



**CITY OF SPARKS PLANNING COMMISSION
STUDY SESSION
APPROVED MINUTES**

SEPTEMBER 5, 2017

*Planning Commissioners:
Frank Petersen, Chairman
Dian VanderWell, Vice Chairman
Mary Brock
Scott Carey
James Fewins
James Gaba
Shelley Read*

1. CALL TO ORDER

The meeting was called to order at 12:00 p.m.

2. ROLL CALL

PRESENT: Commissioners Frank Petersen, Dian VanderWell, Mary Brock, Scott Carey, James Gaba and Shelley Read.

ABSENT: Commissioner Fewins.

STAFF: Community Services Director John Martini, Assistant Community Services Director Armando Ornelas, Senior Assistant City Attorney Doug Thornley, Development Services Manager Karen Melby, Senior Planner Ian Crittenden, Assistant Planner Jonathan Cummins and Administrative Secretary Marilie Smith.

3. REVIEW OF THE SEPTEMBER 7, 2017 PLANNING COMMISSION MEETING AGENDA

Senior Planner Ian Crittenden provided an overview of agenda item PCN17-0033 a request for a Major Deviation from Champagne Dentistry to reduce the floor area ratio in the MUD zoning district located at 1412 and 1416 Pullman Drive. Mr. Crittenden shared that this item was continued from the August 3 meeting to allow the applicant and staff to work through unresolved issues.

Mr. Crittenden presented a vicinity map and identified the existing surrounding uses. Mr. Crittenden stated that the standard floor area ratio for this site is 0.75 as it is located on a rapid transit route. The request is to deviate from the 0.75 floor area ratio to greater than 0.375. The site was originally approved through a Special Use Permit in 1999. In 2006 there was a site plan review to allow for the construction of the dental office. The current request involves the last two remaining parcels for development at the site. Champagne Dentistry is looking to expand the offices at this location and consolidate offices from other locations. The proposed building will be 15,000+ square feet and will include dental and administrative offices. Upon the approval of the Major Deviation, the application will be subject to an Administrative Review process prior to beginning construction. Mr. Crittenden reviewed the parking standard for the project and identified that a reciprocal access parking agreement is required with adjacent parcels to accommodate the proposed building size and use. The reciprocal parking agreement is necessary to meet the required parking standards. Mr. Crittenden reviewed the five required findings associated with the request. Mr. Crittenden shared that he believes the findings can be made and staff is recommending approval of the request.

Commissioner Carey shared that he received a notice for this project as the proposed project is within 750 feet of his home. The notice received requested a floor area ratio reduction from 0.75 to 0.54, however, it appears that now the request is for up to 0.375. Mr. Carey asked for clarification regarding the change. Mr. Crittenden shared that upon staff and the applicant's further discussion and study of the proposed project, it was identified that a Conditional Use Permit would be required on the adjacent parcel to accommodate the parking requirements of the proposed new building construction. The mixed-use district does not allow stand-alone parking on a parcel without a Conditional Use Permit. The applicant and staff had to reevaluate the request and determined that the best solution was to obtain a reciprocal parking agreement with surrounding uses and amend the floor area ratio request to be greater than 0.375 as opposed to the 0.54 as originally stated. Mr. Ornelas provided further clarification and stated that the applicant may still consider requesting a Conditional Use Permit for the adjacent parcel, however, the request for consideration today is the Major Deviation to accommodate the new construction of the dental office.

Commissioner Carey asked if staff had reviewed the parking analysis provided by the applicant and asked if the proposed building was built based on the original request of 0.54 floor area ratio reduction would the parking standards be met. Mr. Crittenden replied that the parking standards would be required to be met upon submittal and completion of the proposed new construction.

Commissioner VanderWell requested clarification regarding unanswered question regarding hazardous materials on the project data sheet. Mr. Crittenden stated that he would obtain an answer to this item and provide during Thursday evening's meeting.

Commissioner Read requested clarification regarding the total available parking spaces and asked if staff knew how many employees there would be at the new site. Mr. Crittenden clarified that there are a total of 78 spaces available on the site and through the reciprocal parking agreement. The number of employees is unknown at this time.

Commissioner Gaba asked if the reason for the request is that the applicant is expanding or merging operations. Mr. Crittenden shared that to his knowledge it is a little of both.

Commissioner Carey asked staff if the City has received any projects since the adoption of the revised code that have met the new floor area ratio standards. Mr. Crittenden responded that to his knowledge there have been residential and combined residential/commercial projects that have met the standards but the City has not received or processed a stand-alone commercial project under the revised floor area ratio standards.

Development Services Manager Karen Melby provided an overview of PCN17-0043 a request for consideration of a Conditional Use permit to reduce the setbacks and separation distance from a single-family residential unit for construction of a new 90-foot tall cellular tower located at 1935 Pacific Avenue.

Ms. Melby presented a vicinity map and a site map identifying the proposed location and setbacks of the cellular tower. Ms. Melby reviewed the setback requirements per code and discussed the access to the property. The carrier requesting the Conditional Use Permit is Verizon and the site will be designed to support two additional carriers. The equipment enclosure will be 30 feet by 30 feet. The site is designated and zoned industrial and the proposed cell tower is an allowed use. The proposed site has been transitioning from residential to industrial for the last 10 years and the adjacent non-conforming residential property has been grandfathered in. Ms. Melby reviewed the six required findings. Staff is recommending approval of the project with 10 conditions.

Commissioner Petersen shared that he appreciated the photographs that were provided by the applicant showing the before and after of the proposed tower. In addition, Mr. Petersen stated he

appreciated receiving a copy of the Airport Authority's comments regarding the height and location of the proposed tower.

Commissioner Carey shared that he appreciated the proposed location of the tower as it allows space for future development on the site. In addition, Commissioner Carey commented that he appreciated the landscape plan and staff's request that the applicant maintain the existing tree on the site.

Commissioner Carey asked for clarification regarding the proposed color of the tower. Ms. Melby stated that most likely the color of the tower will be a sand or beige in color.

Commissioner Gaba asked for clarification regarding the ownership of the site and what might happen if the current owner were to sell or lose the site. Ms. Melby and Mr. Thornley stated that it is a lease agreement and is between two private parties and would be dealt with as such should this occur.

Commissioner VanderWell requested clarification regarding the current tower at Fire Station 1 and the coverage area. Ms. Melby shared that Verizon is not a carrier on that tower.

Ms. Melby provided an overview of PCN17-0038 a request for consideration of and possible action on a request for approval of the Phase 8 Final Development Handbook for Kiley Ranch North Planned development. Ms. Melby presented a vicinity map, a land use map, reviewed the zoning and discussed the location. Ms. Melby stated that this is the final handbook for the Kiley Ranch Phase 8 area. Ms. Melby reviewed the standards within the handbook. Staff has compared the final handbook with the tentative handbook and believes the final handbook to be in substantial conformance with the tentative handbook. Ms. Melby presented and reviewed the five criteria necessary to determine the final handbook is in substantial compliance with the tentative handbook.

Commissioner Read asked if comments had been received from the Regional Transportation Commission (RTC). Ms. Melby stated that RTC did have comments regarding the proposed handbook and stated she will provide copies to the Commissioners at Thursday night's meeting.

Commissioner Carey requested clarification regarding the land uses and whether the 14 acres to be used as a school site could be transferred to another village for business park development. Specifically, does the handbook allow for the transfer of 14 acres to another village. Ms. Melby replied that currently the handbook does not have any language or standards that addresses the transfer of non-residential land uses. Mr. Ornelas shared that there is potential to revisit this question when the other school site identified in the handbook is discussed at a later date.

4. INFORMATIONAL ITEMS

Mr. Ornelas stated that there will not be a second Planning Commission meeting in September. The next meeting is scheduled for October 5, 2017.

5. COMMENTS FROM THE PUBLIC

None.

6. SYNOPSIS OF CITY COUNCIL MEETING

Mr. Ornelas shared that during the second meeting in August, the City Council directed staff to work on a development agreement for a disposition of the C Street parking garage between the

City and J. Witt. Upon such agreement, any future development will be reviewed through the Administrative Review process.

Mr. Ornelas stated that looking forward, the City Council will consider the certification of the Comprehensive Plan Amendment to change the land use designation for Wedekind Road that was approved by the Planning Commission in June 2017.

On September 25, 2017, the City Council will consider the annexation and rezone request for Wedekind Road that was recommended as denial by the Planning Commission in June 2017.

And finally, the Vista's rezone that was considered by the Planning Commission in August will be considered by the City Council for a first reading on November 13 followed by public hearing on November 27, 2017. Mr. Ornelas shared that the applicant requested more time to prepare for City Council presentation and the City Manager approved the request. A courtesy notice has been sent to the homeowners notifying them of the date change from September as originally stated during the Planning Commission meeting.

COMMENTS FROM THE COMMISSIONERS

Commissioner Petersen asked Mr. John Martini if he had anything he wanted to share with the Commissioners. Mr. Martini stated that staff has been working hard to present more detailed staff reports and presentations and he hoped this was helping the Commissioners in their decision-making process.

Commissioner Carey updated the Commissioners on items presented during the most recent Regional Road Impact Fee Technical Advisory Committee meeting.

7. ADJOURNMENT

The meeting was adjourned at 12:57 p.m.