MINUTES
Regular Meeting
Reno City Planning Commission
Wednesday, March 18, 2020 • 6:00 PM
Reno City Council Chamber, One East First St, Reno, NV 89501

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Commissioners

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
<th>Arrived</th>
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</thead>
<tbody>
<tr>
<td>Mark Johnson, Chair</td>
<td>326-8864</td>
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<tr>
<td>Kathleen Taylor, Vice Chair</td>
<td>326-8859</td>
<td>John Marshall</td>
<td>326-8863</td>
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<td>Peter Gower</td>
<td>326-8860</td>
<td>Paul Olivas</td>
<td>326-8861</td>
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<td>Ed Hawkins</td>
<td>326-8862</td>
<td>Alex Velto</td>
<td>326-8858</td>
</tr>
</tbody>
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1   Pledge of Allegiance
Commissioner Gower led the Pledge of Allegiance.

2   Roll Call

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<tr>
<td>Mark Johnson</td>
<td>Chair</td>
<td>Present</td>
<td></td>
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<tr>
<td>Kathleen Taylor</td>
<td>Vice Chair</td>
<td>Absent</td>
<td></td>
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<tr>
<td>Peter Gower</td>
<td>Commissioner</td>
<td>Present</td>
<td></td>
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<td>Commissioner</td>
<td>Present</td>
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The meeting was called to order at 6:00 PM.

3   Public Comment
None

4   Approval of Minutes (For Possible Action)

4.1 Reno City Planning Commission - Regular - Feb 5, 2020 5:00 PM (For Possible Action) 6:04 PM

It was moved by Commissioner Hawkins, seconded by Commissioner Marshall, to approve the meeting minutes. The motion carried with four (4) in favor and two (2) abstentions by Commissioners Johnson and Velto.
RESULT: ACCEPTED [4 TO 0]  
MOVER: Ed Hawkins, Commissioner  
SECONDER: John Marshall, Commissioner  
AYES: Peter Gower, Ed Hawkins, John Marshall, Paul Olivas  
ABSTAIN: Mark Johnson, Alex Velto  
ABSENT: Kathleen Taylor

4.2 Reno City Planning Commission - Regular - Feb 19, 2020 6:00 PM (For Possible Action) 6:04 PM

It was moved by Commissioner Marshall, seconded by Commissioner Olivas, to approve the meeting minutes. The motion carried with six (6) commissioners present.

RESULT: ACCEPTED [UNANIMOUS]  
MOVER: John Marshall, Commissioner  
SECONDER: Paul Olivas, Commissioner  
AYES: Johnson, Gower, Hawkins, Marshall, Olivas, Velto  
ABSENT: Kathleen Taylor

5 Presentation and Discussion of how City of Reno Services are Funded

Angela Fuss, Planning Manager, stated this item has been postponed to a future date to be determined.

6 Public Hearings

6.1 Staff Report (For Possible Action): Case No. LDC20-00045 (Reno Coffee Company Amendment) - A request has been made for an amendment to a special use permit (LDC19-00061 – Reno Coffee Company) to operate a bar in conjunction with a coffee shop between the hours of 7:00 a.m. and 12:00 a.m., Sunday through Thursday; and between 7:00 a.m. and 2:00 a.m. on Friday and Saturday. The ±1,122 square foot site is located within a greater ±0.184 acre site at the southeast corner of the intersection of Vassar Street and South Wells Avenue. The subject site is located at 1300 Wells Avenue and is within the Community Commercial/Wells Avenue Neighborhood Plan/Wells Avenue Mixed Use (CC/WANP/WAMU) zoning district and has a Master Plan land use designation of Suburban Mixed-Use (SMU). [Ward 3] 6:06 PM

Josh Callen and Melissa Jennings, Reno Coffee, gave a brief overview of the project.

Angela Fuss, Planning Manager, explained this project was processed by Heather Manzo. This is a request to extend hours of operation to midnight from Sunday through Thursday and extend the hours of operation on Fridays and Saturdays to 2:00 a.m. This project came before the Commission last summer for a special use permit for alcohol. One comment card was received from the NAB in support of the project. One call was
received inquiring about parking. This is part of the Wells Avenue Neighborhood Plan and parking is not required. There is parking available in front of the building on Wells Avenue. They do not have a separate parking lot but then again Code does not require separate parking. The business is currently operating with a restaurant and alcohol services. There are no code enforcement issues.

The commissioners present disclosed that they visited the site or were familiar with the site.

There was no public comment.

Commissioner Hawkins made reference to the staff report and comments from Code Enforcement stating that the removal of the tree on Vassar Street needed to be replaced. He would like a condition added to replace the tree with a like variety and as close a caliper tree as possible. He also asked how this request will effect by the Governor's order and if this business was making a larger footprint to the area.

In response to Commissioner Hawkins, Ms. Fuss stated there is mention of tree in the staff report, however, a condition was not added as Staff is working with the Urban Forester to replace the tree in the landscape strip to be meet code requirements. In regards to the Governor's order, any business that is a restaurant or bar has limitations. The special use permit will allow this business to extend their hours of operation. This does not supersede the Governor's order. In regards to the footprint, this is an existing building and no new construction is proposed.

Commissioner Hawkins was concerned that there are 2-3 different businesses within the same building and that it was possible for one of those businesses to expand. He stated that would increase footprint if the expansion was done to the interior of the building.

Ms. Fuss stated the special use permit only applies to this tenant space. It does not allow extending hours of operation for other businesses within this building. If the other businesses would like to extend their hours of operation, they would have to go through the special use permit process.

*It was moved by Commissioner Marshall, seconded by Commissioner Gower, in the case of LDC20-00045 (Reno Coffee Company Amendment), based on the compliance with the applicable findings to approve the special use permit, subject to the conditions in the staff report. The motion carried with six (6) commissioners present.*
RESULT: APPROVED [UNANIMOUS]
MOVER: John Marshall, Commissioner
SECONDER: Peter Gower, Commissioner
AYES: Johnson, Gower, Hawkins, Marshall, Olivas, Velto
ABSENT: Kathleen Taylor

7 Annual Report to the Truckee Meadows Regional Planning Agency

7.1 Staff Report (For Possible Action): Acceptance of the City of Reno Annual Report to the Truckee Meadows Regional Planning Agency. 6:17 PM

Angela Fuss, Planning Manager, stated that this is an annual agenda item that is typically associated with goals for the coming year. The Planning Commission goals setting session will be done in the fall. Staff is currently working with City Council to do more goal setting as part of the City Council Strategic Plan. She explained by doing this first, staff would be able to provide this information to the Planning Commission in order for them to set their goals. What is presented today is the annual report to Regional Planning. The Regional Plan Update was adopted in October, 2019 and proposes changes to policy, goals, and principles. Future proposed amendments to the Master Plan will bring it further into conformance with the new Regional Plan. The Master Plan has not been updated beyond zoning and master plan amendment types of changes.

Ms. Fuss stated there are six elements that Regional Planning has asked staff to look at and to show how the Master Plan is in conformance with the Regional Plan.

Population Growth: This is to demonstrate how our Master Plan has policies and initiatives to support affordable housing. We have initiatives in place within the Master Plan that are currently being implemented into the zoning code to support the affordable housing initiative.

Regional Form: With future updates to the Master Plan we will acknowledge and identify how the Master Plan is in conformance with the tiers system identified within the Regional Plan. The current Master Plan has a system of priority where development is located. This includes: infill and redevelopment areas; targeted employment areas within City limits; areas within City limits that are part of our adopted Master Plan that have existing infrastructure and service areas; areas within City limits that do not have services and infrastructure; and areas within the City's Sphere of Influence. The existing Master Plan has areas that are targeted to encourage growth. In 2019 there were only two annexations totaling 11.5 acres of land.

Public Facilities and Services: The current Master Plan has a very detailed outline at how the City looks at rules and responsibilities where infrastructure and services should be
planned and paid for. A table from the current Master Plan was provided outlining how public services, infrastructure, and utilities are paid for and who pays for them.

Natural Resources: The City of Reno adopted a Sustainability and Climate Action Plan. This was a huge step for the City in terms of what we are doing to support the reduction of climate pollution and increasing the quality of life for our residents.

Regional Coordination: As applications come in, the City of Reno coordinates with other agencies and utility providers to review our applications. We are doing everything to coordinate development so that everyone is informed and their input can be provided.

Lastly, we were asked to provide information on how the City is going to implement the new Regional Plan. We were asked to put together a list of items that we will be updating as amendments to the Master Plan. The zoning code update is a priority. With this update some of the policies within our Master Plan and any changes with the Regional Plan will be incorporated into the zoning code. We have outlined some of the points that will be forthcoming as we update the Master Plan within the next 10-12 months.

Staff is recommending approval of the report for the Regional Planning Commission and the Regional Governing Board.

There was no public comment.

Commissioner Marshall stated that he would like the Regional Form to have a section not just on the reporting of the priority areas, but also demonstrating how the City performed within those priority areas over the past year in terms of units, acreage, or square footage of commercial floor area or something to say where we are approving projects. We have these priority areas but no indication as to whether or not we’ve met those priority areas. He proposed adding this to Regional Form Item B.

*It was moved by Commissioner Marshall, seconded by Commission Gower, to recommend the Planning Commission adopt the 2019 Annual Report and forward to the Truckee Meadows Regional Planning Commission and the Regional Planning Governing Board with the proposal to add Subsection B Regional Form demonstrating where development was approved within the priority areas over the last year. Motion carried unanimously with six (6) commissioners present.*

| RESULT:  | APPROVED [UNANIMOUS] |
| SECONDER: | Peter Gower, Commissioner |
| AYES:    | Johnson, Gower, Hawkins, Marshall, Olivas, Velto |
| ABSENT:  | Kathleen Taylor |

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8 Truckee Meadows Regional Planning Liaison Report

Chair Johnson stated the March meeting has been cancelled.

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.

6:30 PM

Angela Fuss, Planning Manager stated the April 1, 2020 Planning Commission meeting has been cancelled. We are still moving forward with the April 15th Planning Commission meeting unless told otherwise.

Ms. Fuss stated there were two appeals scheduled for the March 25th Council meeting - Caliber Fence Variance and Meridian. The Caliber Fence Variance was recommended for denial by the Planning Commission. Planning Commission recommended approval of two phases and denied one of the phases for the Meridian project. Both appeals have been postponed indefinitely.

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

Commissioner Marshall stated he was uncomfortable having meetings where people can't make public comment. He would like to make sure that future virtual meetings allow the public to participate without the possibility of the meeting being shut down.

Angela Fuss, Planning Manager, stated that today's meeting was open to the public. Because we only had one agenda item, staff felt that we could hold this meeting. The public could have attended to make public comment. But if there were numerous people in attendance to provide public comment, the meeting would have been cancelled to avoid people congregating. For future meetings, public comment will not be restricted. Staff is currently looking into other options to allow for public comment without having to physically attend the meetings. Other jurisdictions are currently doing this now.

11 Public Comment

None

12 Adjournment (For Possible Action)

The meeting was adjourned at 6:33 p.m.