



**CITY OF SPARKS, NV
COMMUNITY
SERVICES
DEPARTMENT**

To: Mayor and City Council

From: Marilie Smith, Administrative Secretary

Subject: Report of Planning Commission Action
CA-3-17

Date: November 13, 2017

RE: CA-3-17 - Consideration of and possible action on an ordinance amending Title 20 of the Sparks Municipal Code to revise definitions, permitted uses, landscaping, density, parking and design standards and providing other matters properly relating thereto.

Planning Manager Jim Rundle presented this agenda item. Mr. Rundle provided background information for the request sharing that a comprehensive overhaul of Title 20 was initiated in 2011. The City adopted a three-phase approach to revise and reformat Title 20 and in June of 2015 after numerous workshops, stakeholder meetings and team meetings, the Planning Commission recommended approval of the Title 20 overhaul to the Sparks Municipal Code. It was subsequently approved by City Council in August 2015.

Mr. Rundle shared that City staff has been using the new Title 20 for over two years and have identified refinements and revisions. The requested code amendment proposes to revise definitions, procedures, permitted uses, and landscaping, density, parking and design standards.

Mr. Rundle provided an overview of the proposed amendments to Title 20 and shared that once adopted they are intended to enhance the successful revision of Title 20 in 2015. Mr. Rundle reviewed the approval process for the proposed amendments and shared that the Planning Commission can recommend approval of all amendments, in part or individually. The Planning Commission can also request further discussion or information on any of the amendments proposed.

Mr. Rundle identified that he incorporated the suggested changes received during the Planning Commission Study Session on October 31. Specifically, Mr. Rundle added; a section in the Temporary Use Applicability section to add a number 4 to address Special Events with regard to Title 9, a project contact and telephone number to posted construction signs in the construction hours section and finally, inclusion of language in the definitions section under Historical Resources adding reference to the National and State registries together with and Sparks.

Commissioner Carey requested clarification on the proposed amendment on page 75 with regard to Planned Development Handbooks. Specifically, the section discusses modifying densities within Planned Developments and could this mean that areas within a Planned Development could have a different density than the Comprehensive Plan allows. Mr. Ornelas responded that specific to the question, the Comprehensive Plan would need to be amended before the Planned Development Handbook could be amended if such were the case. The proposed zoning would need to be in compliance with the Comprehensive Plan land use map.

Commissioner Carey asked for clarification with regard to the need for the new language for Planned Development Handbooks. Mr. Rundle provided that the proposed language would afford applicants an opportunity to bring forward a requested change to be considered in a single public hearing process versus the current requirement of two public hearing processes. In addition, the new language provides a mechanism for the handbook to be amended without all of the signatures of the established residents.

Commissioner VanderWell asked for clarification regarding the proposed changes in the Annexation process. Specifically, Commissioner VanderWell asked if staff can recommend a continuance of an Annexation item under the new language. Mr. Rundle responded that staff can recommend a continuance as this authority is afforded to staff by the Planning Commission.

Commissioner VanderWell asked for discussion and clarification on the proposed change regarding the Appeal process. Specifically, Commissioner VanderWell asked if the 30 days proposed for preparation of a staff report and noticing is sufficient for staff. Mr. Rundle stated that 30 days is ample time for staff to notice and prepare a staff report on an Appeal item.

Commissioner Carey requested clarification regarding the temporary use section addressing garage sales and associated conditions. Mr. Rundle stated that there are three conditions currently identified for garage sales and there are no proposed changes to the conditions. Mr. Rundle shared that it may appear that there are changes, however, the appearance of changes is due to numbering changes throughout the section as a result of other changes within the section.

Commissioner Petersen requested clarification on the correction to typographical errors and staff's ability to correct typographical errors without seeking direction from Planning Commission. Mr. Rundle stated that staff is afforded the authority to correct typographical errors as they are discovered.

Commissioner Petersen asked if the next step upon Planning Commission approval is City Council review and if additional modifications are discovered after the Planning Commission's recommendation, would these changes be presented to City Council.

Mr. Rundle stated that should any additional modifications be necessary, staff would make the City Council aware of the additional changes during presentation to Council and share that such changes were made after Planning Commission's recommendation.

The public comment was opened. No public comment was received, the public comment was closed.

Commissioner Petersen asked for further discussion and a possible motion.

Commissioner Read shared that she appreciated staff's hard work on the proposed code amendments and that she believes the changes were necessary.

Commissioner Carey also commended staff on their hard work and shared that he thought it was good to review and update the code regularly.

Commissioner Petersen also stated he appreciated all of the hard work staff had done to fine tune the code.

Commissioner VanderWell thanked staff for a job well done and shared that from her view as a former Planning Commissioner from a different jurisdiction the changes were very refreshing.

MOTION: Commissioner VanderWell moved to forward a recommendation of approval to the City Council of the code amendment associated with CA-3-17.

SECOND: Commissioner Brock.

Chairman Petersen asked for further discussion or a vote. Commissioner Carey asked if Commissioner VanderWell's motion included staff's proposed changes as presented from the October 31, 2017 Study Session.

Chairman Petersen asked Commissioner VanderWell to amend her original motion to include the proposed changes.

MOTION: Commissioner VanderWell moved to forward a recommendation of approval to the City Council of the code amendment associated with CA-3-17 including the changes identified during presentation of the item.

SECOND: Commissioner Brock.

AYES: Commissioners Petersen, VanderWell, Brock, Carey and Read.

NAYS: None.

ABSTAINERS: None.

ABSENT: Commissioner Fewins.

Passed.