

# Reno City Planning Commission



## DRAFT MINUTES

Wednesday, March 5, 2014 ~ 6:00 p.m.

Reno City Hall – City 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, Paul Olivas, Charles Reno, Kathleen Taylor, Kevin Weiske and Jason Woosley

**ABSENT:** Dagny Stapleton

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 FEBRUARY 5, 2014 WORKSHOP AND REGULAR MEETING (For Possible Action)**

*It was moved by Commissioner Weiske, seconded by Commissioner Reno, to approve the February 5, 2014 Workshop minutes. The motion carried by a vote of 6-0.*

*It was moved by Commissioner Woosley, seconded by Commissioner Weiske, to approve the February 5, 2014 regular meeting minutes. The motion carried by a vote of 6-0.*

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

There was no City Council Liaison report.

**VI. PLANNING COMMISSION INDUSTRIAL NEEDS ASSESSMENT PRESENTATION FROM TRUCKEE MEADOWS REGIONAL PLANNING AGENCY**

Sienna Reid, Truckee Meadows Regional Planning Agency, stated the Governing Board accepted the Industrial Land Needs Analysis in December 2013. The project was funded with monies from RTC

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and the Western Regional Water Commission. The purpose of the project was to connect long-range planning efforts with economic development efforts that are underway in the Truckee Meadows through the EDawn Strategic Plan, which focuses on a variety of industrial sectors. The project reviewed how well the public was entitling land and supplying infrastructure to create a supply of buildable, industrial land to meet demand over the next twenty years. With presentation maps, Ms. Reid reviewed vacant, buildable industrial lands in the region that can accommodate new, industrial development. She stated most of the vacant, buildable acres are in the North Valleys and the South Meadows areas. A variety of stakeholder meetings were held as part of the process for the study and one common theme was to review supply in the broader region. She stated Washoe County has the most built, industrial acreage at this time at over 67 million acres. Storey County has the most vacant, buildable acreage. Washoe County's vacant, buildable acreage is within the Truckee Meadows Service Area (TMSA) at 2,800 acres or 6,200 acres, if airport lands and areas outside of the TMSA are considered. There is an additional step in the development process for airport lands as their operation is for lease, predominately, rather than for sale. Demand was reviewed based on historical growth versus future employment growth. It was concluded that, over the next twenty years, 1,100 to 1,800 acres of industrial land will be needed. There is a deficiency of a large supply of development-ready sites in a range of sizes, which will prevent the market from having some flexibility and choice. Ms. Reid reviewed the three tiers that classified lands in terms of their suitability for development. She stated parcel sizes were also reviewed because it will impact what is available. Large parcels are not as development-ready as smaller parcels. It was recommended to make the larger sites development-ready within the next five years because the market for industrial properties is on the rise. Different industrial sectors have different needs in terms of manufacturing and distribution and warehousing. Currently, manufacturers look to use existing buildings and can fit on sites less than 20 acres. In the future, some buildings may be outmoded and not considered Class A space. Distribution and warehousing want sites that are 20 acres or more or, sometimes, even 100-acre sites. Recommendations from the study included:

- Focus on larger sites, because these sites can be used for very large warehousing uses with a very low employment density;
- Maintain a reasonable development-ready, industrial land supply to ensure effective market function, with the focus on the 10-50 acre sites. Staff was advised to monitor industrial land consumption to determine how new, industrial properties were removed in one year and other properties were rezoned to add to the supply;
- Efficiently use land within the TMSA. Some options discussed were to determine if there was a need to target rezoning; revisit a policy in the Regional Plan that limits development in the unincorporated county; and, review allowed uses;
- Plan for redevelopment in the older industrial areas such as the Sparks industrial area, central and west Reno, more specifically around East and West 4<sup>th</sup> street, and the Reno-Tahoe International Airport.

Discussions are being held with local government staff and other affected entities with an annual report on the consumption of industrial land due out in the fall of 2014.

Claudia Hanson, Planning and Engineering Manager, requested a brief definition of the TMSA.

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Sienna Reid stated the Truckee Meadows Service Area is a service area defined in the Regional Plan. It is akin to a growth foundry, but it can change through the amendment process. It is sized for approximately twenty years of growth and is the area within which municipal services and infrastructure will be provided.

Commissioner Weiske commented the Airport Authority is not a developer in the traditional sense. He asked if these properties were taken out of the review because development of these properties is completely different; therefore, it would make the numbers appear to be a little askew.

Sienna Reid stated there is a distinction throughout the report between those lands that are currently zoned for industrial uses and those lands allowed for industrial development, per the airport plans. The two were compared in aggregate and by site.

Chairperson Coffman asked if lands that currently have vacant buildings are being tracked.

Sienna Reid stated those lands are tracked by the industrial real estate brokerage community. They worked closely with this community to provide information in the report about vacancy by sub-market, which varies greatly.

### **VII. ACCEPTANCE OF THE CITY OF RENO PLANNING PROGRESS AND PRIORITIES REPORT (For Possible Action)**

Nathan Gilbert, Associate Planner, stated the Planning Progress and Priorities Report highlights specific planning events that occurred in the City's Sphere of Influence in 2013 and include 2014 Planning Commission goals developed at the February workshop. Staff's recommendation is for the Planning Commission to accept and forward this document to the City Council.

*It was moved by Commissioner Weiske, seconded by Commissioner Reno, to recommend acceptance of the City of Reno Planning Progress and Priorities Report by the City Council. The motion carried by a vote of 6-0.*

### **VIII. DISCUSSION AND POSSIBLE DIRECTION TO STAFF REGARDING DISTRIBUTION OF APPLICATIONS AND SUPPORTING DOCUMENT FOR LAND DEVELOPMENT CASES (For Possible Action)**

Claudia Hanson, Planning and Engineering Manager, stated this item was agendaized at the request of Commissioner Weiske. She stated past direction from the Planning Commission was to receive development information at the time the application was submitted. She stated information can be provided to Commissioners at the meeting before the item is presented or with the packets. The Development Review Memo (DRM) will still be received via email, so Commissioners can have location information of a development to do a site visit. She requested to know when Commissioners wanted to receive the disc with the development information. She noted full applications were always available on the website for review.

Commissioner Weiske commented he still has numerous discs of development information for projects that were never presented to the Planning Commission. He suggested discs be given to

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Commissioners with their packets in order to have the most current, up-to-date information, which can then be recycled after the project has been presented.

Commissioner Woolsey agreed with Commissioner Weiske's comments.

Commissioner Olivas stated it was a waste of time to receive information that may change or for projects that will not be presented.

Commissioner Taylor asked if there was a preference by staff.

Claudia Hanson, Planning and Engineering Manager, replied no.

Chairperson Coffman stated it was difficult to complete a site visit without staff report information, because the staff report highlights areas of concern. He agreed information should be received with the staff report.

Commissioner Reno requested to know why staff reports were not issued sooner than the Friday before the meeting.

Claudia Hanson, Planning and Engineering Manager, stated it was due to work load, but staff does try to get reports out as soon as possible.

Commissioner Weiske added he hoped development growth continues, so more staff can be hired to expedite this process.

*It was moved by Commissioner Weiske, seconded by Commissioner Reno, to request all development information be provided with the staff report for the month and date that the project is to be reviewed, beginning in April 2014. The motion carried by a vote of 6-0.*

**IX. 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.**

1. TXT14-00003 (School Zoning) – An ordinance amending Reno Municipal Code Title 18 “Annexation and Land Development” in order to allow school uses without discretionary review and to apply regionally consistent development standards for school facilities by adding certain language to and removing certain language from Chapter 18.06 “Administration and Procedures,” Section 18.06.405 entitled “Special Use Permit,” Section 18.06.407 entitled “Site Plan Review,” Chapter 18.08 “Zoning,” Article II “Permitted Uses and Regulations” Table 18.08-4 entitled “Uses Permitted In Residential Base Zoning Districts,” Table 18.08-5 entitled “Uses Permitted In Nonresidential Base Zoning Districts,” Tables 18.08-6A and B entitled “Uses Permitted In Regional Centers Base Zoning Districts,” Table 18.08-7 entitled “Uses Permitted In TOD Base Zoning Districts,” Section 18.08.202(E)8 entitled “School, Primary (Public Or Private),” Section 18.08.202(E)9 entitled “School, Secondary

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(Public or Private),” Section 18.08.202(E)10 entitled “School, Non-Traditional, Secondary (Public Or Private),” Article IV “District Specific Standards – Overlay Zoning Districts,” Section 18.08.302 entitled “Special Purpose Base Zoning Districts,” Section 18.08.406(E)(2)B entitled “Southeast Neighborhood Planning Area Overlay District – Land Uses,” Chapter 18.12 “General Development and Design Standards,” Article XI “Off-Street Parking And Loading,” Table 18.12-8 entitled “Off-Street Parking Requirement Table” and Table 18.12-11 entitled “Bicycle Parking Requirements,” together with other matters properly relating thereto. njg [Wards 4 & 5] **(For Possible Action – Recommendation to City Council)**

Commissioner Weiske stated, on the advice of the Deputy City Attorney, he was recusing himself from this discussion as his company currently has an open contract with the Washoe County School District.

Nathan Gilbert, Associate Planner, stated this amendment request is in response to A. B. 87, which requires regionally-consistent school design standards within Washoe County related to building height, setback, landscaping, and parking. In order to ensure design consistency between the jurisdictions, it was agreed school development would be processed administratively and/or through site plan review applications and no special use permits would be required to establish a school use. Staff can make the applicable findings and recommends the Planning Commission forward a recommendation of approval to the City Council.

Commissioner Reno asked if amendment language implies the City will take over old schools if not wanted by the Washoe County School District.

Nathan Gilbert, Associate Planner, stated this language was in the Master Plan policy related to schools. It was included to encourage coordination with the School District, which was required by A. B. 87.

Commissioner Reno commented he had a problem with the amendment because, there are standards, but it looks like a “blank check” that allows a school to be constructed almost anywhere with the omission of the special use permit requirements. He asked why special use permit requirements were removed.

Nathan Gilbert, Associate Planner, clarified schools will not be allowed to be built anywhere because the allowed land uses have not changed. Standards are still in place, the only change was from a special use permit, which is a discretionary review by the Planning Commission, to a site plan review, which is an administrative process that can be appealed to the City Council.

***It was moved by Commissioner Olivas, seconded by Commissioner Taylor, to recommend approval of TXT14-00003 (School Zoning) by ordinance. Commissioner Olivas stated he could make the findings. Commissioner Taylor stated she could make all of the findings and that she believes it is within consistent development standards for schools. The motion carried by a vote of 5-0.***

At this time, Commissioner Weiske re-joined the meeting.

**X. TRUCKEE MEADOWS REGIONAL PLANNING LIAISON REPORT**

Commissioner Weiske stated there was no information to report. A meeting will be held in March, 2014. The project discussed at the last Planning Commission meeting that was denied by the Regional Planning Commission has been appealed and will be presented again at the next meeting.

**XI. 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, reported the TOD updates are almost complete. The Master Plan Amendment was certified and the second text amendment was completed by the City Council at their last meeting. They are waiting for the second reading of the map amendment. The City Council approved open lot parking. She reviewed the new Master Plan amendment process that was emailed to Planning Commissioners. She also noted she will not be in attendance at the next meeting.

Commissioner Weiske asked if the City Council made any changes to open parking lots.

Claudia Hanson, Planning and Engineering Manager, replied no.

Chairperson Coffman asked about the changes to the TOD.

Claudia Hanson, Planning and Engineering Manager, stated the Planning Commission had a lengthy discussion about the ability to get a special use permit to change building orientation for the northern section of South Virginia Street and East Fourth Street. The City Council added those areas back in, so there was no change. Text amendments that Mr. Stremmel was in opposition of for the Verdi area were addressed. The amendments were proposed to the City Council for reinstatement in the special use permit process.

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

None

**XIII. 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.**

None

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

There being no further business, the meeting adjourned at 6:51 p.m.

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