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TRANSCRIPT MINUTES

STUDY SESSION

CITY OF SPARKS PLANNING COMMISSION

Tuesday, June 4, 2019
12:00 p.m. to 1:00 p.m.

Sparks City Hall Downstairs Training Room
431 Prater Way
Sparks, Nevada

A P P E A R A N C E S

Commission Members Present:

Scott Carey, Chair
Shelley Read, Vice Chair (absent)
David Blaco
Mary Brock (absent)
James Fewins
Frank Petersen
Dian VanderWell

Staff Present:

Alyson McCormick
Assistant City Attorney

Armando Ornelas
Assistant Community Services Director

Karen Melby, AICP
Development Services Manager

Ian Crittenden
Senior Planner

Dani Wray, AICP
Planner I

Marilie Smith
Administrative Secretary
Community Services Department

Other Participants:

(None)

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1 SPARKS, NEVADA, TUESDAY, JUNE 4, 2019, 12:00 P.M.

2 -oOo-

3 CHAIRMAN CAREY: Well, I've got 12:00 o'clock.
4 If we're ready, I'll go ahead and call this meeting to
5 order. This is the Sparks Planning Commission Study
6 Session of June 4th, 2019. Welcome, everybody. We have
7 a pretty short agenda today. And, I think, we'll get
8 through it pretty quickly.

9 We'll move on to roll call.

10 MS. SMITH: Commissioner Carey?

11 CHAIRMAN CAREY: Present.

12 MS. SMITH: Commissioner Read? Absent.

13 Commissioner Blaco?

14 COMMISSIONER BLACO: Here.

15 MS. SMITH: Commissioner Brock is absent.

16 Commissioner Fewins?

17 COMMISSIONER FEWINS: Here.

18 MS. SMITH: Commissioner Petersen?

19 COMMISSIONER PETERSEN: Here.

20 MS. SMITH: Commissioner VanderWell?

21 COMMISSIONER VANDERWELL: Here.

22 MS. SMITH: Assistant City Attorney Alyson
23 McCormick?

24 MS. MCCORMICK: Here.

25 MS. SMITH: Assistant Community Services

1 Director Armando Ornelas?

2 MR. ORNELAS: Here.

3 CHAIRMAN CAREY: Okay. Thank you for that.

4 We'll move on into the review of our Planning
5 Commission meeting on Thursday.

6 The first item up on our agenda was the Kiley
7 Ranch North Phase 7. I think, this is a property we're
8 pretty well-versed at in this, at this point, a few
9 handbook amendments, a couple tentative maps. It's
10 PCN19-0017.

11 MS. WRAY: Sorry.

12 MS. MELBY: She's busy writing notes.

13 CHAIRMAN CAREY: She's trying to stall.

14 MS. WRAY: No, just writing notes.

15 Okay. I'm Dani Wray, Planner I, for the
16 record.

17 This is a request to amend a previously
18 approved tentative map for Kiley Ranch North Village 9.
19 There we go. In the area outlined in cardinal here.
20 The project area is located generally east of Kiley
21 Ranch Parkway, south of Wingfield Hills Road, and north
22 of Windmill Farms Parkway. Primary access to the
23 proposed subdivision is via roads that intersect with
24 these roads.

25 Currently, Village 9 tentative map is approved

1 for 310 single-family units and 12 common area parcels.

2 The amendment proposes to remove the previously
3 planned clubhouse and replace with an additional six
4 residential units, bringing the total unit count to 316,
5 right in this area right here.

6 There are no proposed changes to lot sizes, no
7 changes to circulation, landscaping or other aspects of
8 the previously approved tentative map. There are no
9 proposed changes to access to the project area. And all
10 streets are to remain private. Although the previously
11 approved entrance gates will no longer be a part of the
12 Village 9 project, as previously gated. There are also
13 no proposed changes to the street layout in Village 9.

14 The Kiley Ranch North Village 9 is governed by
15 the Kiley Ranch North Phase 7 Final Development
16 Handbook, which was approved last year, 2018.

17 The tentative map for 344 units was originally
18 approved by the City Council as PCNN17-0057 in March of
19 2017. There has been a subsequent amendment to that
20 tentative map reducing the number of units from 344 down
21 to 310. That was approved in 2018. That was
22 PCN18-0034.

23 Now, Chairman Carey asked via email for the
24 original staff report for the 344 units, which I emailed
25 to all of you in addition to the subsequent tentative

1 map amendment. And those have also been posted on the
2 website for supplemental documentation for your review.

3 The proposed amendment to this tentative map
4 will have no significant material effect on Kiley Ranch
5 North Village 9, because the tentative map was approved
6 for 310 units, and we're only proposing to add six.

7 The applicant's representative has stated that
8 the motivation for removing the clubhouse from the
9 project is fiscal in nature, and it is also a response
10 to current market trends.

11 Previously, the applicant had desired to market
12 this as a senior living facility, age restricted, 55 and
13 up, and the clubhouse was part of that. They've changed
14 that. Their marketing direction is now
15 multigenerational but with a bit of an emphasis on 55,
16 in terms of -- age 55, in terms of the lot size, the
17 ease of maintenance on the property, single stories, so
18 they're still low track there.

19 Kiley Ranch North Phase 7 Final Development
20 Handbook requires that a subassociation of the
21 homeowners association for Kiley Ranch North be formed
22 for maintenance of the private streets, the utilities
23 within these streets, and recreational amenities.
24 There's no change to that requirement.

25 City of Sparks will be responsible for

1 maintenance of sidewalks along Kiley Parkway, Wingfield
2 Hills Road and Windmill Farms Road, the regional trail
3 along the eastern portion of the property, and sanitary
4 sewer facilities.

5 Staff supports amending the Kiley Ranch North
6 Village 9 tentative map to this effect.

7 We do have conditions of approval that will be
8 changed. Most of the original conditions of approval
9 will be retained, except for the one regarding June Bug
10 and the private gate. So condition is proposed to be
11 removed.

12 But we'd be adding three conditions.

13 Previously proposed name change of the Lazy 5
14 Parkway has been completed to Wingfield Hills Road. So
15 we want to change the language of that condition of
16 approval to reflect that.

17 And the Kiley Landscape Maintenance
18 Association, LMA, will maintain all landscape in common
19 areas on the exterior of Village 9. That is included in
20 the handbook but was not previously a condition of
21 approval, and we thought it prudent to add that as a
22 condition.

23 Staff did request comments from public agencies
24 in accordance with NRS 270.330 to 278.348. Staff did
25 not receive any comments from outside agencies.

1 So it's the opinion of staff that findings 10-1
2 through 10-12 -- or T12 can be made, which I won't go
3 into today, but certainly will for the Planning
4 Commission meeting for your consideration. And that we
5 recommend that the Planning Commission make a
6 recommendation of approval to the City Council for this
7 tentative map amendment.

8 That concludes my report, and I'm here to
9 answer any questions.

10 CHAIRMAN CAREY: Thank you, Dani.

11 Were there any questions from the Commission on
12 this item?

13 Dani, thanks for sending out that info.

14 MS. WRAY: M-hm (affirmative).

15 CHAIRMAN CAREY: And posting it on the website.
16 I was just curious. So the gates that are being
17 removed, those are three access points, which were,
18 which are changing?

19 MS. WRAY: Right.

20 CHAIRMAN CAREY: And where was that at, where's
21 the clubhouse, where was it going to go?

22 MS. WRAY: The clubhouse was going to go --

23 MS. MELBY: No.

24 MS. WRAY: Right here. I'm sorry. Right here.

25 CHAIRMAN CAREY: Oh, okay.

1 MS. WRAY: Yeah, it was right in there. So it
2 was taking up all of that area, and now there's proposed
3 to be the six --

4 CHAIRMAN CAREY: Six more units?

5 MS. WRAY: -- units, yeah.

6 CHAIRMAN CAREY: Okay. Thank you for that.

7 MS. WRAY: M-hm (affirmative).

8 CHAIRMAN CAREY: Any other questions on this
9 one?

10 Okay. Thank you, Dani.

11 All right. We'll move on to our next item on
12 the agenda. That's PCN180011. That's the Legends
13 elevations for, it looked like, the Panera Bread.

14 MR. CRITTENDEN: That is correct.

15 So, members of the Planning Commission,
16 Chairman Carey, Ian Crittenden, Senior Planner.

17 As stated, this is a review of elevations for a
18 proposed building in the Legends planned development
19 handbook. That planned development handbook does
20 require that all new structures have their elevations
21 approved by the Planning Commission and to find that
22 they are in accordance with the requirements of the
23 handbook.

24 The site is located, as you can see, outlined
25 in crimson, here -- use a couple of different red

1 colors. This is, it's, essentially, west and a little
2 bit north of Buffalo Wild Wings and south of the
3 T.J. Maxx building. It's a large parcel. The site is
4 actually kind of in the toe of this parcel here.

5 This area has actually been approved by a site
6 plan review. Which we call it administrative review
7 now. It was approved in 2008. And, hence, the 2008
8 case number on this item. I know sometimes, I think, if
9 I were looking at a 2008 number, it's because we
10 associate them to that old administrative review, or
11 site plan review, as it was called at the time.

12 The elevations of the building include
13 materials such as stucco in the color Stone Heat. Oh,
14 Stone Hearth. I'm sorry. Could have thrown you way
15 off. Stone Hearth. Then you have some cultured stone
16 materials included, which is kind of this area here,
17 that is European Ledge in the Iron Mill variation. And
18 they also have brick, two different colors of brick,
19 that come in Dolomite Grey and Dark Brown. And then
20 they have some composite siding. Actually, this is the
21 composite siding here.

22 Those colors and materials are in conformance
23 with the requirements of the handbook for the building.
24 There's some additional elevations for that site, that
25 building.

1 And then this is actually just a cover of the
2 material board to give you a good idea of what those
3 colors and materials look like. This actually came
4 across a lot better in electronic format, which I am
5 glad is the way we're doing these now. My printouts are
6 very green, which is not kind of conducive to what else
7 is going on out there.

8 This is actually a revision of what was
9 initially proposed, which had a lot of painted brick and
10 some other materials. That could have been okay. But
11 because the handbook has specific requirements for
12 certain materials, it would have been, had to have been
13 in addition to. And so they've changed it to be all of
14 the materials actually comply now with the requirements
15 of the handbook.

16 Staff believes this does comply with the
17 requirements of the handbook and is recommending
18 approval to the Planning Commission.

19 That's the end of my presentation. But I'd be
20 happy to answer any questions you might have.

21 CHAIRMAN CAREY: Thank you, Ian.

22 Are there any questions from the Commission on
23 this item?

24 I had a question.

25 MR. CRITTENDEN: Sure.

1 CHAIRMAN CAREY: Is this the last building for
2 Zone D?

3 MR. CRITTENDEN: Well, yes and no.

4 CHAIRMAN CAREY: Okay.

5 MR. CRITTENDEN: So this is the last building
6 for Zone D that we're looking at elevations specifically
7 for. I guess, the answer, just shortly, is yes. I was
8 thinking of the Quick Quack; but the Planning Commission
9 looked at those with their special use, or conditional
10 use permit, they looked at those elevations then as
11 well.

12 So this should be the last piece. Unless they
13 were to come in and reamend the handbook but -- or not
14 the handbook, but the administrative review, it would be
15 a long process. But this should be the one, the last
16 one you should expect to see for Zone D in this, this
17 kind of north -- this is Zone D, kind of this area here.
18 I know that that doesn't mean a lot to most of the
19 Planning Commissioners. But that is the zone that this
20 is.

21 They did the site plan reviews, or what we'd
22 call administrative reviews now, at the time. They did
23 them in zones. You know, this is Zone D. I couldn't
24 tell you tell you all of the other ones off the top of
25 my head. But this was kind of A is one. I think, this

1 was C. So they had, they've broken to down into kind of
2 logical pieces. And this should be the last piece of
3 Zone D. It'll be that building here and then the car
4 wash there, and that should be the completion of this
5 area.

6 CHAIRMAN CAREY: Okay. Yeah. Thank you.

7 MR. CRITTENDEN: No problem.

8 CHAIRMAN CAREY: Any other questions,
9 Commissions?

10 Okay. Seeing none, thank you, Ian.

11 That concludes the review for our agenda on
12 Thursday.

13 We'll move on to informational items.

14 MR. ORNELAS: So the planning -- Armando
15 Ornelas, Assistant Community Services Director.

16 The Planning Commission should have received an
17 email from Ms. Smith to the effect that the joint
18 Planning Commission and City Council workshop on the --
19 just going back to an analysis report that we had
20 commissioned, is really -- it's not going to occur at
21 the second meeting, the City Council, and that will go
22 over to the first Planning Commission, or City Council
23 meeting day in August, which, I believe, is August 4th.

24 We'll get -- as that approaches, we will get
25 that out to you.

1 CHAIRMAN CAREY: Okay. Thank you.

2 The next item on our agenda is --

3 MS. MCCORMICK: Chairman Carey?

4 CHAIRMAN CAREY: Oh.

5 MS. MCCORMICK: Sorry to interrupt. Alyson
6 McCormick, for the record.

7 I also have an information to give.

8 CHAIRMAN CAREY: Okay.

9 MS. MCCORMICK: Back in June of 2018, most of
10 you will probably remember that the Planning Commission
11 held public hearings for a townhouse project within
12 Vistas planned development. That was a rather
13 contentious project. And one of the individuals who
14 gave public comment in opposition had requested notice
15 of future Planning Commission and City Council meetings
16 involving that project. And notice was not sent to that
17 individual as had requested due to oversight.

18 City Council later approved entitlements for
19 that project. And the individual complained to the
20 Attorney General's Office that the City Council had
21 violated the open meeting law by not -- by taking action
22 without giving him advance notice.

23 The Attorney General determined, in May of this
24 year, that the City Council was not required to give
25 that individual notice of its meetings, because he had

1 made his request to the Planning Commission, not to the
2 City Council. So the Attorney General determined that
3 the City Council did not violate the open meeting law.

4 If you have any questions about that decision,
5 I'd be happy to answer those either here or separately
6 by email or in individual conversations. But that is
7 really the information I have for the Planning
8 Commission.

9 CHAIRMAN CAREY: Thanks for that update.

10 Armando, do you have something else?

11 MR. ORNELAS: Alyson, do you want to maybe also
12 update them on the Greyhound litigation?

13 COMMISSIONER VANDERWELL: That's what I was
14 just going to do.

15 MS. ALYSON: Yes. As you'll recall from a few
16 months ago, the Planning Commission reviewed and
17 approved a conditional use permit for Greyhound to
18 operate out of Centennial Plaza.

19 As you'll also recall, at the time that you
20 considered that conditional use permit, Greyhound had
21 sued the City asking for a court order telling us to let
22 them operate without a conditional use permit.

23 The conditional use permit terms have been
24 satisfied, and the permit that was approved was issued.
25 And as a result, we stipulated with Greyhound late last

1 week to assist the litigation. So that order approving
2 that stipulation hasn't been entered by the court yet,
3 but I have every reason to suspect the court will enter
4 the stipulation.

5 And similar to the last item, I'll be happy to
6 answer any questions that you have.

7 CHAIRMAN CAREY: Great. Thanks for the update.
8 Nice, nice work.

9 Are there any questions from the Commission on
10 Alyson's update?

11 Okay. Thank you very much.

12 We'll move on to our next item. That's public
13 comment. Are there any members of the public who'd like
14 to make a comment relating to our agenda today or on
15 Thursday? You have three minutes to do so.

16 I see no members of the public who want to
17 speak. I'll close the public comment period. And we'll
18 bring it back to the Commission for a -- I think, our
19 next item is City Council update.

20 MR. ORNELAS: Armando Ornelas, Assistant
21 Community Services Director.

22 On May 13th, the City Council approved
23 Bill 2755, which was the ordinance amending Section
24 20.03.046, the wireless communication tower antennae
25 section of the zoning code. And that was intended to

1 allow for or provide standings for small cell wireless
2 facilities. And there was a companion item that was
3 also heard by the City Council, and that had to do with
4 their selection of provider.

5 And then, on May 28th, the big item, of course,
6 was the development agreement and two conditional use
7 permits that were viewed by the Planning Commission for
8 the Wildcreek high school. All of those items, the
9 development agreement and the two CUPs, were approved by
10 the City Council on May 28th.

11 CHAIRMAN CAREY: Great. That's a big project.
12 Congrats to the staff on getting both of those items
13 through.

14 Are there any questions from the Commission on
15 the City Council update, any additional?

16 I had one, just out of curiosity, concerning
17 the wireless communications. I think, there was talk
18 about a master lease being approved by the City with the
19 carriers. I was just curious what the timeline for that
20 is.

21 MS. MELBY: Karen Melby, Development Service
22 Manager.

23 The master lease agreement will be done by each
24 carrier.

25 CHAIRMAN CAREY: Okay.

1 MS. MELBY: So each carrier. And we are
2 working with Verizon and AT&T right now finalizing the
3 wording in those master license agreements. Once that
4 is finalized, then that'll go to City Council --

5 CHAIRMAN CAREY: Okay.

6 MS. MELBY: -- for approval.

7 CHAIRMAN CAREY: Thank you. Appreciate it.

8 MS. MELBY: But they are going to be done
9 individually by the carriers. So there's not going to
10 be like a template that'll be approved and then each.
11 It'll be by...

12 CHAIRMAN CAREY: Okay. Great.

13 We'll move on to comments from the
14 Commissioners. Are there any parting words of wisdom
15 from the Commission?

16 Okay. seeing none --

17 MS. SMITH: Chairman Carey, can I just --

18 CHAIRMAN CAREY: Okay.

19 MS. SMITH: Just as a reminder, we will not
20 have that first meeting in July because of the July 4th
21 holiday. So our meeting in July is July 18th.

22 CHAIRMAN CAREY: Okay. And we weren't going to
23 have another meeting this month, right?

24 MS. SMITH: I don't believe so, no.

25 MS. MELBY: No.

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CHAIRMAN CAREY: Okay. Cool.

MS. MELBY: So we won't see you till the 18th.

CHAIRMAN CAREY: Great. If there are no other comments, we'll call this one adjourned at 12:20.

Thanks, everybody.

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