



# WASHOE COUNTY PLANNING COMMISSION Meeting Minutes

## Planning Commission Members

Sarah Chvilicek, Chair  
Larry Chesney, Vice Chair  
James Barnes  
Thomas B. Bruce  
Francine Donshick  
Philip Horan  
Michael W. Lawson  
Carl R. Webb, Jr., AICP, Secretary

Tuesday, December 5, 2017  
6:30 p.m.

Washoe County Commission Chambers  
1001 East Ninth Street  
Reno, NV

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The Washoe County Planning Commission met in a scheduled session on Tuesday, December 5, 2017, in the Washoe County Commission Chambers, 1001 East Ninth Street, Reno, Nevada.

### 1. Determination of Quorum

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

Commissioners present: Larry Chesney, Vice Chair  
James Barnes  
Thomas B. Bruce  
Francine Donshick  
Philip Horan  
Michael W. Lawson

Commissioner absent: Sarah Chvilicek, Chair

Staff present: Carl R. Webb, Jr., AICP, Secretary  
Julee Olander, Planner, Planning and Building  
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

Commissioner Horan led the pledge to the flag.

### 3. \*Ethics Law Announcement

Deputy District Attorney Edwards provided the ethics procedure for disclosures.

### 4. \*Appeal Procedure

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

## 5. \*Public Comment

Vice Chair Chesney opened the public comment period. There was no response to the call for public comment.

## 6. Approval of Agenda

Commissioner Donshick moved to approve the agenda for the December 5, 2017 meeting. Commissioner Lawson seconded the motion, which carried unanimously with Chair Chvilicek absent.

## 7. Approval of November 7, 2017 Draft Minutes

Commissioner Donshick moved to approve the minutes for the November 7, 2017, Planning Commission meeting as written. Commissioner Lawson seconded the motion, which passed unanimously with Chair Chvilicek absent.

## 8. Planning Items

**\*A.** Presentation and possible discussion on the 2017/2018 Truckee Meadows Regional Plan (TMRP) update. Presentation will include an overview of the Truckee Meadows Regional Plan update process, to include the results from the recent TMRP survey, information on the contract with a consultant to assist with the update process, and the current timeline for the update process. Kimberly H. Robinson, Executive Director, Truckee Meadows Regional Planning Agency.

Kimberly Robinson, Executive Director of the Truckee Meadows Regional Planning Agency, provided a PowerPoint presentation on the Truckee Meadows Regional Plan update and provided some survey results.

Vice Chair Chesney opened questions to the Commission. Commissioner Lawson commented he thought the Agency was one of the best run public agencies he had dealt with. He wondered about the sustainability study and asked what the scope was. Ms. Robinson replied they had a draft in house right now and did an RFQ process in August. They were looking for a good understanding of where the conversation was regarding sustainability in the region and they also asked for opportunities. She explained some opportunities they wanted to address were the identified Urban Heat Island, school locations, and some scenarios were developed to look at what the possibilities would be as we grew and how that pattern could affect some of the sustainability markers. She said they were looking to have that finalized this month, and at that time they would make it available to everyone.

There was no action taken on this item.

**\*B.** Discussion by the Planning Commission (PC) to provide staff with PC member availability for an upcoming Joint Planning Commission meeting with the City of Reno Planning Commission relating to amendments to the Reno-Stead Corridor Joint Plan. Staff will provide the Commission with various meeting dates, times and locations for consideration. – Trevor Lloyd, Planning Manager, Washoe County Community Services Department, Planning and Building Division.

Mr. Webb provided the date of Wednesday, February 21, 2018, at 6:00 p.m., for the Joint Planning Commission meeting with the City of Reno Planning Commission. The meeting would be held at Reno City Hall. He asked the Washoe County Planning Commissioners to contact him or Mr. Lloyd if they had any conflicts or if they would be unable to attend the joint meeting.

There was no action taken on this item.

## 9. Public Hearings

### Item 9.A. was continued from the November 7, 2017 Planning Commission Meeting:

**A. Abandonment Case Number WAB17-0004 (Old Mount Rose Highway)** – For possible action, hearing, and discussion by the Washoe County Planning Commission to approve an abandonment of Washoe County's interest in ±25,451 square feet of right-of-way along Old Mount Rose Highway that is primarily used for private access.

- Applicant: David M. Otto
- Property Owners: Martha Ann Cepress, Jimmy Y. Chung David M. Otto
- Location: 20600 & 20610 Old Mount Rose Highway
- Assessor's Parcel Numbers: 048-091-01, 048-091-14, & 048-091-29
- Parcel Size: ±1.27 acres
- Master Plan Categories: Suburban Residential (SR) and Rural (R)
- Regulatory Zones: Medium Density Suburban (MDS) & General Rural (GR)
  
- Area Plan: Forest
- Citizen Advisory Board: South Truckee Meadows/Washoe Valley
- Development Code: Authorized in Article 806, Vacations and Abandonments of Easements or Streets
  
- Commission District: 2 – Commissioner Lucey
- Section/Township/Range: Section 17, T17N, R19E, MDM, Washoe County, NV
- Prepared by: Roger Pelham, MPA, Senior Planner and Julee Olander, Planner  
Washoe County Community Services Department  
Planning and Building Division
  
- Phone: Roger Pelham – 775.328.3622 and  
Julee Olander – 775.328.3627
  
- E-Mail: [rpelham@washoecounty.us](mailto:rpelham@washoecounty.us)  
[jolander@washoecounty.us](mailto:jolander@washoecounty.us)

Mr. Webb read the item into the record. Vice Chair Chesney called for any disclosures. Hearing none, he opened the public hearing. Julee Olander, Planner, presented the Staff Report. She explained the reason this item was continued from last month was that the Forest Service had some questions. The Commission was handed new updated Conditions of Approval and the areas changed were under the Planning and Building Division, Condition B. Under the Engineering Section they added language for the 20-foot-wide reciprocal access and public utility relocatable easement. She said this would be reviewed by the U.S. Forest Service to make sure it met their concerns. She stated the language was added to allow an easement in there for the public. Primarily, the Forest Service had stated that there were people that used mountain bikes that came from the Mount Rose Highway through this section and then continued farther down. She believed the findings could be met for the abandonment, and staff recommended approval with the updated Conditions of Approval.

Vice Chair Chesney opened up questions for the Commission. Commissioner Horan asked if this had any impact on road maintenance. Ms. Olander stated according to Engineering it did not. She said they hoped this would improve the road maintenance because the Applicant

would improve the roadway at the end of Old Mount Rose Highway where the house was going to be constructed.

Vice Chair Chesney called the Applicant forward. Dave Snelgrove, Planning and Right-of-Way Manager, CFA, said staff did a great job of presenting the project. He showed the original subdivision map, which located the parcels in question and what they did was put lot numbers 43 and 44 on the map. He acknowledged they did not gain any primary access off of this roadway. He continued with his presentation.

Vice Chair Chesney opened up questions to the Commissioners. Hearing none, he called for public comment. There was no response to the call for public comment. Vice Chair Chesney closed the public hearing and asked for discussion or a motion.

Commissioner Donshick moved that after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, that the Washoe County Planning Commission approve, with the Conditions of Approval included in the updated Exhibit A to this matter, Abandonment Case Number WAB17-0004 (Old Mount Rose Highway) for David M. Otto having made all three findings in accordance with Washoe County Code Section 110.806.20. Commissioner Lawson seconded the motion, which carried unanimously with Chair Chvilicek absent.

1. Master Plan. The abandonment or vacation is consistent with the policies, action programs, standards and maps of the Master Plan and the Forest Area Plan; and,
2. No Detriment. The abandonment or vacation does not result in a material injury to the public; and,
3. Existing Easements. Existing public utility easements in the area to be abandoned or vacated can be reasonably relocated to provide similar or enhanced service.

**B. Abandonment Case Number WAB17-0005 (Ketchikan Court)** – For possible action, hearing, and discussion by the Washoe County Planning Commission to approve an abandonment of the entire length of Ketchikan Court, consisting of ±37,598 square feet of unimproved access easement from Butch Cassidy Drive to the terminus of Ketchikan Court.

- Applicant: Ethos Three Architecture
- Property Owner: Ladera Crossing, LLC
- Location: Ketchikan Court
- Assessor's Parcel Number: 144-232-11
- Parcel Size: ±37,598 square feet
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Southwest Truckee Meadows
- Citizen Advisory Board: South Truckee Meadows Washoe Valley
- Development Code: Authorized in Article 806, Vacations and Abandonments of Easements or Streets
- Commission District: 2 – Commissioner Lucey
- Section/Township/Range: Section S1/2 of 30 & NE ¼ of 31, T18N, R20E, MDM, Washoe County, NV
- 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)

Mr. Webb read the item into the record. Vice Chair Chesney called for any disclosures from the Commission. Hearing none, he opened the public hearing. Julee Olander, Planner, presented the staff report.

Vice Chair Chesney opened up questions to the Commission. Commissioner Horan said when staff spoke about the boundary line adjustment and asked if the two pieces of property were owned by the same party. Ms. Olander said where the street was located, that was owned by the applicant and the neighboring parcel was owned by a separate owner; however, that was the end result plan and they were still in the process of getting this approved. She said the abandonment was all the Commission would be voting on, she just wanted the Commission to understand what the Charter School was proposing to do going forward.

Commissioner Horan asked if the area highlighted on the map was the existing parcel. Ms. Olander explained who owned what parcels and which ones were owned by the applicant. She said the neighboring parcel would be changed in size. Commissioner Horan said the only thing the Commission would be voting on would be the abandonment and not any changes to the boundaries. Mr. Webb stated that was correct.

Commissioner Donshick stated staff said four out of the ten listed agencies provided comments on the recommendations. Ms. Olander stated some were no comments, which equates to an approval.

Vice Chair Chesney called the applicant forward. There was no presentation by the applicant. Vice Chair Chesney called for public comment. Hearing none, he opened up questions to the Commission.

Commissioner Horan asked what the time frame was for the subject. Mike Draper, Argenta Properties, stated they intended to have the building built in time for the 2018/2019 school year.

Vice Chair Chesney closed the public hearing and called for discussion or a motion.

Commissioner Horan asked if this meant that the impact in the area would be something this Commission could discuss. DDA Edwards stated the only impact in the area the Commission could talk about would be regarding the impact of removing the easement.

Commissioner Donshick 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 approve, with the conditions included as Exhibit A to this matter, Abandonment Case Number WAB17-0005 for Ethos Three Architecture, having made all three findings in accordance with Washoe County Code Section 110.806.20. Commissioner Lawson seconded the motion, which carried unanimously with Chair Chvilicek absent.

1. Master Plan. The abandonment or vacation is consistent with the policies, action programs, standards and maps of the Master Plan and the Southwest Truckee Meadows Area Plan; and,
2. No Detriment. The abandonment or vacation does not result in a material injury to the public; and,
3. Existing Easements. Existing public utility easements in the area to be abandoned or vacated can be reasonably relocated to provide similar or enhanced service.

## 10. Chair and Commission Items

### \*A. Future agenda items

There were no requests for future agenda items.

### \*B. Requests for information from staff

Commissioner Bruce said he presumed the plan was that the Commission would hear the continued item from two months ago in January. Mr. Webb stated the Development Code Amendment on Outdoor Entertainment would be heard in January.

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

### \*A. Report on previous Planning Commission items

Mr. Webb said the Development Code Amendments the Commission recommended approval on for Minor Deviations and the Administrative Permit timeframe were adopted by the Board and those two Code amendments became effective on December 8, 2017.

Mr. Webb invited the Commission to the annual potluck to be held by the Community Services Department.

### \*B. Legal information and updates

There was no information or updates.

### 11. \*General Public Comment

There was no response to the call for public comment.

## 12. Adjournment

**7:15pm** Commissioner Donshick moved to adjourn the meeting. Commissioner Lawson seconded the motion, which carried unanimously.

Respectfully submitted,

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Katy Stark, Recording Secretary

Approved by Commission in session on January 2, 2018.

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Carl R. Webb, Jr., AICP  
Secretary to the Planning Commission