



MINUTES

Regular Meeting

Reno City Planning Commission

Wednesday, January 4, 2017 • 6:00 PM

Reno City Council Chamber, One East First St, Reno, NV 89501

Commissioners			
Peter Gower, Chair 326-8860			
Mark Johnson, Vice Chair	326-8864	Charles Reno	326-8863
Ed Hawkins	326-8862	Troy Schneider	326-8858
Paul Olivas	326-8861	Kevin Weiske	326-8859

1 Pledge of Allegiance

2 Roll Call

Attendee Name	Title	Status	Arrived
Kevin Weiske	Commissioner	Present	
Mark Johnson	Vice-Chairman	Present	
Ed Hawkins	Commissioner	Present	
Paul Olivas	Commissioner	Present	
Charles Reno	Commissioner	Present	
Peter Gower	Chairman	Absent	
Troy Schneider	Commissioner	Present	

The meeting was called to order at 6:00 PM.

3 Public Comment

Katie Colling spoke regarding affordable housing.

4 Approval of Minutes (For Possible Action)

4.1 Reno City Planning Commission - Regular - Dec 8, 2016 5:00 PM (For Possible Action) 6:06 PM

It was moved by Commissioner Weiske, seconded by Commissioner Hawkins, to approve the December 8, 2016, meeting minutes. The motion carried unanimously with six (6) members present.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kevin Weiske, Commissioner
SECONDER:	Ed Hawkins, Commissioner
AYES:	Weiske, Johnson, Hawkins, Olivas, Reno, Schneider
ABSENT:	Peter Gower

5 City Council Liaison Reports

There was no City Council Liaison Report.

6 Presentation regarding City of Reno Ordinance No. 6415 ("Registration and Regulation of Lobbyists") and its applicability to the Reno City Planning Commission.

Scott Gilles, Legislative Relations Program Manager, gave the presentation and answered questions on the City of Reno Ordinance No. 6415 and its applicability to the Reno City Planning Commission.

Adopted Lobbyist Registration Ordinance - No. 6415

7 Public Hearings

- 7.1 Staff Report (For Possible Action): Case No. LDC17-00031 (Nevada Youth Empowerment Project - 1369 Faland Way) - A request has been made for a special use permit to allow a boarding/rooming house within the Single Family Residential – 6,000 Square Feet/West University Neighborhood Planning Area (SF6/WUNP) zoning district. The ±6,000 square foot site is located on the west side of Faland Way, ±90 feet south of its intersection with College Drive. The site has a Master Plan Land Use designation of Special Planning Area/West University Neighborhood Plan/Traditional Neighborhood Area. hrm **[Ward 5]**
6:13 PM

Monica DuPea, applicant, presented the project to the Commission.

Mark Sullivan, registered lobbyist, also spoke regarding the project.

Heather Manzo, Community Development Assistant Planner, presented the staff report and reported that she received comments from citizens stating they did not receive a public notice for this item. Per code, notices are sent to those up to 750 feet from the project. After researching the issue it was determined that the citizens stating they received no noticing reside over 1,000 feet from the project site. Seven calls or emails were received from residents concerned about parking in the area. The applicant has provided 100 percent of the parking requirements as stated by code. Calls and emails were also received from residents stating they did not receive noticing in a timely

manner. Ms. Manzo confirmed public notices were mailed out on December 23, 2016, as required by code.

The Commissioners present disclosed that they visited the site and received emails and/or phone calls. Commissioner Hawkins also disclosed that he toured the site and spoke with the manager. Commissioner Weiske also disclosed that he spoke with one of the applicant's representatives.

At this time Vice Chairman Johnson opened public comment for this item.

Neal Jones expressed concern regarding conflicting information in the reports that need to be clarified and violations of the Open Meeting Law.

Donna Lingle submitted a comment card in opposition but did not wish to speak.

Martine Milton spoke in opposition of the permit allowing fifteen people to reside in this house.

Tim Milton spoke in opposition and expressed concern regarding safety.

Cynthia Albright stated that she is not opposed to the project but expressed concern with the illegal activities that were allowed.

Glenn Pierson spoke in favor of the project as long as they maintain responsible actions.

Marilyn York spoke in favor of the project and the program.

Katie Colling submitted a comment card in favor of the project.

Hearing and seeing no further public comment requests, Vice Chairman Johnson closed public comment.

Ms. DuPea addressed questions from Commissioner Hawkins. There is no waiting list. The success rate is different for those that are finishing high school and those that are moving out. Ms. DuPea stated that she would be happy to provide an outcomes report for last year. She also confirmed that she is not interested in opening any more transitional living programs. She has written the curriculum for seven years and will publish it in hopes of empowering other people to open programs.

Ms. Manzo explained for Commissioner Weiske that code enforcement and planning staff toured the interior and exterior of the site. With regard to code enforcement and

building permit records in the past, there have been code violations varying from weeds to illegal fraternities operating at the site and similar violations that were cited to previous owners. The structure was built in the 1940's with an addition in 1995. It is not known when the four foot setback was established but it may be that there was a different set of setback requirements at that time. At the time that 2014 and 2015 new permits were pulled to enclose porches and second story decks, those did not expand the footprint of the structures and did not affect the existing setbacks. Staff has asked the applicant to remedy the portions of the structures on the property that they are able to take care of to bring it further into compliance.

Ms. Manzo explained for Commissioner Weiske that a standard parking stall on a driveway is nine feet wide by nineteen feet deep. In this case six tandem spaces are being provided along the length of the driveway.

Ms. Manzo explained for Commissioner Weiske that the property is already built out and in a single family residentially zoned property the required landscaping is within the front yard. The applicant is going to be required to fully landscape the front yard and install trees. The hardscape material will be removed and trees will be installed.

Ms. DuPea confirmed for Commissioner Weiske that the fencing and deck will be taken care of by February 15, 2017, and the landscaping in the front will be done by May 1, 2017.

Ms. Manzo confirmed for Commissioner Reno that the noticing was done properly and within the required time frame.

Claudia Hanson, Community Development Planning Manager, confirmed for Vice Chairman Johnson that the application, including all of the application materials, was posted online approximately six weeks ago when it was submitted for review. The agenda was posted last Thursday, December 29, 2016, and the staff reports were posted at 9:00 a.m. on Friday, December 30, 2016.

Ms. Manzo explained for Commissioner Weiske that the boarding facility use has its own set of parking requirements at one parking space for every 2.2 beds.

Ms. Manzo confirmed for Commissioner Hawkins that fire sprinklers are not required for this use. She also confirmed that this is not a commercial use and that fire sprinklers would only be required for sixteen or more residents.

Ms. Manzo confirmed that special use permits live with the land and all required conditions are to be met even if the property is sold.

Ms. Manzo explained for Vice Chairman Johnson that the floor plan that was provided with the application and included in the staff report shows the existing conditions aside from the location of the beds. The City of Reno defines a bedroom by whether or not there is a permanent constructed closet available in the space. Because there are no permits required for this it would not be warranted to walk through the house for a code evaluation on the number of bedrooms that exist. The applicant was however amenable to allowing code enforcement and planning staff to walk through to confirm that the second kitchen was removed from the rear portion of the residence.

It was moved by Commissioner Schneider, seconded by Commissioner Weiske, in the case of LDC17-00031 (Nevada Youth Empowerment Project - 1369 Faland Way), based upon compliance with the applicable findings, to approve the special use permit, subject to conditions. The motion carried unanimously with six (6) members present.

Vice Chairman Johnson read the appeal process into the record.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Troy Schneider, Commissioner
SECONDER:	Kevin Weiske, Commissioner
AYES:	Weiske, Johnson, Hawkins, Olivas, Reno, Schneider
ABSENT:	Peter Gower

7.2 Staff Report (For Possible Action): Case No. LDC17-00032 (KARNV Parking Lot) - A request has been made for: 1) a special use permit to allow for the construction of a new parking lot adjacent to residentially zoned property; and 2) a variance to allow a seven foot tall fence in the front yard setback. The ±3.28 acre site is located at 1790 Vassar Street, on the southwest corner of Harvard Way and Vassar Street in the Arterial Commercial (AC) zone. The site has a Master Plan Land Use designation of Urban Residential/Commercial and Public Facility. em **[Ward 3]** 7:20 PM

Susan Panske, Rubicon Design Group, presented the project to the Commission. The applicant is requesting additional parking spaces as well as security fencing to protect staff and the television personalities due to numerous threats. This is a highly visible location for a television station compared to the other two stations which are located in an industrial area by the airport.

Scott Fitzgerald, KARNV News Director, spoke on this item and described the security issues they currently have.

Evan MacKenzie, Community Development Assistant Planner, presented the staff report.

No NAB comments were received.

The Commissioners present disclosed any of the following contact they have had: received phone calls; visited the site; spoke with the applicant and applicant's representative; received emails.

At this time Vice Chairman Johnson opened public comment for this item. Hearing and seeing no public comment requests, Vice Chairman Johnson closed public comment.

Mr. MacKenzie clarified for Commissioner Reno that the request for a variance does meet the intent of code, but it is up to the Commissioner to make the findings.

Bill Gall, Community Development Senior Civil Engineer, explained for Commissioner Reno that there is no stacking requirement for a gated parking lot. Notification was received from the applicant's representative that the gate to the main parking lot on Vassar Street will be open during business hours so stacking from Vassar would be less likely. Ms. Panske stated that the business hours the gate would be open are typically from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Ms. Panske explained for Commissioner Weiske that the wall will not come down on the Harvard side. The changes will be made on the Vassar Street side.

Commissioner Weiske stated that he would like to add a condition that states any wall over four feet high will have security cameras.

Ms. Panske demonstrated where the wrought iron fence will be located and the portion of the wall to be removed.

Lieutenant Joe Robinson, Reno Police Department, spoke about the fence height and stated that solid walls are not preferred due to graffiti issues.

Ms. Panske confirmed that the applicant is open to either option on fence height of six or seven feet in height.

There was discussion regarding the existing shaded parking structures along Vassar and Commissioner Weiske suggested limiting the fence height along that section to six feet and allowing a fence height up to seven feet for the remaining sections of the proposed fence

Commissioner Weiske suggested that access through the entrance on Purdue not be allowed between 11:00 p.m. and 6:00 a.m.

Commissioner Weiske suggested that Condition No. 5 be amended to limit the height of all light poles to a maximum of fifteen feet.

Ms. Panske confirmed that the applicant is open to limiting the height of the light poles to fifteen feet.

It was moved by Commissioner Reno, seconded by Commissioner Weiske, in the case of LDC17-00032 (KRNV Parking Lot), based upon compliance with the applicable findings, to approve the special use permit subject to conditions modifying Condition No. 5 to limit the height of all light poles on the site to a maximum of fifteen feet, as well as a condition that there will be no access through the service entrance on Purdue from 11:00 p.m. to 6:00 a.m., and a new condition requiring security cameras on all block walls over four feet in height on the public side. The motion carried unanimously with six (6) members present.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Charles Reno, Commissioner
SECONDER:	Kevin Weiske, Commissioner
AYES:	Weiske, Johnson, Hawkins, Olivas, Reno, Schneider
ABSENT:	Peter Gower

Motion: Motion to approve the variance subject to conditions and added conditions 7:57 PM

Commissioners Reno and Weiske stated that they can make all of the findings.

It was moved by Commissioner Reno, seconded by Commissioner Weiske, in the case of LDC17-00032 (KRNV Parking Lot), based upon compliance with the applicable findings, to approve the variance subject to conditions and replacing the wall on Vassar with a fence at six feet tall and the remaining proposed fence up to seven feet tall. The motion carried unanimously with six (6) members present.

Vice Chairman Johnson stated that extraordinary or exceptional situation or condition has been shown in order to approve the requested variance.

Commissioner Olivas stated that he can make finding 1.a based on the property itself and not necessarily on the safety and security issues.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Charles Reno, Commissioner
SECONDER:	Kevin Weiske, Commissioner
AYES:	Weiske, Johnson, Hawkins, Olivas, Reno, Schneider
ABSENT:	Peter Gower

- 7.3 Staff Report (For Possible Action): Case No. LDC17-00033 (Center for Adaptive Riding/Horseman's Park Improvements) - A request has been made for a special use permit to allow for an ±18,465 square foot structural addition to establish a commercial stable/riding academy with a ±650 square foot caretaker's quarters on a ±5.0 acre portion of an existing ±18.5 acre equestrian facility (Horseman's Park) which is considered an expansion of a nonconforming use. The site is located at 3000 Skyline Boulevard on the southeast corner of Skyline Boulevard and Pioneer Drive within the Single Family Residential - 15,000 Square Feet (SF15) zoning district. The site has a Master Plan Land Use designation of Mixed Residential. hrm **[Ward 1]** 8:01 PM

Terri Thomas, Board Member for the Center for Adaptive Riding, presented the project to the Planning Commission.

Heather Manzo, Community Development Assistant Planner, presented the staff report. Several phone calls were received from neighbors with concerns regarding overnight boarding and a condition has been included requiring that all horses boarded at this site are Center for Adaptive Riding program horses. Ward 1 NAB comments were generally in support of the proposal. Some of the concerns raised have already been addressed in the staff report. There are protections in place to preserve the character of Horseman's Park and to protect the neighbors in adjacent areas.

The Commissioners present disclosed that they visited the site and received emails.

At this time Vice Chairman Johnson opened public comment for this item.

Sheila Freed expressed concern regarding issues that are not fully addressed in the staff report and stated that this is an inappropriate use for this residential neighborhood.

Ron Buser spoke in opposition expressing concerns regarding the proposed project.

(Commissioner Hawkins absent from 8:29 p.m. to 8:31 p.m.)

Don Loudon discussed concerns seniors in the neighborhood have with additions to the existing facility.

Jennifer Shane spoke in opposition of the proposal and stated that it should not be in a residential area.

Judith Cordray spoke in favor of the proposal and the benefits of the program.

James Cordray spoke in favor of the proposal and the benefits of the program.

Frederick Cordray stated that he rides at the Center for Adaptive Riding.

Billie Beaty spoke in favor of the proposal.

Bryan Hockett submitted a comment card in favor but did not wish to speak.

Regina O'Shea-Hockett submitted a comment card in favor but did not wish to speak.

Kevin Shea submitted a comment card in favor but did not wish to speak.

Faye Shea submitted a comment card in favor but did not wish to speak.

Dianna Karlicek submitted a comment card in favor but did not wish to speak.

Amanda Judge submitted a comment card in favor but did not wish to speak.

Shannon Shane submitted a comment card in favor but did not wish to speak.

Keith Glidewell spoke in favor of the proposal.

Geoff Kettling spoke in favor of the proposal.

Nichole McGuire submitted a comment card in favor but did not wish to speak.

Allison Judge submitted a comment card in favor but did not wish to speak.

Hearing and seeing no further public comment requests, Vice Chairman Johnson closed public comment.

Lieutenant Joe Robinson, Reno Police Department, responded to Commissioner Hawkins' questions regarding evacuation due to fire, vandalism, and calls for service in the area.

Jeff Mann, Parks, Recreation and Community Services, confirmed for Commissioner Weiske that this property falls under the Parks Department jurisdiction for maintenance.

They had prior agreements with other equestrian groups and when they stopped using the facility we cut back the maintenance for the equestrian portions of the property. The Parks Department maintains the landscape area along Pioneer Drive and the Center for Adaptive Riding maintains everything within the lease area boundary at this time. The Parks Department has not received any complaints since the lease agreement took effect in 2015. They have received positive comments from park users and neighbors about the quality of the site since the Center has started maintaining the equestrian facilities. Our franchise agreement with Waste Management includes weekly removal of trash and it also allows us to call in on an as needed basis for trash removal without cost.

Ms. Thomas explained for Commissioner Weiske that this past winter session from April to November they gave lessons three times a week. She also confirmed that the dumpster is picked up once a week and they have not received any complaints regarding flies or odors. She noted that on Monday she and staff members from the Center were approached by three people walking on the trails who said how happy they were to see us there.

Ms. Thomas explained for Commissioner Reno that the lessons typically begin at 9:00 a.m. with the last lesson at 4:00 p.m. They have six horses in the program right now. The lesson schedule determines how many of the six horses are at the facility.

Dianna Karlicek, President of Center for Adaptive Riding, explained for Commissioner Reno that the number of volunteers depend on the needs of each rider. The current application is for twelve horses and horses are typically used two to three at a time on a rotation basis. Standards require that the horses may not be used for more than two consecutive lessons and no more than three lessons in a day. She also explained that the lower parking lot is used for trailer storage and clients and volunteers do not use that parking lot.

Bill Gall, Community Development Senior Civil Engineer, explained for Commissioner Weiske that they did not ask for the lower dirt lot to be covered with gravel. That lot is rarely used and there is an advantage to not having a paved parking area. That lot has been a dirt lot for an extended period of time with no complaints or issues. We do have dust regulation through Washoe County Health and if there are dust issues they can be addressed there.

Mr. Mann stated in response to Commissioner Weiske's question that our property manager has no record of a private access easement across our property for the first residence to the east. If there is one, we would like to see it and we can make arrangements. There are alternative means to access that property without going through the gate we have installed at the entry to the dirt parking lot. Mr. Mann confirmed for

Commissioner Weiske that the City of Reno is open to an agreement with the property owner.

Ms. Thomas and Ms. Karlicek responded to questions from Commissioner Hawkins regarding plans for mitigating urine problems, hay storage, fire hazard, and emergency evacuation plans.

Ms. Manzo stated that a memo was sent to the Commissioners making recommendations for modifications to conditions. Condition No. 2 will be modified to require that only the horse shelter and caretaker's quarters be applied for and approved within eighteen months of approval. Condition No. 13 will be modified to remove the requirement that the gate for the overflow parking area be opened a minimum of one hour prior to any activity since it has been determined that the right of way does have sufficient width to allow for a driver to pull over to the side to open the gate.

Ms. Manzo confirmed for Vice Chairman Johnson that the City of Reno code requires that all property owners within 750 feet of a site be notified by mail at least ten days prior to the scheduled public hearing. In this case notices were mailed out on December 23, 2016, which is twelve days prior to the public hearing. The site was also adequately posted as required by city code.

Ms. Manzo confirmed that if the lease is terminated for any reason these facilities would revert back to the City of Reno Parks and Recreation Department for management. She also clarified the utility costs were not covered in the staff report because it is addressed in the lease agreement stating that the Center for Adaptive Riding is responsible for all utility costs associated with the site.

Ms. Thomas explained for Commissioner Reno why they are requesting boarding for twelve horses. She also confirmed that horses do occasionally get spooked but they are not known for being loud nocturnal animals.

Ms. Thomas confirmed for Vice Chairman Johnson that they are looking to create a staff caretaker position.

Ms. Thomas explained for Commissioner Hawkins that there will always be volunteers available to help the caretaker when needed.

Ms. Manzo stated that the requirements for having a caretaker on site is specific to the overnight stay when business hours are closed. The caretaker would provide for safety and security during those off hours. Condition No. 4 stated that the horses will not remain onsite overnight without a caretaker.

Ms. Manzo explained for Commissioner Hawkins that the caretaker's quarters would be a part of the commercial use and code requires that the caretaker's quarters be a permanent structure.

Ms. Thomas discussed their indoor programs for Commissioner Weiske.

Ms. Manzo confirmed for Commissioner Weiske that Condition No. 11 applies only to the leased area and the clubhouse is part of the leased area.

Ms. Thomas confirmed for Commissioner Weiske that she does not foresee any riding at night outdoors or in the indoor arena.

Mr. Mann stated that the lease agreement hours for indoor operations pertain to the clubhouse.

Mr. Mann explained for Commissioner Reno that they started with a ten year lease knowing special use permits would be applied for. The lease can be modified based on future plans by the Center or extend it at the end of the ten year period.

Greg Salter, Deputy City Attorney, answered questions regarding the lease agreement.

Commissioner Weiske suggested adding a condition that the dirt parking area be covered in gravel to minimize the dust into neighboring properties. He also suggested limiting the hours of operation so there is no outdoor riding activity past 7:00 p.m. Sunday through Saturday and not allowing the use of loudspeakers.

Commissioner Reno suggested allowing less than the twelve horses they are requesting.

Claudia Hanson, Community Development Planning Manager, confirmed for Commissioner Weiske that the applicant can come back and request additional horses if less than the twelve they are requesting at this time are approved. She also confirmed that there is a \$2,000 fee to amend a special use permit and that fee is not able to be waived.

Commissioner Hawkins stated that he cannot support the project unless it is reduced to six horses.

It was moved by Commissioner Weiske, seconded by Commissioner Hawkins, in the case of LDC17-00033 (Center for Adaptive Riding/Horseman's Park Improvements) based upon compliance with the applicable findings, to approve the special use permit,

subject to conditions with the following modifications and additional condition: Condition No. 10 to add words "shall use our dark skies standards"; Condition No. 11 modified so that all outdoor riding activities are allowed from 7:00 a.m. to 7:00 p.m. including the indoor arena; Condition No. 15 added to required that the dirt parking lot be covered in gravel within six months of the issuance of this special use permit; Condition No. 6 amended to limit the number of horses allowed to six; Condition No. 17 added stating that no amplified sound systems are allowed for outdoor activities; and the two modified conditions provided by staff.

Mr. Mann stated that he would like to see the gravel installed in the parking lot with the issuance of the first building permit instead of within six months of the issuance of a special use permit.

Commissioner Weiske amended the motion to require that the gravel parking lot be installed in conjunction with the issuance of building permits. Commissioner Hawkins concurred with the amended to the motion. The motion carried unanimously with six (6) members present.

Vice Chairman Johnson read the appeal process into the record.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kevin Weiske, Commissioner
SECONDER:	Ed Hawkins, Commissioner
AYES:	Weiske, Johnson, Hawkins, Olivas, Reno, Schneider
ABSENT:	Peter Gower

8 Recommendation to City Council for Re-Appointment of Planning Commissioner Kevin Weiske to the Truckee Meadows Regional Planning Commission. (For Possible Action - Recommendation to City Council)

It was moved by Commissioner Schneider, seconded by Commissioner Hawkins, to approve the re-appointment of Commissioner Weiske to the Truckee Meadows Regional Planning Commission. The motion carried unanimously with six (6) members present.

Motion: Motion to recommend City Council re-appoint Kevin Weiske to the Truckee Meadows Regional Planning Commission

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Troy Schneider, Commissioner
SECONDER:	Ed Hawkins, Commissioner
AYES:	Weiske, Johnson, Hawkins, Olivas, Reno, Schneider
ABSENT:	Peter Gower

9 Staff Announcements

- 9.1 Report on status of Planning Division projects.
- 9.2 Announcement of upcoming training opportunities.
- 9.3 Report on status of responses to staff direction received at previous meetings.
- 9.4 Report on actions taken by City Council on previous Planning Commission items.
10:01 PM

No staff announcements were made.

10 Commissioner's Suggestions for Future Agenda Items (For Possible Action)

Commissioner Reno requested a presentation on the billboard ordinance.

11 Public Comment

There were no requests to speak.

12 Adjournment (For Possible Action)

The meeting was adjourned at 10:02 p.m.