



## **NOTICE OF MEETING AND AGENDA**

### **SPANISH SPRINGS CITIZENS ADVISORY BOARD**

**June 17, 2026**

**6:00 p.m.**

#### **Members**

Bonnie Billings, Chair  
Bradley Young, Vice-Chair  
Brandon Partain  
Shannon Martell  
Jason Evans  
Renate York (Alternate)

**Spanish Springs Library  
7100A Pyramid Way  
Sparks, NV 89436**

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Items on this agenda may be taken out of order, combined with other items, discussed or voted on as a block, removed from the agenda, or moved to another agenda of another later meeting at the discretion of the Chair.

#### **Accessibility**

The meeting location is accessible to the disabled. If you require special arrangements for the meeting, call the Commission Support Team, (775) 328-2003, two working days prior to the meeting.

Zoom teleconference at the link below. NOTE: This option will require a computer with audio and video capabilities and downloading the ZOOM application

<https://washoecounty-gov.zoom.us/j/92117172965>

#### **Public Comment**

Members of the public may submit comments by mail, email listed below, or via voice message at: (775) 328-2003. Staff will make reasonable efforts to include all comments received by 4:00pm the day prior to the meeting by email and voicemail into the record. Comments are limited to 3 minutes per person and will be entered into the record only.

[CAB@washoecounty.gov](mailto:CAB@washoecounty.gov)

### **Time Limits**

Public comments are welcomed during the Public Comment period for all matters, whether listed on or off the agenda, and are limited to three (3) minutes per person or as designated by the Citizens Advisory Board Chair at the beginning of the meeting. Additionally, public comment of three (3) minutes per person will be heard during individually numbered items designated as "for possible action" on the agenda. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken. Persons may not allocate unused time to other speakers.

### **Forum Restrictions and Orderly Conduct of Business**

The Citizens Advisory Board is an advisory body providing community comments and recommendations to Washoe County governing boards. Comments and dialogue centered around the key principles of dignity: inclusion, safety, recognition, fairness, understanding, acknowledgement, independence, accountability benefit of the doubt, and acceptance of identity are encouraged. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warning against disruptive conduct may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

### **Responses to Public Comment**

The Citizens Advisory Board can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the CAB members. However, responses from CAB members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Citizens Advisory Board will consider, CAB members may choose not to respond to public comments, except to correct factual inaccuracies, ask for County staff clarification, or to ask that a matter be addressed on a future agenda. CAB members may do this either during the public comment item or during the following item "CHAIRMAN/BOARD MEMBER ITEMS"

### **Posting Locations**

Pursuant to NRS 241.020(4)(a), this notice has been posted online at the following websites:

<https://www.washoecounty.gov/cabs>

<https://notice.nv.gov>

### **Support Documentation**

Support documentation for the items on the agenda, provided to the CAB is available to members of the public by emailing the Commission Support Team at the email listed below.

[CAB@washoecounty.gov](mailto:CAB@washoecounty.gov)

**1. CALL TO ORDER/ DETERMINATION OF QUORUM**

[Non-action item]

**2. PLEDGE OF ALLEGIANCE**

[Non-action item]

**3. GENERAL PUBLIC COMMENT**

Comment heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the agenda. The Citizens Advisory Board will also hear public comment during individual action items, with comments limited to three minutes per person. Comments are to be made to the CAB as a whole. [Non-Action Item]

**4. APPROVAL OF MINUTES**

For the meeting of May 6, 2026. [For Possible Action]

**Attachments:**     [2026-05-06 SSCAB Minutes DRAFT](#)

**5. WHO APPROVED THIS?! A LEARNING ACTIVITY TO DEMONSTRATE HOW A PROJECT IN WASHOE COUNTY GETS APPROVED**

Watch an interactive simulation of the planning review process using a fictional development proposal. Board members and presenters will take on stakeholder roles to demonstrate how projects are reviewed, how impacts are evaluated, and how public input is considered before decisions are made. Topics will include land use and zoning, environmental review, traffic and infrastructure, economic development, community concerns, and mitigation strategies. [Non-Action Item]

**Attachments:**     [For Audience - Problem Based Learning Handout](#)  
                              [For Audience - Stakeholder Roles](#)

**6. GENERAL PUBLIC COMMENT**

Comment heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the agenda. The Citizens Advisory Board will also hear public comment during individual action items, with comments limited to three minutes per person. Comments are to be made to the CAB as a whole. [Non-Action Item]

**7. CAB MEMBER ANNOUNCEMENTS/REQUESTS**

This item is limited to announcements, requests for future agenda items, or discussion by CAB members. [Non-Action Item]

**8. COMMISSIONER ANNOUNCEMENTS/UPDATES**

This item is limited to announcements and updates by Commissioner Andriola. [Non-Action Item]

**9. ADJOURNMENT**

**Comments? Ideas?**

Washoe County wants to hear from [INSERT REGION] residents on relevant matters important to them. Let's work together to identify topics, ideas, and questions to help make the quality of life in [INSERT REGION] the best it can be. Community engagement is important, and the feedback you provide will help your County Commissioner and Washoe County share information at upcoming CAB meetings and through other communications channels to keep you better informed. Visit this website to learn more:

<https://washoe-county-nv.civilspace.io/en/c/citizen-advisory-boards-cabs>



Spanish Springs Citizens Advisory Board  
Minutes of the regular meeting of the Spanish Springs Citizens Advisory Board  
held on May 6, 2026, at 6:00 p.m. at the Spanish Springs Library.

## 1. CALL TO ORDER/DETERMINATION QUORUM

Present: Chair Bonnie Billings, Vice Chair Bradley Young, Members Jason Evans, Brandon Partain, Shannon Martell

Absent: Renate York

## 2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

## 3. GENERAL PUBLIC COMMENT

There was no response to the call for public comment.

## 4. APPROVAL OF THE MINUTES FOR THE MEETING OF April 1, 2026

There was no public comment on this item.

Vice Chair Young moved to approve the April 1, 2026, Spanish Springs Citizens Advisory Board minutes as written. Member Partain seconded the motion, and the minutes were approved on a 5-0 vote, with Member York absent.

## 5. REPORT ON REQUESTS FOR SERVICE FROM PREVIOUS CAB MEETINGS

In response to a request by a constituent, Chair Billings announced the Melio Gaspari Splash Park at Lazy 5 Regional Park would be open seasonally from Memorial Day weekend until Labor Day weekend. It would be open daily during the school district's summer break, but only on weekends before and after those weekends. Hours are generally from 10:00 a.m. to 5:30 p.m. She said the Nevada Department of Wildlife would make a presentation to the Citizens Advisory Board at some point during 2027. She encouraged attendees to use the QR code on the agenda to make suggestions for other future presentations.

## 6. PUBLIC SAFETY UPDATES

### Truckee Meadows Fire Protection District

Battalion Chief Ryan Whitlock reviewed the statistics related to March's incident totals included in the agenda packet for this item. He noted there was a 10 percent increase in incidents in March over the previous month, which he attributed to people becoming more active. The guide provided with the backup materials, he noted, was intended to be an actionable way for the Fire Department to help mitigate weed issues.

On the call for public comment, Dan Herman thanked the District for extending their open burning period, which made it easier for residents to burn. Chief Whitlock said the timing of

that is based on fuel moisture and air quality, and the Department partners with the Air Quality Department to determine the burning period with the goal of keeping it open as long as possible.

### **Washoe County Sheriff's Office**

Chair Billings noted that the Sheriff's Office was not present but provided a handout with the statistics for quarter 1 of 2026.

Speaker Herman asked about a license plate reader at Calle de la Plata and Pyramid Highway. He noted that he was told the County did not do so; it would either have been the Sheriff's Office or the Nevada Department of Transportation, though it was not on their right-of-way. He wondered about the need for the reader. Chair Billings responded that they would try to get an answer and present it at a future meeting.

## **7. ONE REGION, ENDLESS WAYS TO PLAY: PARKS, TRAILS & OPEN SPACE IN SPANISH SPRINGS**

Parks Operation Superintendent Stephanie D'Arcy conducted a PowerPoint presentation and reviewed slides with the following titles: CAB update – May 2026; What is a Parks District Service Plan? (2 slides); Park District Service Plan Survey; Parks District Service Plan Survey – Results (2 slides); and What's Next.

Superintendent D'Arcy described a parks district as separate governmental agency tasked with managing parks and recreation. They can charge service, program, and special assessment fees, and they have the ability to bond as well. She said the district could take on many forms, including the City of Reno creating one themselves, the Cities and the County forming one, or a district that only manages the properties along the Truckee River. The goal of the service plan would be to decide what was best for this community.

Superintendent D'Arcy pointed out that Washoe County residents currently each pay just over \$21 per year for parks and recreation services within the County, which is well below the national standard. She said the results of the service plan survey were shared with the Open Space and Regional Parks Commission at their last meeting. She stated parks offer help with mental health issues, raise property values, and improve quality of life. The jurisdictions involved have the ability to create a parks district without voter approval, but any additional funding for such a district would need to be approved by voters.

In response to a question from a member of the public, Superintendent D'Arcy indicated the ownership and management of each park would still need to be determined. Most likely, the properties would be deeded over to the district, though it would be a case-by-case decision since some parcels have deed restrictions.

Superintendent D'Arcy concluded the presentation by reviewing slides with the following titles: Lazy 5 Master Plan Update; What is a Master Plan?; Lazy 5 Master Planning Process; Lazy 5 Master Plan Update – Why Now?; Lazy 5 Master Planning Process; Community Input; Lazy 5 Summer Music Series; (2 slides); and How do I learn more (2 slides).

A question was posed about reconfiguring Lazy 5 Park for off-leash dogs. Superintendent D'Arcy stated there was a need for a dog park in that facility. The County tried a pilot program that resulted in conflict between dogs and some families, so park rangers were trying to move

that to a different section of the park. She expected that one result of these pilot programs might be demand for a dog park. She recognized that the possibility of forming one parks district was a huge undertaking, but she felt the community deserved to know all its options. She encouraged people to attend the Lazy 5 Summer Music Series.

In response to the call for public comment, Janet Hand thanked Lazy 5 staff for their work on the path to Evangeline Drive, which she thought was a huge improvement. Responding to Member Partain's query, Superintendent D'Arcy said there are no parks districts in Nevada, though she anticipated that people would ultimately move in that direction. The closest parks district is Truckee Donner Recreation and Park District, she mentioned, and there is a large one in the East Bay.

Shawn Olson, Aquatics Manager with the City of Sparks, said his department runs 60 programs for the community, including six levels of swim lessons. He listed the three facilities owned by the City for aquatics. Member Partain inquired about expansion. Manager Olson stated that pools are expensive to make and maintain; one facility's chemical delivery alone costs \$4,000 per month. There had been discussion about having another pool at the Larry D. Johnson Community Center, but that could not occur without funding.

Manager Olson said the City's three pool facilities are at the Alf Sorensen Community Center, which is open year-round, at Deer Park, which is open during the summertime in a lower-income neighborhood, and Sparks Marina. Swim lessons are available at the first two, he noted, adding that it is never too late to learn to swim. The cost for swim lessons recently increased from \$60 to \$70, and non-residents pay \$80. Scholarships are available for Sparks residents.

## **8. BRIEF UPDATE TO ROAD IMPROVEMENTS ON E. CALLE DE LA PLATA**

Planning Manager Mishon Reede stated that as the properties on E. Calle de la Plata were developed, it was expected that additional truck and trailer traffic would result, which the road could not accommodate. The proposed improvements included a new roundabout, dual westbound left turn lanes onto Pyramid Way, a center median, and drainage improvements. The Regional Transportation Commission (RTC) also has a project planned at the intersection of Calle de la Plata and Pyramid Way, and they have been working with County staff to coordinate efforts with the roadway improvements planned there. She indicated that funding for these improvements comes from the surrounding industrial and commercial developments, creating a need for them. The goals of the project were to improve safety, increase roadway capacity, and support the planned development.

Responding to Board member questions, Manager Reede displayed where the improvements were expected to take place. Campo Rico Lane is still expected to maintain access at the new roundabout. She clarified that all the planned developments together necessitated the roadway improvements, even though any one development would not need them.

On the call for public comment, Dan Herman wondered what outreach the County had done about the various improvements. Manager Reede replied that since the improvements do not fall under a special use permit, nothing is required of the developers regarding notification. The purpose of this presentation is to notify residents. Speaker Herman thought all impacted individuals should be directly contacted by the County. Chair Billings encouraged people to

attend the June meeting of the Citizens Advisory Board (CAB), where a presentation about how the Planning Commission makes its decisions will be given.

Director of Engineering Dwayne Smith remarked that this item is intended to initiate the process, adding that this is not a County project. This is a developer-driven project, and no funding will come from citizens. He noted that residents of E. Calle de la Plata and other areas paid their dues for roadway improvements as part of Special Assessment District 32, and now developers are paying their fair share. He said staff could come back to the CAB in August or September when staff has more information about a timeline.

Director Smith noted the properties had the entitlement to build industrial/commercial areas, and the County has an obligation to ensure that the development is safe for the community. When considering the improvements, staff took into account the large number of equestrian users in the area, so any improvements would need to work for businesses and residents alike. He thought work being done by the RTC and the Nevada Department of Transportation created an opportunity for increased safety. Though designs were not yet completed, he expected there would be perpetual access from E. Calle de la Plata to Campo Rico Lane. In addition to safety improvements, the project would also enhance drainage through stormwater improvements, and Washoe County requirements would be included in the design of the roadway.

Chair Billings thought it was important for the CAB to explain to citizens how processes work so misunderstandings could be avoided. Member Evans inquired about traffic studies. Manager Reede replied that all developers utilized the same traffic engineer to conduct a holistic study upon which the traffic improvements were based. She offered to provide copies of the study. She confirmed that two left-turn lanes are planned from E. Calle de la Plata to Pyramid Way as well as one thru-lane, and there will be one right-turn lane from Pyramid to Calle de la Plata big enough to accommodate truck traffic. The divider is part of the safety elements to force traffic into the roundabout, she continued, and it will come from the County. Director Smith agreed that the roundabout will look like the one on Kietzke Lane and Neil Road, and he remarked that roundabouts virtually eliminate high-speed t-bone accidents.

One Board member hoped that the County did proper research and asked questions to ensure that accurate information about the project was obtained and disseminated. Director Smith said it should be expected that any new development will result in an increase in traffic. The County responds to impacts of development through traffic planning, ensuring that roadways have the necessary capacity while maintaining a level C rating. By comparison, the RTC considers a level D rating as acceptable. Safety elements include roadway widening, signalized intersections, and pedestrian safety refuges.

Chair Billings promoted the June CAB meeting.

## **9. BOARD AND COMMISSION OPENINGS**

Chair Billings reviewed the two regular member vacancies and one alternate vacancy on the Board of Equalization, noting that the application window will close on June 5.

## **10. NEIGHBORHOOD DEVELOPMENT HUB & OTHER ENGAGEMENT OPPORTUNITIES**

Candee Ramos, Media and Communications Program Manager, showed where on the County's website citizens could find information about the County Commissioners, locate the schedule for Citizens Advisory Board (CAB) meetings, and find volunteer opportunities including the Board of Equalization positions discussed during the last item. She demonstrated where to find the Community Input Portal and discussed different ways citizens could provide input about Spanish Springs. The next CAB meeting is June 17, she pointed out, a little later than normal due to the primary election. She showed how to access the Neighborhood Meeting Hub, adding that nothing was scheduled in this area except a Heat Mitigation Plan community workshop.

Member Partain asked about the window for people to provide input on the CAB bylaws. Program Manager Ramos said the comment period would close on May 15. She urged people to register on the County's website to get on its mailing lists. She pointed to the link to provide input on the bylaws and mentioned that 119 comments had been received so far.

## **11. GENERAL PUBLIC COMMENT**

There was no response to the call for public comment.

## **12. ELECTION OF CAB OFFICERS**

Chair Billings moved that Bradley Young be appointed as the Chair of the Spanish Springs Citizens Advisory Board. Member Martell seconded the motion, which carried on a 5-0 vote, with Member York absent.

Member Young moved that Brandon Partain be appointed as the Vice Chair of the Spanish Springs Citizens Advisory Board. Member Evans seconded the motion, which carried on a 5-0 vote, with Member York absent.

## **13. CAB MEMBER ANNOUNCEMENTS/REQUESTS**

Chair Billings reviewed the following Citizens Advisory Board meetings and some items expected to be heard during them:

- June: a presentation to help the Board understand how development decisions are made
- July: a presentation about go bags/Smart911
- August: there will be no meeting
- September: an item about the Washoe311 process
- October: a presentation on emergency preparedness
- November: the Nevada Department of Wildlife
- December: there will be no meeting

## **14. COMMISSIONER ANNOUNCEMENTS/ UPDATES**

Commissioner Clara Andriola emphasized the importance of residents submitting feedback on the Citizens Advisory Board's bylaws by May 15. She noted that district maps will be presented soon at a Board of County Commissioners' meeting, which will be a great opportunity to consider them and the bylaws.

Commissioner Andriola brought up public observation opportunities available through the

Registrar of Voters' (ROV) Office, which is committed to transparency. Public observation at the central counting place begins on May 15 at the ROV office, while public observation of the logic and accuracy testing of voting equipment will begin on May 11 at the ROV's facility at 6550 Longley Lane, and will continue until May 20 at the latest. She relayed that information can be found on the ROV's website. She noted that the Massachusetts Institute of Technology conducted an analysis of elections, and Nevada moved from #11 to #2 in the rankings, with Minnesota currently ranking first.

Commissioner Andriola thought the June meeting would provide a great opportunity to ask questions. She stressed the importance of resident feedback. The meeting will be devoted entirely to the one topic. She thanked Chair Billings and Chair-Elect Young for their involvement in the bylaws, noting that an attorney will be present as well.

## **15. ADJOURNMENT**

Member Partain moved to adjourn the meeting. Member Evans seconded the motion, which carried on a 5-0 vote, with Member York absent.

The meeting was adjourned at 7:18 p.m.

DRAFT

## **Problem-Based Learning: Spanish Springs CAB, June 17, 2026**

### **Why This Matters**

- Real-world example of how local governments make development decisions.
- Highlights the balance between various community priorities, including economic opportunity and community well-being.
- Compliance with all legal requirements is critical, and this includes local, state, regional, and federal standards that are reviewed by multiple agencies. It also includes relevant case law.
- The adopted code requires that proposals meet specific findings, and this is a key element in the decision-making process.

### **Highlights of Takeaways**

- Understand that land-use planning and zoning have numerous code, statutory and legal requirements
- Evaluate potential impacts
- Explore public policy decision-making
- Practice civil discussion and processes leading up to a public hearing
- Support decisions using evidence

### **Key Questions to Consider**

- How do we balance development with quality of life?
- What are the benefits—and how can potentially negative impacts be adequately mitigated?
- What role does the government play?
- What project conditions, if any, should be required for approval?

### **Overview of the Planning Process**

- The developer consults with the county about the types of permits needed
- Neighborhood meeting for public input (for most permits requiring a public hearing)
- Application submitted to the County
- Review by multiple agencies and the public
- Evaluation of impacts and compliance with legal, code, and statutory requirements
- Public hearing (if required) for the deciding body to receive a recommendation from staff and hear from the applicant and the public before deciding whether to grant the request

### **Final Task**

- Review all evidence
- Participate in a simulated agency review
- Make and defend a recommendation:
  - Approve
  - Deny
  - Approve with conditions

### **Closing Thought**

There is no single “right” answer, but all decisions should be well-reasoned and supported by evidence, with thoughtful consideration of input from stakeholders, adopted codes and statutes, required findings, and relevant case law.

## **Problem-Based Learning – Stakeholders during Agency Review**

For some background on process: before submitting an application for a project proposed within unincorporated Washoe County, a developer has a conversation with County staff to determine whether the project is allowed by right, is not allowed at all, or requires special permits that require a public hearing. Once the application is submitted, it is provided to a range of stakeholders and agencies for review and comment. This usually includes a wide variety of local, regional, state, and federal agencies. For larger-scale projects, staff will commonly organize what's called an "agency review" meeting, where Planning staff invites the appropriate agencies that need to be involved to review and provide feedback to the developer.

In processing an application, Planning staff reviews the project for compliance with various codes and considers all comments from stakeholder agencies and the public. After conducting a thorough analysis, the staff provides a recommendation to the deciding body (ex. Board of Adjustment) in the form of a staff report. If approval is recommended, it will include the conditions of approval intended to address or mitigate negative impacts.

A mock Agency Review meeting will be simulated during the June 17 Spanish Springs CAB meeting.

### **Public Comment**

During the presentation, the facilitator will stop to take 1-2 questions about the process. At the end of the presentation, depending on the time left, questions from the audience will be answered.

### **Stakeholder Roles:**

Below are the roles that individuals will play during this mock stakeholder discussion and agency review that you will witness today.

#### **Washoe County Planning Staff (Kelly Mullin)**

Responsible for:

- Reviewing the project application against adopted codes and policies
- Soliciting input from stakeholders, including agencies and the public
- Identifying if/how project impacts can be mitigated
- Making a recommendation to the deciding body

#### **Developer / Automotive Company (Bradley Young)**

Must persuade the commission to approve his proposed project. They present:

- Site plans
- Economic benefits
- Job projections
- Environmental mitigation plans

- How the project meets code requirements and why the required findings for approval can be met

### **Environmental Review and Engineering Teams (Dr. Jeremy Smith)**

Examines:

- Emissions
- Soil and water protections
- Waste disposal
- Stormwater, grading, and drainage

### **Business and Economic Development Team (Brandon Partain)**

Focuses on:

- Job creation
- Local supplier growth
- Increased retail demand
- City tax revenue

### **Transportation and Infrastructure Team (Renate York)**

Studies:

- Road capacity
- Intersection improvements
- Truck routes
- Public transportation access

### **Community Residents (Shannon Martell)**

Represent:

- Nearby neighborhoods
- Schools
- Homeowners Associations
- Building structure, will it blend in
- Any outdoor storage

Concerns may include:

- Traffic
- Property values
- Safety
- Noise
- Light