



WASHOE COUNTY PLANNING COMMISSION **DRAFT** Meeting Minutes

Planning Commission Members

Jim Barnes
R. Michael Flick
Linda Kennedy
Daniel Lazzareschi – Vice-Chair
Kate S. Nelson
Amy Ownes
Rob Pierce - Chair
Secretary
Trevor Lloyd

Tuesday, January 7, 2025
6:00 p.m.

Washoe County Administrative Complex
Commission Chambers
1001 E 9th Street, Building A
Reno, Nevada 89512

and available via
Zoom Webinar

The Washoe County Planning Commission met in a scheduled session on Tuesday, January 7, 2025, in the Washoe County Commission Chambers, 1001 East Ninth Street, Reno, Nevada and via Zoom teleconference.

The meeting will be televised live and replayed on the Washoe Channel at: <https://www.washoecounty.us/mgrsoff/Communications/wctv-live.php> also on YouTube at: <https://www.youtube.com/user/WashoeCountyTV>

1. *Determination of Quorum

Chair Pierce called the meeting to order at 6:00 p.m. The following Commissioners and staff were present:

Commissioners present: Jim Barnes
R. Michael Flick
Linda Kennedy
Daniel Lazzareschi, Vice-Chair
Kate S. Nelson
Amy Owens (Zoom)
Rob Pierce, Chair

Commissioners absent: None

Staff present: Trevor Lloyd, Secretary, Planning and Building
Julee Olander, Planner, Planning and Building
Jennifer Gustafson, Deputy District Attorney, District Attorney's Office
Adriana Albarran, Office Support Specialist, Planning and Building
Brandon Roman, Recording Secretary, Planning and Building

2. Pledge of Allegiance

Commissioner Kennedy led the pledge to the flag.

3. Ethics Law Announcement

Deputy District Attorney Jennifer Gustafson provided the ethics procedure for disclosures.

4. Appeal Procedure

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

5. General Public Comment and Discussion Thereof

Chair Pierce opened the Public Comment period.

Public Comment:

None.

6. Approval of January 7, 2025, Agenda

Chair Pierce indicated Agenda Item 9.C. would be continued until a future meeting.

Commissioner Nelson moved to approve the agenda for the January 7, 2025, meeting as amended. Vice Chair Lazzareschi seconded the motion, which passed unanimously.

7. Approval of December 3, 2024, Draft Minutes

Commissioner Flick requested that his absence at the December 3 meeting be changed to an excused absence as he was in the emergency room at the time.

Chair Pierce pointed out there was a 15-minute gap in the December 3 meeting minutes around the 2-hour 23-minute mark, and he wanted a summary of that segment attached to the minutes. Deputy District Attorney Jennifer Gustafson noted the minutes were a summary of the proceedings, and the Chair could request the minute writer to review and summarize that portion of the meeting. Discussion ensued about the proper way to do that.

Chair Pierce moved that the minutes for the December 3, 2024, meeting be reevaluated and brought back to the Planning Commission for approval at the next meeting. Vice Chair Lazzareschi seconded the motion, which passed on a vote of six to zero, with Commissioner Flick abstaining.

8. Consent Items

A. Abandonment Case Number WAB24-0002 (LC Highland II Slope Easement) [For possible action] - For possible action to acknowledge the re-recording of the Resolution and Order of Abandonment with correct document numbers and to correct the title of the easement from a "construction" easement to a "slope" easement for WAB24-0002 (LC Highland II LLC). The former Resolution and Order of Abandonment was previously recorded on September 23, 2024, as Document No. 5486425 for ±2.57 acres of a slope easement located along the west side of Highland Ranch Parkway within a portion of two parcels (APN: 508-020-42 & 508-020-44). The Resolution and Order of Abandonment subject to this re-recording was recorded on November 18, 2024, as Document No. 5499038.

- Applicant/Owner: LC Highland LLC
- Location: Off Highland Ranch Pkwy. & north of Midnight Drive
- APN: 508-020-42 & 44

- Parcel Size: ±10 & ±3.3 acres
- Master Plan: Rural (R) & Suburban Residential (SR)
- Regulatory Zone: High Density Suburban (HDS) & General Rural (GR)
- Area Plan: Sun Valley
- Development Code: Authorized in Article 806, Vacations and Abandonments of Easements or Streets
- Commission District: 5 – Commissioner Herman
- Staff: Julee Olander, Planner
Washoe County Community Services Department
Planning and Building
- Phone: 775.328.3627
- E-mail: Jolander@washoecounty.gov

Secretary Trevor Lloyd confirmed Chair Pierce’s assertion that there would be no substantive changes to this request.

Commissioner Nelson inquired about the need to include findings in a motion.

Deputy District Attorney Jennifer Gustafson replied that this type of item did not include findings. The Commission was acknowledging the re-recording of the Resolution and Order of Abandonment. She also mentioned that public comment should be sought.

There was no response to the call for public comment.

Commissioner Kennedy moved that the re-recording of the Resolution and Order of Abandonment be acknowledged with correct document numbers and to correct the title of the easement from a “construction” easement to a “slope” easement for WAB24-0002 (LC Highland II LLC). The former Resolution and Order of Abandonment was previously recorded on September 23, 2024, as Document No. 5486425, for ±2.57 acres of a slope easement located along the west side of Highland Ranch Parkway within a portion of two parcels (APN: 508-020-42 & 508-020-44). The Resolution and Order of Abandonment subject to re-recording was recorded on November 18, 2024, as Document No. 5499038. Commissioner Nelson seconded the motion, which passed unanimously.

9. Public Hearings

A. Abandonment Case Number WAB24-0009 (Spur Road) [For possible action] – For hearing, discussion, and possible action to approve an abandonment of Washoe County’s interest in a ±17,061 sf portion of a 4.789-acre parcel (APN: 220-011-15) that is owned by Washoe County to the abutting property owners at APNs: 220-060-10, 220-060-09, and 220-060-08. The requested area of abandonment is used as a private street to access the above three parcels.

- Applicant: Aaron and Rebecca Jennings, Nicole Levi & Jacob Celnik, and Eric Lannes
Washoe County
- Location: Adjacent to 4321, 4325, & 4327 Caughlin Parkway
- APN: 220-011-15
- Parcel Size: 4.789 acres
- Master Plan: Rural (R)
- Regulatory Zone: General Rural (GR)

- Area Plan: Southwest Truckee Meadows
- Development Code: Authorized in Article 806, Vacations and Abandonments of Streets and Easements
- Commission District: 1 – Commissioner Hill
- Staff: Julee Olander, Planner
Washoe County Community Services Department
Planning and Building
- Phone: 775.328.3627
- E-mail: Jolander@washoecounty.gov

Planner Julee Olander conducted a PowerPoint presentation and reviewed slides with the following titles or descriptions: Request; Background; map, Evaluation (2 slides); recorded map; Noticing; and Reviewing Agencies.

She noted that the property owner to the south wanted to be involved with the abandonment, but staff concluded that the original recorded map granted exclusive access to the three northern parcels adjacent to Spur Road. She added that the applicants were the three property owners to the north, one of whom, Rebecca Jennings, was available for questions.

Public Comment:

On the call for public comment, Ms. Catherine Reichenberg, Esq., said the Webster Family Trust had a right to the easement. Not only had they used it for 35 years, but they also made improvements to it. She displayed a map of their property and said they wanted their use to be preserved. Not allowing the Websters to use the easement would be detrimental to them. She added that the easement was also used by emergency vehicles.

Via Zoom, Ms. Jennings commented the abandonment had been approved two years earlier without objection. The recorded map, she reiterated, said the easement was for the exclusive use of the three homeowners to the north. She contested this abandonment would cause no injury to the public. Though the homeowners were working with the Websters, she felt it was outside the purview of the Planning Commission (PC) to recognize someone else's property right over three homeowners' exclusive easement. She asked the PC to grant the abandonment, adding that all easements for public utilities would stay in place.

Discussion by Commission:

Vice Chair Lazzareschi asked why most abandonments were granted in a way as to give property owners on both sides of the road an equal share of the abandonment.

Ms. Olander replied that in this case, the properties to the south did not have access points to Spur Road. In addition, the map noted the easement was for the exclusive use of the three northern properties. In cases where owners on both sides of an easement are given equal shares, all adjacent property owners had legal access to the easement.

Vice Chair Lazzareschi moved that Abandonment Case Number WAB24-0009 for Aaron and Rachel Jennings, Nicole Levi and Jacob Celnik, and Eric Lannes be approved with the conditions included as Exhibit A to this matter, having made all three findings in accordance with Washoe County Code Section 110.806.20. Commissioner Nelson seconded the motion, which passed unanimously.

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

B. Regulatory Zone Amendment Case Number WRZA24-0007 (Galena Creek School) [For possible action] – For hearing, discussion and possible action to approve a regulatory zone amendment to the Forest Regulatory Zone Map to change the regulatory zone for a 1-acre parcel (APN: 045-472-28) from Low Density Suburban (LDS- 1 du/acre) to Parks/Recreation (PR); and if approved, authorize the chair to sign a resolution to this effect.

- Applicant: Washoe County
- Location: 16000 Callahan Rd.
- APN: 045-472-28
- Parcel Size: 1 acre
- Master Plan: Suburban Residential (SR)
- Existing Regulatory Zone: Low Density Suburban (LDS)
- Proposed Regulatory Zone: Parks/Recreation (PR)
- Area Plan: Forest
- Development Code: Authorized in Article 821, Amendment of Regulatory Zone
- Commission District: 1 – Commissioner Hill
- Staff: Julee Olander, Planner
Washoe County Community Services Department
Planning and Building
- Phone: 775.328.3627
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Planner Julee Olander conducted a PowerPoint presentation and reviewed slides with the following titles or descriptions: Request; Vicinity Map; RZA Request; Evaluation; Historic Background; photos; Change of Conditions (2 slides); Site Plan; Neighborhood Meetings & Public Comment; Noticing; Reviewing Agencies & Findings; and Possible Motions. She noted representatives from the Parks Department were available to answer any questions.

Public Comment:

There was no response to the call for public comment.

Commissioner Kennedy moved that the Resolution included as Exhibit A, recommending adoption of Regulatory Zone Amendment Case Number WRZA24-0007, be adopted, having made all of the findings set forth in Washoe County Code Section 110.821.15. She further moved that the Resolution and the proposed Regulatory Zone Amendment in WRZA24-0007 as set forth in this staff report be certified for submission to the Washoe County Board of County Commissioners, and the Chair be authorized to sign the Resolution on behalf of the Washoe County Planning Commission. Commissioner Nelson seconded the motion, which passed unanimously.

C. Development Code Amendment Case Number WDCA24-0007 (Article 610 – Final Subdivision Maps) [For possible action] – For hearing, discussion and possible action to initiate an amendment to Washoe County Code Chapter 110 (Development Code), Article 610 Final Subdivision Maps, to modify various sections in order to clarify requirements related to final subdivision maps. These amendments include requiring each final map submission to contain a minimum of 5 lots and specifying what type of parcels count toward the 5 lot

minimum; updating language to ensure compliance with the Nevada Revised Statutes; adding the requirement for a water supplier certificate on the final map; providing that an acceptable financial assurance document may be utilized in lieu of a faithful performance bond; increasing the number of days for the initial final map submittal from 60 to 120 days prior to the final date to present the map to the Director of Planning and Building for signature; removing the requirement for a phasing plan; removing the 10 foot setback of habitable structures from fault lines; further clarifying the timing requirements for the presentation date for the first final map and all successive final maps; and updating the names or titles of public officers and agencies as well as the names or titles of certain reports/studies; and all matters necessarily connected therewith and pertaining thereto.

If the proposed amendments are initiated, the Planning Commission may recommend approval of the proposed ordinance as submitted, recommend approval with modifications based on input and discussion at the public hearing, or deny the amendments. If approval is recommended, the Planning Commission is asked to authorize the Chair to sign a resolution to that effect.

- Development Code: Authorized in Article 818, Amendment of Development Code
- Commission District: All Districts
- Staff: Trevor Lloyd, Planning Manager
Washoe County Community Services Department
Planning and Building
- Phone: 775.328.3617
- E-mail: tlloyd@washoecounty.gov

This item was continued until a future Planning Commission meeting.

10. Chair and Commission Items

A. Future agenda items

None.

B. Requests for information from staff

None.

11. Director's and Legal Counsel's Items

A. Report on previous Planning Commission items

None.

B. Legal information and updates

Secretary Trevor Lloyd mentioned that, at their December 10 meeting, the Board of County Commissioners (BCC) adopted the Care of the Infirm DCA, which had previously been heard by the Planning Commission. Additionally, he noted Housing Package 2.5A was expected to return to the PC in February for modifications before going back to the BCC for final consideration.

12. *General Public Comment and Discussion Thereof

There was no response to the call for public comment.

13. Adjournment

With no further business scheduled before the Planning Commission, the meeting adjourned at 6:38 p.m.

Respectfully submitted by Derek Sonderfan, Independent Contractor.

Approved by Commission in session on February 4, 2025

Trevor Lloyd
Secretary to the Planning Commission