



# WASHOE COUNTY PLANNING COMMISSION Meeting Minutes

## Planning Commission Members

Sarah Chvilicek, Chair  
Larry Chesney, Vice Chair  
James Barnes  
Thomas B. Bruce  
Francine Donshick  
Philip Horan  
Michael W. Lawson  
Trevor Lloyd, Secretary

Wednesday, January 2, 2019  
6:30 p.m.

Washoe County Commission Chambers  
1001 East Ninth Street  
Reno, NV

---

The Washoe County Planning Commission met in a scheduled session on **Wednesday, January 2, 2019**, in the Washoe County Commission Chambers, 1001 East Ninth Street, Reno, Nevada.

### 1. \*Determination of Quorum

Chair Chvilicek called the meeting to order at 6:30 p.m. The following Commissioners and staff were present:

Commissioners present: Sarah Chvilicek, Chair  
Larry Chesney, Vice Chair  
James Barnes (Arrived at 6:36 p.m.)  
Thomas B. Bruce  
Francine Donshick  
Michael W. Lawson  
Philip Horan

Staff present: Trevor Lloyd, Secretary, Planning and Building  
Roger Pelham, MPA, Senior Planner, Planning and Building  
Julee Olander, Planner, Planning and Building  
Nathan Edwards, Deputy District Attorney, District Attorney's Office  
(Arrived at 7:17 p.m.)  
Katy Stark, Recording Secretary, Planning and Building  
Johnna Chism, Office Support Specialist, Planning and Building

### 2. \*Pledge of Allegiance

Commissioner Donshick led the pledge to the flag.

### 3. \*Ethics Law Announcement

Trevor Lloyd, Secretary to the Planning Commission, provided the ethics procedure for disclosures.

### 4. \*Appeal Procedure

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

## 5. \*Public Comment

There were no requests for public comment. Chair Chvilicek closed public comment.

## 9. Public Hearings

**C. Development Code Amendment Case Number WDCA18-0006 (Modification of Special Use Permit)** – For possible action, hearing and discussion to initiate an amendment to Washoe County Code Chapter 110 (Development Code) within Section 110.810.60(a)(3)-(4) Modifications of a Special Use Permit, to update the reference to the department name in that section to Planning and Building Division; and to change two of the requirements for the director to approve modifications of approved special use permits that involve “more” than a 10% increase in the floor area covered by existing structures associated with the use, and “more” than a 10% increase in site area covered by the use, by replacing the word “more” with the word “less”; and for other matters necessarily connected therewith and pertaining thereto.

If the proposed amendment is initiated, public hearing and further possible action to deny or recommend approval of the proposed amendment to the Washoe County Board of County Commissioners and, if initiation and approval is recommended, to authorize the Chair to sign a resolution to that effect.

- Location: County wide
- Development Code: Authorized in Article 818
- Commission District: All Commissioners
- Prepared by: Julee Olander, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3627
- E-Mail: [jolander@washoecounty.us](mailto:jolander@washoecounty.us)

Chair Chvilicek opened the public hearing. Trevor Lloyd read the agenda item.

There were no disclosures.

Julee Olander, Planner, provided a staff presentation.

With no requests for public comment, Chair Chvilicek closed the public comment period.

Commissioner Bruce provided a suggestion with the language, ‘approve not more than 10%’ which means 10% or less. Otherwise, you can only approve 9.99% technically. DDA Edwards said it would need to be brought back to the Planning Commission if they wanted to change the language of the amendment. He said it is a glaring typo in the code and a necessary clean up. The development community is aware of this glitch in the Development Code. Mr. Lloyd said the language presented mirrors what is found in State law under Minor Deviations which is ‘less than 10%’. About a year ago, a new code was established allowing minor deviations of less than 10%. Commissioner Bruce said less than 10% is not approving 10%. Commissioner Chesney said it’s a degree of error not worth consideration. Commissioner Lawson agreed with Commissioner Chesney. Commissioner Donshick said sections 5 and 6 of the draft had not been updated with the proposed draft. Ms. Olander said the staff report doesn’t have the changes; the changes were made after the staff report was sent to the Commissioners. The resolution is the correct version.

There was no discussion by the Commissioners.

There were no requests for public comment.

**MOTION:**

**Initiation:** Commissioner Chesney moved that, after giving reasoned consideration to the information contained in the staff report and received during the public hearing, the Washoe County Planning Commission initiate the amendment to Washoe County Code Chapter 110 within Article 810, *Special Use Permits*, as described in the staff report for WDCA18-0006.

**Amendment:** Commissioner Chesney moved that, after giving reasoned consideration to the information contained in the staff report and received during the public hearing, the Washoe County Planning Commission recommend approval of WDCA18-0006, to amend Washoe County Code Chapter 110 within Article 810, *Special Use Permits*, as described in the staff report for this matter. He further moved to authorize the Chair to sign the resolution contained in Exhibit A on behalf of the Planning Commission and to direct staff to present a report of this Commission's recommendation to the Washoe County Board of County Commissioners within 60 days of today's date. This recommendation for approval is based on all of the following four findings in accordance with Washoe County Code Section 110.818.15(e):

- 1) **Consistency with Master Plan.** The proposed Development Code amendment is in substantial compliance with the policies and action programs of the Washoe County Master Plan;
- 2) **Promotes the Purpose of the Development Code.** The proposed Development Code amendment will not adversely impact the public health, safety or welfare, and will promote the original purposes for the Development Code as expressed in Article 918, Adoption of Development Code;
- 3) **Response to Changed Conditions.** The proposed Development Code amendment responds to changed conditions or further studies that have occurred since the Development Code was adopted by the Board of County Commissioners, and the requested amendment allow for a more desirable utilization of land within the regulatory zones; and,
- 4) **No Adverse Affects.** The proposed Development Code amendment will not adversely affect the implementation of the policies and action programs of the Conservation Element or the Population Element of the Washoe County Master Plan.

Commissioner Donshick seconded the initiation and amendment. The motion carried unanimously, with a vote of seven for, none against.

**12. \*General Public Comment**

With no request for public comment, the chair closed the public comment item.

**13. Adjournment** – The meeting adjourned at 7:57 p.m.

Respectfully submitted,

---

Katy Stark, Recording Secretary

Approved by Commission in session on February 5, 2019

---

Trevor Lloyd, Secretary to the Planning Commission