AGENDA
Workshop Meeting
Reno City Planning Commission
Wednesday, January 21, 2015 ● 6:00 PM
Reno City Council Chamber, One East First Street, Reno, NV 89501

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<th>Commissioners</th>
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<td>Jason Woosley, Chair 326-8862</td>
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<td>Kevin Weiske, Vice Chair 326-8859</td>
<td>Paul Olivas 326-8861</td>
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<td>Doug D. Coffman 326-8864</td>
<td>Charles Reno 326-8863</td>
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<td>Peter Gower 326-8860</td>
<td>Kathleen Taylor 326-8858</td>
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Posting: This Agenda is posted at Reno City Hall, One East First Street, Washoe County Library Downtown Branch - 350 South Center Street, Evelyn Mount Northeast Community Center, 1301 Valley Road, and McKinley Arts and Culture Center - 925 Riverside Drive, and further, in compliance with NRS 241.020, this agenda has been posted on the official website for the City of Reno - www.reno.gov and per NRS 232.2175 and 241.020 a link to this agenda has been posted to https://notice.nv.gov/.

Support Materials: Support materials are posted on the website www.reno.gov/meetings when they are provided to the governing body or if provided during a meeting, such materials will be posted on the website within 24 hours after the conclusion of the meeting. Support materials are also available at the City Clerk’s office and at the scheduled meeting. The designated contact to obtain support materials is the City Clerk, located at One East First Street, Second Floor, 334-2030.

Order of Agenda: A time listed next to a specific agenda item indicates that the specific item will not be heard before that time – it does not indicate the time schedule of any other items. Items on the agenda may be taken out of order and the public body may combine two or more agenda items for consideration. The Planning Commission may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Public Comment: Public comment, whether on action items or general public comment, is limited no more than three (3) minutes. The public may comment by submitting a Request to Speak form to the Secretary.

Accommodation: We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend meetings. If you should require special arrangements for the meeting, please contact our offices at 334-2576 prior to the date of the meeting.

Appeal Process: Any action taken by the Planning Commission on a tentative map, special use permit, variance or skyway is final unless appealed. Any person aggrieved by the decision may file an appeal. Each person/entity must make his/her/its own appeal. Appeals must be filed with the City Clerk within 10 days of the Planning Commission hearing by submitting the appropriate form and fee. All other matters will be forwarded to the City Council with the Planning Commission recommendation.

Watch Meetings: Planning Commission meetings are streamed online when the Commission is in session in Council Chamber at http://www.reno.gov/meetings and broadcast on Charter Channel 194.
1 Pledge of Allegiance

2 Roll Call

3 Public Comment  (This item is for either public comment on any action item or for any general public comment.)

4 Presentation and Discussion Regarding The Update to the Reno Master Plan

   4.1 Staff Report (For Possible Action): Presentation and discussion regarding initiation of a Master Plan Update.  [All Wards]

5 Public Comment  (This item is for either public comment on any action item or for any general public comment.)

6 Adjournment (For Possible Action)

IF THE MEETING GOES BEYOND 11:00 PM, THE PLANNING COMMISSION MAYPOSTPONE REMAINING ITEMS.
PLANNING COMMISSION
STAFF REPORT

Date: January 21, 2015

To: Reno City Planning Commission

Subject: 4.1. Staff Report (For Possible Action): Presentation and discussion regarding initiation of a Master Plan Update.

From: Claudia Hanson, Planning Manager

Ward #: All
Request: Initiation of a Master Plan Update in Three Phases
Location: City Wide

Summary: Staff recommends the Planning Commission discuss the overall concept of the Master Plan update and initiate the update process. The process will include public participation over and above the requirements of Nevada Revised Statutes (NRS). NRS 278.150 up to and including NRS 278.250 and Reno Municipal Code (RMC) Title 18.05 outline the process to update the City’s Master Plan. Staff recommends that the process be implemented in three phases. Phase I will focus on review and analysis of existing community conditions and the beginning of a robust public participation process. The public engagement will be over and above the requirements of NRS and RMC and will use multiple tools to survey the community with a goal of 2% of the City’s residents actively participating. The Council has approved $150,000 in FY 14/15 for Phase I and staff recommends using existing staff and consultants to accomplish the review and analysis, and public engagement. Phases II and III will be tied to future staff plans through the FY 15/16 and FY 16/17 budget process.

Previous Council Action:
February 4, 2014 Council approved the concept for Phase I (community outreach, visioning and strategic planning) of a Master Plan update
May 7, 2014 Council approved the allocation of $150,000 in the FY 14/15 budget for purposes of Phase I of the Master Plan update
July 15, 2014 Council approved the reduction of $100,000 in the FY 14/15 budget for purposes of Phase I of the Master Plan update
November 24, 2014 Council approved the restoration of $100,000 in the FY 14/15 budget for purposes of Phase I of the Master Plan update
**Background:** The City of Reno’s Master Plan (Plan) is an official public document adopted by the City Council as a policy guide for decisions about the physical development of the City. The Plan addresses, in a general manner, how the community wants to develop during a specific time period, typically twenty years. The Plan is not a fixed legislative or regulatory statement but a guide for what should happen. It is open for amendments.

Best practices from the American Planning Association Planning Commissioner Guidebook dictate that the Master Plan is made up of a vision statement and four major areas; an existing conditions and analysis section; a goals, objectives and policies section; a plan section; and an action plan section.

The existing conditions and analysis section consists of an accurate and thorough assessment of the required planning elements under NRS 278. The vision, goals and objectives are developed based on the findings of the existing conditions and analysis along with input from the community. In theory, they form the rationale for the policies of public decision-making. The action plan articulates how the goals, objectives and policies are to be implemented.

Pursuant to NRS 278.150 up to and including NRS 278.250, the City’s Master Plan is required, at minimum, to contain the City’s vision, goals and policies in matters encompassing five “elements:”

1. A land use element
2. A conservation element
3. A housing element
4. A population plan of the public facilities and services element
5. An aboveground utility plan of the public facilities and services element

Elements or subject matter beyond those required above can include levels of city services, water supply, sewer capacity, land use, community resources, sustainability, transportation, food policy, and economy.

In 2002, the City of Reno adopted all portions of the Master Plan that are required through NRS 278 for a county of larger population, i.e. ≥700,000. This previous Council directed policy decision to have more elements addressed than required under NRS 278 in order for our City to be strategically positioned for a new economy based on quality of life, technology and redevelopment of the urban core. Therefore, the City’s Master Plan currently contains the following ten (10) Master Plan areas:

1. Policy Plan
2. Population Plan
3. Conservation Plan
4. Housing Plan
5. Land Use Plan
6. Public Services, Facilities, and Infrastructure Plan
7. Open Space and Greenways Plan
8. Historic Resources Plan
9. Center & Corridor Plans (14 sub area plans)
10. Neighborhood Plans (11 sub area plans)

Currently, the City’s Master Plan includes these additional elements and is divided into three categories: 1) Citywide Plans, which include subject matter such as policy, population, conservation, and land use: 2) Center and Corridor Plans, such as the Downtown Regional Center and South Virginia Transit Corridor plans; and 3) Neighborhood Plans, such as the Newlands and Wells Avenue neighborhood plans. In total, the Reno Master Plan contains 33 plans and represents thousands of hours of public outreach and community input.

There are two requirements the City must conform to in a Master Plan update:

1. NRS 278, which requires the City of Reno to adopt a Master Plan which includes the following elements: (1) land use; (2) conservation; (3) housing; (4) population plan of the public facilities and services element; and (5) an above-ground utility plan of the public facilities and services element.

2. The Truckee Meadows Regional Plan, which requires (1) the adoption of an Open Space and Greenways Element and (2) all portions of the public facilities and services element. Public facilities and services include parks, schools, streets, water supply, wastewater collection and treatment, storm water management, and public safety facilities. These are required to be for the levels and distribution of population and employment described in the Master Plan. The City’s Master Plan is currently in conformance with the Truckee Meadows Regional Plan.

Pursuant to NRS and RMC 18.05, amendments to the Master Plan may be initiated by the Planning Commission, the City Council, the Community Development Director, or a property owner for land use. The City’s past practice to amend significant portions of its Master Plan, such as an update of the entire document, has been for the Planning Commission to initiate the action pursuant to RMC 18.05 and make a recommendation to the City Council to acknowledge their action, including approving fiscal implications. It is the City Council's role to approve any allocations of funding related to the Master Plan; the Planning Commission does not have budgetary authority to allocate City funds.

Public engagement for a Master Plan update is defined statutorily as a single neighborhood meeting and a public hearing before the Planning Commission for
recommendation and the City Council for approval. In addition, the Truckee Meadows Regional Planning Commission approves the Master Plan changes for conformance to the Truckee Meadows Regional Plan. The level of public engagement beyond statutory requirements is defined by the local jurisdiction.

Staff is requesting input from the Planning Commissioners in the development of a Public Participation Plan (PPP) that is over and above the minimal NRS requirements for a Master Plan update.

The Master Plan updates will have implications for the City as an agency; action items will flow from the plan in order for the City to implement the community’s vision. It is considered best practice for the results of the PPP to inform the Master Plan, the implementation tools, such as the capital improvement program (CIP), and physical development such as RMC Title 18 Development Code, which the City uses to bring the community vision to life.

The Reno of 2015 is very different than the Reno of 1995; it is even very different than the Reno of 2008. Our economy is shifting and diversifying, and the composition of our residents is changing. We are attracting more Millennials, seeing a rise in entrepreneurism and technology, and several vibrant in-fill neighborhoods, e.g. Midtown, have emerged. The University of Nevada, Reno has just completed its 2014-2024 Strategic Plan and Master Plan, and the community has expressed great interest in complementary planning by the City. A new Master Plan will set the stage for our internal efforts to be aligned with the desire of the community.

Outreach to other cities, e.g. Henderson, Nevada; Austin, Texas, revealed that their recent Master Plan process cost several million dollars for consultant expertise in addition to significant amounts of dedicated staff time. These deep resources are not an option for Reno at this time.

In May 2014, staff proposed undertaking a Master Plan update with significant public engagement in three phases over three fiscal years, with the first phase, funded at $150,000 in FY 14/15, launching in Summer 2014. In the wake of the revised FY 14/15 budget reductions which Council adopted on July 15, 2014 – which eliminated $100,000 from the project budget and instituted a Citywide hiring freeze – staff wrote a memo to Council describing the scope of community outreach that could realistically be accomplished with no new staffing and within the remaining FY 14/15 funding. Staff was in the process of developing an interagency implementation plan when it was learned that $100,000 was being restored to the FY 14/15 budget, effective December 2014. Although no new staff positions can be added to the City’s internal capacity right now, new positions in Community Development are included in the budget request for FY 15/16.
At this point in time, the staff proposal is to start Phase I: undertake the PPP for the Master Plan review/analysis. Because these efforts will not launch until after potential Council approval on January 28, 2015, the timeframe for completion is approximately October 2015. It will be important to closely coordinate the two efforts so that they are aligned; however, the University’s recent Strategic Plan and Master Plan were undertaken concurrently and achieved this goal.

Staff is seeking input from the Planning Commission and approval to start the processes described below:

**Master Plan Updates**

- With current staffing capacity, the City proposes to use a consultant/consultant team to assist with the technical review and analysis, researching and drafting the updates to the Master Plan’s Policy Plan, Population Plan, Conservation Plan, and Public Services, Facilities and Infrastructure Plan (PSFI). The consultant/consultant team will be identified through a public Request-for-Proposal (RFP) process.
- The City proposes to contract with the Center for Regional Studies at the University of Nevada, Reno to produce an existing conditions report, especially existing conditions in downtown Reno. The Center has expertise with these issues and has a long association with the City and the Reno Redevelopment Agency in analyzing conditions (e.g. The Business Activity Report, The Blight Analysis Survey).
- Staff in the CMO and OCCE propose to undertake citizen engagement and information-gathering for the PPP. As discussed above, the proposed PPP will be more robust than NRS requirements, with a goal of 2% of Reno citizens (approximately 4,600 residents) actively engaging in the process. Staff will head up community forums, focus groups and neighborhood meetings, including marketing and outreach to enhance participation. In addition to in-person meetings, staff proposes to use several online surveys. Staff will be assisted in these efforts by:
  - Inqiri, one of Reno’s promising start-ups, which has offered to provide its public opinion sampling services *pro bono*. This tool will be added to the methods outlined above.
  - The University of Nevada, Reno. Staff has also received an offer from a professor at the University who has conducted extensive community outreach in other cities to assist with our PPP *pro bono*. She will make available her students in an advanced facilitation class to assist with community forums and meetings.

If approved, the approximate timeline for benchmarks that correspond to the first part of the process described above is as follows:

- January 29, 2015  
  RFP for Master Plan consultant(s) released
- January 30-Feb. 6, 2015  
  Final design of PPP determined
February 9, 2015  PPP begins
February 17, 2015  Deadline for proposals for Master Plan consultant(s)
March 11, 2015  City Council approves proposed consultant award

The staff team who will be assigned to this phase of the process include:

• Bill Thomas, CMO, project lead
• Fred Turnier, Claudia Hanson, CD, project technical leads
• Maureen McKissick, CMO, internal project manager
• Deanna Gescheider, OCCE, external project communications

It is staff’s intent to provide regular updates from February – October, 2015 to the Planning Commission and the City Council.

Financial Implications: There is $150,000 allocated in the FY 14/15 General Fund for purposes of initiating Phase I of a Master Plan update. There is an additional $10,000 allocated to OCCE in the FY 14/15 General Fund for purposes of undertaking citizen surveys.

Legal Implications: The City must meet the minimum requirements of NRS 278.150 to and including NRS 278.250 for Master Plan content and public participation.

Staff recommendation: Staff recommends the Planning Commission discuss and make recommendations regarding the Master Plan Update process.