



MAYOR  
Ed Lawson

CITY COUNCIL  
Donald Abbott, Ward I  
Dian VanderWell, Ward II  
Paul Anderson, Ward III  
Charlene Bybee, Ward IV  
Kristopher Dahir, Ward V

CITY ATTORNEY  
Chet Adams

CITY MANAGER  
Neil Krutz

## REGULAR CITY COUNCIL MEETING MINUTES

2:00 P.M., Monday, November 23, 2020

This meeting was held virtually due to the COVID-19 pandemic

### 1. Call to Order

The regular meeting of the Sparks City Council was called to order by Mayor Ed Lawson at 2:00 p.m.

### 2. Roll Call

Mayor Ed Lawson, Council Members Donald Abbott, Dian VanderWell, Paul Anderson, Charlene Bybee, Kristopher Dahir, City Manager Neil Krutz, City Attorney Chet Adams, City Clerk Lisa Hunderman, PRESENT via ZOOM.

### 3. Opening Ceremonies

#### 3.1 Invocation Speaker

The invocation was given by Council Member Dahir.

#### 3.2 Pledge of Allegiance

The Pledge of Allegiance was led by Council Member Anderson.

### 4. Public Comment

City Clerk Lisa Hunderman read into record an email from Linda and Bill Stenberg opposing the new housing development on Highland Ranch Parkway and Pyramid Highway. Concerns include increased traffic to an already congested area.

### 5. Agenda

#### 5.1 Approval of the Agenda (FOR POSSIBLE ACTION)

Consideration of taking items out of sequence, deleting items and adding items which require action upon a finding that an emergency exists.

**Motion:** Move to approve the agenda as submitted with removal of item 7.1.

**Moved by:** Council Member Bybee

**Seconded by:** Council Member VanderWell

**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0

**6. Minutes**

**6.1 Consideration and possible approval of the minutes of the Sparks City Council meeting for November 9, 2020. (FOR POSSIBLE ACTION)**

**Motion:** Move to approve the minutes of the Sparks City Council meeting for November 9, 2020.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member VanderWell

**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0.

**7. Announcements, Presentations, Recognition Items, and Items of Special Interest**

**7.1 Administer the Oath of Office to the reelected Honorable Barbara McCarthy**

This item was removed from the agenda during item 5.1.

**7.2 Administer the Oath of Office to the reelected Ward 1 City Councilmember Donald Abbott**

The Honorable Jim Spoo administered the Oath of Office to Council Member Donald Abbott. Mr. Abbott received 56.11% of votes cast in the general election against candidate Wendy Stolyarov and was declared reelected November 16, 2020.

**7.3 Administer the Oath of Office to the reelected Ward 3 City Council Member Paul Anderson**

The Honorable Jim Spoo administered the Oath of Office to Council Member Paul Anderson. Mr. Anderson received 57.05% of votes cast in the general election against candidate Quentin Smith and was declared reelected November 16, 2020.

**7.4 Administer the Oath of Office to the reelected Ward 5 City Council Member Kristopher Dahir**

The Honorable Jim Spoo administered the Oath of Office to Council Member Kristopher Dahir. Mr. Dahir ran unopposed in the primary election for Ward 5 Council Member and was declared reelected June 19, 2020.

**7.5 Administer the Oath of Office to the reelected City Attorney Chester H. Adams**

The Honorable Jim Spoo administered the Oath of Office to City Attorney Chester H. Adams. Mr. Adams ran unopposed in the primary election for City Attorney and was declared reelected June 19, 2020.

Council recessed at 2:18 p.m. and reconvened at 2:30 p.m.

**7.6 Proclamation: Lung Cancer Awareness Month**

Council proclaimed November 2020 as "Lung Cancer Awareness Month." Lung cancer is the leading cause of cancer death among men and women in the United States and Nevada in 2020, accounting for more deaths than colon cancer, breast

cancer, and prostate cancer combined. The proclamation is intended to recognize the need for research in lung cancer and encourage all citizens to learn about early detection and screening. The proclamation was read by Council Member Bybee.

**7.7 Boards and Commissions vacancy announcement: Sparks Senior Citizens Advisory Committee**

City Manager Neil Krutz announced the Sparks Senior Citizens Advisory Committee (SSCAC) has two vacancies: one Ward 3 Alternate and one Ward 4 Alternate, each co-terminus with their appointing elected official. Applicants must be Sparks residents and preferably over the age of 55. Applications will be accepted until 5:00 pm on Friday, December 18, 2020.

**7.8 Boards and Commissions vacancy announcement: Sparks Citizens Advisory Committee**

City Manager Neil Krutz announced the Sparks Citizens Advisory Committee (SCAC) has one vacancy for the Ward 3 Alternate, co-terminus with the appointing elected official. Applicants must be Sparks residents. Applications will be accepted until 5:00 pm on Friday, December 18, 2020.

**8. Consent Items (FOR POSSIBLE ACTION)**

**Motion:** Move to approve consent items 8.1 and 8.2 as submitted.  
**Moved by:** Council Member Anderson  
**Seconded by:** Council Member VanderWell  
**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir  
**No:** None  
**Abstain:** None  
**Vote:** Motion passed unanimously, 5-0.

**8.1 Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of October 22, 2020 through November 4, 2020. (FOR POSSIBLE ACTION)**

An agenda item from Chief Financial Officer Jeff Cronk requesting Council approval of the report of claims and bills approved for payment and the appropriation transfers for the period of October 22, 2020 through November 4, 2020.

**8.2 Consideration, discussion and possible approval of the reimbursement to the City of Reno for the City of Sparks's share of a Consulting Agreement with Jacobs Engineering Group Inc. (Jacobs) for the Effluent Reuse Pump Station Rehabilitation Project at TMWRF, in the amount of \$636,434.00 with Sparks's share being \$199,649.35. (FOR POSSIBLE ACTION)**

An agenda item from Assistant City Manager John Martini and presented by Treatment Plant Manager Michael Drinkwater requesting Council approval of reimbursement to the City of Reno for the City of Sparks's share of a Consulting Agreement with Jacobs Engineering Group Inc. (Jacobs) for the Effluent Reuse

Pump Station Rehabilitation Project at TMWRF, in the amount of \$636,434.00 with Sparks's share being \$199,649.35.

The pump station is approximately 20 years old and does not meet the current electrical code. The proposed improvements will upgrade the electrical components and provide surge protection for the pump station, with other related improvements.

**9. General Business**

**9.1 Consideration, discussion, and possible approval of the Mayor's appointments to the Arts and Culture Advisory Committee from the following pool of applicants, listed in alphabetical order: Monique Bowman, Eric Brooks, Eileen Gay, Ann Higginbotham, Nicole Miller, and Anthony Ortega. (FOR POSSIBLE ACTION)**

An agenda item from and presented by City Manager Neil Krutz requesting Council approval of the Mayor's recommended appointments to the Arts and Culture Advisory Committee: Monique Bowman, performing arts member; Eileen Gay, visual arts member; and Ann Higginbotham, humanities member. Each will serve 2-year terms ending November 30, 2022.

**Motion:** I move to approve the Mayor's appointments to the Arts and Culture Advisory Committee, each to 2-year terms ending November 30, 2022, as follows: Monique Bowman as performing arts member, Eileen Gay as visual arts member, and Ann Higginbotham as humanities member.

**Moved by:** Council Member Bybee

**Seconded by:** Council Member Dahir

**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**9.2 Consideration, discussion, and possible approval of the Mayor's appointment to the Enterprise Fund Advisory Committee (EFAC), from the following pool of applicants, listed in alphabetical order: Robert Sandoval. (FOR POSSIBLE ACTION)**

An agenda item from and presented by City Manager Neil Krutz requesting Council approval of the Mayor's recommendation to appoint Robert Sandoval as the construction industry member on the Enterprise Fund Advisory Committee. Mr. Sandoval will serve a 4-year term ending December 31, 2024.

**Motion:** I move to approve the Mayor's recommendation to appoint Robert Sandoval as the construction industry representative on the Enterprise Fund Advisory Committee, for a 4-year term ending December 31, 2024.

**Moved by:** Council Member VanderWell

**Seconded by:** Council Member Bybee

**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

**No:** None  
**Abstain:** None

**9.3 Consideration, discussion, and possible approval of changes to the City Council's Boards and Commissions appointments from the following pool of candidates, listed in alphabetical order: Donald Abbott, Paul Anderson, Charlene Bybee, Kristopher Dahir, Ed Lawson, and Dian Vanderwell. (FOR POSSIBLE ACTION)**

An agenda item from City Manager Neil Krutz and presented by Assistant City Manager Alyson McCormick requesting approval of council member appointments to city boards and commissions. After an election occurs, Council reviews and redefines their appointments. Additionally, appointments held by late Mayor Ron Smith remain unassigned.

Assistant City Manager McCormick provided a description of the process to Council and requested a single vote by Council once assignments have been decided. Upon discussion and review, the following appointments were recommended:

<b>Revised Board and Commission Appointments</b>	
<b>Ed Lawson, Mayor</b>	<b>Paul Anderson, Ward 3 Councilmember</b>
Community Homelessness Advisory Board (CHAB)	Animal Services Advisory Board
Legislative Team	Capital Funding Protection Committee
RPGB	Truckee River Flood Management Authority, Alternate
Sparks Tourism and Marketing Committee	Oversight Committee for School Facilities
Sparks Tourism Facilities and Revitalization Steering Committee	Regional Planning Governing Board (RPGB), Alternate
Regional Transportation Commission (RTC)	TMWA
Truckee River Flood Management Authority	Western Regional Water Commission, TMWA Representative
<b>Donald Abbott, Ward 1 Councilmember</b>	<b>Charlene Bybee, Ward 4 Councilmember</b>
Debt Management Commission, Alternate	Capital Funding Protection Committee
Parks and Recreation Commission	CHAB, Alternate
RPGB	Reno-Sparks Convention and Visitors Authority
Reno-Sparks Joint Sewer Coordinating Committee	Oversight Committee for School Facilities
Sewer Appeals Committee	Legislative Team
Sparks Senior Citizens Advisory Committee	RPGB, Alternate
Truckee River Flood Management Authority	Sparks Tourism Facilities and Revitalization Steering Committee
Washoe County Senior Advisory Board	Truckee Meadows Water Authority (TMWA), Alternate
	Western Nevada Development District, Alternate
<b>Dian Vanderwell, Ward 2 Councilmember</b>	<b>Kristopher Dahir, Ward 5 Councilmember</b>
RPGB	CHAB
Reno-Sparks Joint Sewer Coordinating Committee, Alternate	RPGB, Alternate
Western Nevada Development District	RTC, Alternate
Debt Management Commission	Economic Development Authority of Western Nevada
Sparks Tourism and Marketing Committee	TMWA
RTC, Alternate	Washoe County District Board of Health
	Western Regional Water Commission, Sparks Representative

**Motion:** I move to approve the boards and commissions assignments as presented.

**Moved by:** Council Member Abbott

**Seconded by:** Council Member Dahir

**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**9.4 Consideration and possible ratification of an agreement (AC-5714) for a grant award from the City of Sparks to the Washoe County School District in the amount of \$58,600. (FOR POSSIBLE ACTION)**

An agenda item from Washoe County School District (WCSD) and presented by Assistant Community Services Director Armando Ornelas requesting Council ratify the City Manager's authorization of a grant award to WCSD in the amount of \$58,600 in CARES Act funding. The grant was awarded on October 29, 2020, to help support the district's efforts to implement three food delivery models in addition to the traditional cafeteria lunch service model to accommodate required social distancing practices due to the COVID-19 pandemic.

**Motion:** I move to ratify agreement (AC-5714) for a grant award from the City of Sparks to the Washoe County School District in the amount of \$58,600.

**Moved by:** Council Member Anderson

**Seconded by:** Council Member VanderWell

**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**9.5 Consideration of and possible action on a request to amend a tentative map (STM18-0004) to add 30 lots, increasing the number of lots from 459 to 489, by incorporating townhome units into the tentative map. The tentative map is for a site approximately 118.45 acres in size in the NUD (New Urban District – Stonebrook) zoning district generally located east of Pyramid Way and south of La Posada Drive, Sparks, NV. (FOR POSSIBLE ACTION)**

An agenda item from Toll NV Limited Partnership and presented by Ian Crittenden, Development Services Manager requesting Council amend the Stonebrook Phase 2 Tentative Map to add 30 lots, increasing the number of lots from 459 to 489, subject to 21 Conditions of Approval as outlined in the staff report.

**Motion:** I move to approve an amendment to the tentative map for Stonebrook Phase 2 (STM18-0004) to add 30 lots, increasing the number of lots from 459 to 489, by incorporating townhome units into the tentative map on a site approximately 118.45 acres in size in the NUD (New Urban District – Stonebrook) zoning district generally located east of Pyramid Way and south of La Posada Drive, Sparks, Nevada, adopting Findings T1 through T12 and the

facts supporting these findings as set forth in the staff report, and subject to Conditions of Approval 1 through 21.

**Moved by:** Council Member Bybee  
**Seconded by:** Council Member VanderWell  
**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir  
**No:** None  
**Abstain:** None  
**Vote:** Motion passed unanimously, 5-0.

**10. Public Hearing and Action Items Unrelated to Planning and Zoning**

None.

**11. Planning and Zoning Public Hearings and Action Items**

**11.1 Public Hearing, discussion and possible certification of a Comprehensive Plan amendment to apply City of Sparks Comprehensive Plan land use designations of Intermediate Density Residential (IDR) to approximately 10.00 acres and Open Space (OS) to approximately 24.71 acres on a site 34.71 acres in size generally located at 555 Highland Ranch Parkway, Sparks, NV. (PCN19-0040)**

An agenda item from 5 Ridges Development Co., Inc., and presented by Ian Crittenden, Development Services Manager requesting Council certify a Comprehensive Plan Amendment (MPA20-0003) associated with PCN19-0040. The certification will change land use designations of Intermediate Density Residential (IDR) to approximately 10.00 acres and Open Space (OS) to approximately 24.71 acres on a site 34.71 acres in size generally located at 555 Highland Ranch Parkway, Sparks, NV.

This agenda item is in conjunction with three related requests for: (1) annexation of the subject parcel; (2) a development agreement amendment pursuant to NRS 278.0201; and (3) rezoning of the subject parcel from A-40 (Agriculture) to SF-6 (Single Family Residential – 6,000 sq. ft. lots) and A-5 (Agriculture). Collectively, these requests incorporate the 34.71-acre subject parcel into the 5 Ridges project site (Exhibit 1 – Vicinity Map). On July 2, 2020, the Sparks Planning Commission voted to forward a recommendation of approval to the City Council for the annexation, development agreement amendment and rezoning requests and approved the Comprehensive Plan amendment. On September 23, 2020, the Truckee Meadows Regional Planning Commission found this Comprehensive Plan amendment in conformance with the Regional Plan.

Council sought clarification on developer requirements for road maintenance, and fire suppression requirements for the development. Mr. Crittenden confirmed the developer is responsible for building all new roads within the development and maintenance once the development is complete becomes the responsibility of the city of Sparks. Fire suppression will be required in all units unless a new fire department with closer proximity to the development is built.

Public hearing was opened at 3:34 p.m. There were no comments.

**Motion:** I move, based on Findings CP1 through CP4 as set forth in the staff report, to certify a Comprehensive Plan amendment to apply City of Sparks Comprehensive Plan land use designations of Intermediate Density Residential (IDR) to approximately 10.00 acres and Open Space (OS) to approximately 24.71 acres on a site 34.71 acres in size generally located at 555 Highland Ranch Parkway, Sparks, Nevada.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Abbott

**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0.

**11.2 Second Reading, Public Hearing, discussion and possible adoption of Bill No. 2779, an Ordinance to annex real property approximately 34.71 acres in size generally located at 555 Highland Ranch Parkway, Washoe County, Nevada. Upon annexation the parcel will convert from a Washoe County zoning designation of GR (General Rural) to a City of Sparks zoning designation of A-40 (Agriculture). (PCN19-0040)**

An agenda item from 5 Ridges Development Co., Inc., and presented by Ian Crittenden, Development Services Manager requesting Council adopt Bill No. 2779, an ordinance to annex real property approximately 34.71 acres in size generally located at 555 Highland Ranch Parkway.

This annexation request is coming forward for City Council consideration in conjunction with three related requests for: (1) a development agreement amendment pursuant to NRS 278.0201; (2) certification of a Comprehensive Plan amendment to apply City of Sparks land use designations of Intermediate Density Residential (IDR) and Open Space (OS) to the site; and, (3) rezoning of the parcel proposed for annexation from A-40 (Agriculture) to SF-6 (Single Family Residential – 6,000 sq. ft. lots) and A-5 (Agriculture). Collectively, these requests would incorporate the 34.71-acre subject parcel into the 5 Ridges project site (Exhibit 1 – Vicinity Map). On July 2, 2020, the Sparks Planning Commission voted to forward recommendations of approval to the City Council for the annexation, development agreement amendment and rezoning requests and approved the Comprehensive Plan amendment.

Public hearing was opened at 3:38 p.m. There were no comments.

**Motion:** I move, based on Findings A1 through A4 as set forth in the staff report, to adopt Bill 2779 to annex into the City of Sparks real property approximately 34.71 acres in size generally located at 555 Highland Ranch Parkway, Washoe County, Nevada.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member VanderWell

**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir



**No:** None  
**Abstain:** None  
**Vote:** Motion passed unanimously, 5-0.

**11.3 Second Reading, Public Hearing, discussion and possible adoption of Bill No. 2781, an ordinance for approval of the Development Agreement, Amendment Number 2, pursuant to NRS 278.0201, between the City of Sparks, QK, LLC and 5 Ridges Development Company, Inc., providing for planning and development of a site 421.58 acres in size located at 555 Highland Ranch Parkway, Sparks, Nevada (PCN19-0040).**

An agenda item from 5 Ridges Development Co., Inc., and presented by Ian Crittenden, Development Services Manager requesting Council approval of the Development Agreement, Amendment Number 2 between the City of Sparks, QK, LLC, and 5 Ridges Development Company, Inc.

Changes proposed in Amendment Number 2 primarily relate to the expansion of the 5 Ridges project site through the addition of a 34.71-acre parcel proposed for annexation to the City of Sparks. However, additional changes are also proposed to address comments received from the Nevada Department of Transportation (NDOT) and remove references to specific zoning districts in Section 3.1 (Permitted Uses and Density).

Amendment Number 2 to the Agreement is coming forward for City Council consideration in conjunction with three related requests for: annexation of a 34.71-acre property into the City of Sparks; certification of a Comprehensive Plan amendment to apply City of Sparks land use designations of Intermediate Density Residential (IDR) and Open Space (OS) to the 34.71-acre parcel; and, rezoning of the 34.71-acre parcel from A-40 (Agriculture) to SF-6 (Single Family Residential – 6,000 sq. ft. lots) and A-5 (Agricultural). Collectively, these requests would incorporate the 34.71-acre subject parcel into the 5 Ridges project site (Exhibit 1 – Vicinity Map). On July 2, 2020, the Sparks Planning Commission voted to forward recommendations of approval to the City Council for the annexation, rezoning and development agreement amendment requests and approved the Comprehensive Plan amendment.

Public hearing was opened at 3:40 p.m. There were no comments.

**Motion:** I move to adopt Bill No. 2781, an ordinance for approval of the Development Agreement, Amendment Number 2, pursuant to NRS 278.0201, between the City of Sparks, QK, LLC, and 5 Ridges Development Company, Inc., providing for planning and development of a site 421.58 acres in size located at 555 Highland Ranch Parkway, Sparks, Nevada.

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Anderson

**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None  
**Vote:** Motion passed unanimously, 5-0.

**11.4 Second Reading, Public Hearing, discussion and possible adoption of Bill No. 2780, an Ordinance to rezone real property approximately 34.71 acres in size generally located at 555 Highland Ranch Parkway from 34.71 acres of A-40 (Agriculture) to 10.00 acres of SF-6 (Single-Family Residential, 6,000 sq. foot lots) and 24.71 acres of A-5 (Agriculture). (PCN19-0040)**

An agenda item from 5 Ridges Development Co., Inc., and presented by Ian Crittenden, Development Services Manager requesting Council adoption of Bill No. 2780, an ordinance rezoning real property approximately 34.71 acres in size generally located at 555 Highland Ranch Parkway.

Public hearing was opened at 3:42 p.m. There were no comments.

**Motion:** I move, based on Findings Z1 through Z3 as set forth in the staff report, to adopt Bill No. 2780 to rezone real property approximately 34.71 acres in size generally located at 555 Highland Ranch Parkway from 34.71 acres of A-40 (Agriculture) to 10.00 acres of SF-6 (Single-Family Residential, 6,000 sq. foot lots) and 24.71 acres of A-5 (Agriculture).

**Moved by:** Council Member Dahir

**Seconded by:** Council Member Bybee

**Yes:** Council Members Abbott, VanderWell, Anderson, Bybee, Dahir

**No:** None

**Abstain:** None

**Vote:** Motion passed unanimously, 5-0.

**12. Comments**

**12.1 Comments from the Public**

None.

**12.2 Comments from City Council and City Manager**

City Manager Krutz reminded one regular City Council meeting remains for the year on December 14, 2020. Council will resume regular meetings on January 11, 2021.

Council Members Bybee and Dahir commented we are in tough times, reminded everyone to stick together and remember all the positive things to be grateful for, and wished everyone a happy Thanksgiving.

Council Member Anderson asked if the City Manager could direct staff to engage with the local Associated General Contractors to discuss working hours parameters.

Mayor Lawson congratulated those who were sworn in today. He also encouraged the local small business community to reach out with ways Council and the Mayor may be able to help during these difficult times.

**13. Adjournment**

Council was adjourned at 3:49 p.m.

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Ed Lawson, Mayor

ATTEST:

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Lisa Hunderman, City Clerk

>>>LK