the October meeting.

Commissioner Pierce stated he wanted a lot of public engagement, so he supported the August meeting and open houses in September.

Chair Donshick requested a recap of any possible changes made to the draft after the three other committees provided their input.

Senior Planner Young reiterated those meetings would be held the first week of August, and he invited the Commissioners to provide feedback as well. All the feedback collected would be included in the draft that would be presented to the public. He said the Commissioners could provide their input at the August 1 meeting.

Commissioner Pierce thought that sounded good, though he wanted an open house event in September, which Senior Planner Young confirmed they could do.

Chair Donshick agreed with the desire for a lot of public engagement, saying honest feedback could only be gathered that way. She commended Senior Planner Young and his staff for their efforts with public engagement.

Pointing out that the PC would be informed before the public, Commissioner Phillips wondered whether they should meet before or after the Board of County Commissioners.

Deputy District Attorney Michael Large responded the PC would need to hear this during an open meeting, and the public could attend PC meetings as well. He thought it was a good idea to have as much public engagement as possible.

Commissioner Flick stated he would not be present at the August 1 meeting, to which the Chair said the Commissioner could possibly attend some of the other meetings.

Senior Planner Young summarized the feedback he heard: the Commission wanted full presentations at the next PC meetings, not simply memos; workshops would be held in the lobby before the September and October meetings; a workshop would be held before at least one Board of Adjustment meeting during the summer; and the Commissioners would be polled to determine the best date in mid-October for the first public hearing.

Public Comment:

None.

9. Public Hearings

A. Master Plan Amendment Case Number WMPA23-0004 and Regulatory Zone Amendment WRZA23-0005 (Diablo Drive and Main Street) [For possible action] –

For hearing, discussion, and possible action to:

- (1) Approve an amendment to the High Desert Area Plan, a component of the Washoe County Master Plan, to change the master plan land use designation for a ±17.99-acre parcel (APN: 071-240-16) from Suburban Residential (SR) to ±4.0 acres (22%) Commercial (C), ±2.0 acres (11%) Industrial (I), and ±11.99 acres (67%) SR; and
- (2) Subject to final approval of the associated Master Plan Amendment by the Board of County Commissioners and a finding of conformance with the Truckee Meadows Regional Plan by regional planning authorities, recommend adoption of an amendment to the High Desert Regulatory Zone Map, to change the regulatory zone for a ±17.99-acres parcel (APN: 071-240-16) from Medium Density Suburban (MDS- 3 units per acre) to ±4.0 acres

- (22%) Neighborhood Commercial (NC), ±2.0 acres (11%) Industrial (I), and ±11.99 acres (67%) High Density Suburban (HDS- 7 units per acre);
- (3) And, if approved, authorize the chair to sign resolutions to this effect.

- Applicant/ Property Owner: Gerlach General Improvement District (GID)
- Location: Off Diablo Drive & Main Street
- APN: 071-240-16
- Parcel Size: ±17.99 acres
- Existing Master Plan: Suburban Residential (SR)
- Proposed Master Plan: ±4.0 acres (22%) Commercial (C), ±2.0 acres (11%) Industrial (I), and ±11.99 acres (67%) SR
- Existing Regulatory Zone: Medium Density Suburban (MDS- 3 units per acre)
- Proposed Regulatory Zone: ±4.0 acres (22%) Neighborhood Commercial (NC), ±2.0 acres (11%) Industrial (I), and ±11.99 acres (67%) High Density Suburban (HDS- 7 units per acre)
- Area Plan: High Desert
- Development Code: Authorized in Article 820, Amendment of Master Plan & Article 821, Amendment of Regulatory Zone
- Commission District: 5 – Commissioner Herman
- Staff: Julee Olander, Planner
Washoe County Community Services Department
Planning and Building
- Phone: 775.328.3627
- E-mail: jolander@washoecounty.gov

*This item was pulled from the agenda.

10. Chair and Commission Items

- A.** Nomination and approval of Washoe County Planning Commission Chair and Vice Chair from among Planning Commission’s membership to serve a term of one year or until a successor is approved **[For possible action]**

Commissioner Lazzareschi thanked Chair Donshick, saying she did such a good job he would have nominated her for another year had the bylaws not forbidden it.

On motion by Commissioner Lazzareschi, seconded by Commissioner Pierce, which motion passed unanimously on a vote of five for and none against, with Commissioner Nelson absent, it was ordered that Commissioner Pierce be elected as the Chair of the Planning Commission.

On motion by Commissioner Pierce, seconded by Commissioner Flick, which motion passed unanimously on a vote of five for and none against, with Commissioner Nelson absent, it was ordered that Commissioner Lazzareschi be elected as the Vice Chair of the Planning Commission.

- B.** Future agenda items [Non-action item]

There were no requests for future agenda items.

C. Requests for information from staff [Non-action item]

Commissioner Pierce thanked Secretary Pelham for his dedication and said it was a pleasure working with him.

Chair Donshick thanked him not only for his work as a member of staff, but for what he did for the community.

11. Director's and Legal Counsel's Items

A. Report on previous Planning Commission items

Secretary Pelham introduced Planner Tim Evans, who he said had several years of planning experience and would be a welcome addition. Secretary Pelham said that, while he was looking forward to his retirement, he could not have done this job if the Planning Commission (PC) did not genuinely try to make the community better. He saw value in what staff and the PC did during his twenty years with the County.

B. Legal information and updates

There were no updates.

12. *General Public Comment and Discussion Thereof

Public Comment:

None.

13. Adjournment

With no further business scheduled before the Planning Commission, the meeting adjourned at 06:37 p.m.

Respectfully submitted by Derek Sonderfan, Independent Contractor.

Approved by Commission in session on July 5, 2023

Trevor Lloyd
Secretary to the Planning Commission