

**Minutes of the  
Fernley Planning Commission Meeting  
December 14, 2016**

The Fernley Planning Commission held a public meeting on December 14, 2016, beginning at 5:00 pm at Fernley City Hall, 595 Silver Lace Blvd., Fernley, NV.

1. ROLL CALL **Present:** Chairman William Shattuck, Commissioner Sue Gill, Commissioner Gayle Picha, Commissioner Jan Hodges, Sean Desruisseaux. **Absent:** Commissioner Will MacDonald. **Not Voting:** Deputy City Attorney Brent Kolvet, Senior Planner Tim Thompson, Assistant Planner Melinda Bauer, Deputy City Clerk Julie Torres.

2. PUBLIC INPUT. There was none.

3. APPROVAL OF THE AGENDA. **Motion:** Move to approve the agenda as submitted, **Action:** Approve, **Moved by** Commissioner Sue Gill, **Seconded by** Commissioner Gayle Picha. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Chairman William Shattuck, Commissioner Gayle Picha, Commissioner Jan Hodges, Commissioner Sue Gill, Sean Desruisseaux.

4. (POSSIBLE ACTION) APPROVAL OF MINUTES for the November 9, 2016 Fernley Planning Commission. **Motion:** Move to approve the minutes as submitted, **Action:** Approve, **Moved by** Commissioner Gayle Picha, **Seconded by** Commissioner Sue Gill. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Chairman William Shattuck, Commissioner Gayle Picha, Commissioner Jan Hodges, Commissioner Sue Gill, Sean Desruisseaux.

## 5. PRESENTATION, DISCUSSION AND POSSIBLE ACTION:

5.1. TSM 2016-002 – A request for a Tentative Subdivision Map (Clover Ranch) from James A. Cutler to allow for a 28-lot single family residential subdivision on a site consisting of 5 parcels totaling 19.3 acres in size in the RR-1/2 zoning district, generally located north of Farm District Rd, south of the Donner Trails Subdivision, east of Winnie Lane and west of Browne Lane, Fernley, NV. (APN(s) 021-331-19, 20, 22, 29 &38) (Continued from November 9, 2016). Presented by Senior Planner Tim Thompson. The applicant, Jim Cutler, was present at the meeting. This item was continued from the November 2016 meeting. Mr. Thompson commented on the open space requirement for this development. This subdivision is zoned correctly, it does not require curb and sidewalk but it does require paved roads and underground City utilities. A reversion to acreage or a merger and re-subdivide would be required to complete the reduction in lot size. There is recorded legal access to the property via a public access easement. The easement runs between the subdivision and Farm District Road. The City has not accepted this easement or taken responsibility for maintenance. Until such time the City accepts these roads into its inventory, it is the developer and adjacent property owner's responsibility to maintain the roads. The typical process for City right of way is the roads would be offered for dedication by the developer to the City after completion and a formal acceptance will be conducted. Prior to the approval and recordation of final map, a dedication would be necessary for Clover Lane. The applicant intended to develop Clover Lane during construction of this subdivision. This developer does not own the Clover Lane property so this may be difficult. No permits for construction will be approved until the road is improved and paved. Emergency secondary access, is also required for the subdivision, a side road letting out to Browne Lane. If it is for full access to the subdivision it will also need to be improved and paved according to City standards and offered for dedication. Staff is recommending approval of the application based on the conditions provided and

asks the Commission forward a recommendation to City Council for approval. Commissioner Picha asked about the neighbor's reaction to the proposed subdivision. Mr. Thompson stated they were aware of the process. Commissioner Picha is concerned about the dedication of the roads. Mr. Thompson reiterated the dedication is not complete and must be complete prior to building permits being issued. Commissioner Desruisseaux commented about the amount of traffic on Farm District Road as these subdivisions are being built out. What is the City's approach to outlets onto Highway 50? Mr. Thompson provided comments on the City Master Plan. Farm District Roads and Hwy 50 are both NDOT highways. NDOT has no plans to reduce speed on either roadway. NDOT did not provide any comments on this project. Commissioner Shattuck asked about the retention basin and if it would be dedicated to the City. Applicant Jim Cutler provided comments on the planned retention basin area and that it would be dedicated at some point. The City is looking into a way to maintain accepted retention basins in the future. Senior Planner Thompson stated the City had received no further comments from the public regarding this project. **PUBLIC INPUT:** There was none.

**Motion:** Move to forward a recommendation for TSM 2016-002 – A request for a Tentative Subdivision Map (Clover Ranch) from James A. Cutler to allow for a 28-lot single family residential subdivision on a site consisting of 5 parcels totaling 19.3 acres in size in the RR-1/2 zoning district, generally located north of Farm District Rd, south of the Donner Trails Subdivision, east of Winnie Lane and west of Browne Lane, Fernley, NV. (APN(s) 021-331-19, 20, 22, 29 & 38 to City Council, subject to conditions of approval, **Action:** Approve, **Moved by** Commissioner Sean Desruisseaux, **Seconded by** Commissioner Jan Hodges. **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5). **Yes:** Chairman William Shattuck, Commissioner Gayle Picha, Commissioner Jan Hodges, Commissioner Sue Gill, Sean Desruisseaux.

6. CHAIR AND COMMISSION ITEMS: Commissioner Hodges provided information about the Wreaths Across America program with the Northern Nevada Veteran's Cemetery. The wreaths will be laid upon the graves of our veterans this Saturday, November 17<sup>th</sup>, 2016 at 9:00 am.

Chairman Shattuck announced this would be his last meeting as his term was over and he would not be seeking reappointment. He also thanked the staff for their efforts.

7. PLANNING DIRECTOR ITEMS: Senior Planner Thompson announced vacancies on the Planning Commission. Fran McKay is now on City Council. He thanked Commissioner Shattuck for his service. His absence leaves a 2<sup>nd</sup> vacancy on the Commission. Commissioner Picha will also be leaving the board which creates a 3<sup>rd</sup> vacancy. Mr. Thompson thanked her for her service. The January meeting will include officer elections and by-law review. Mr. Thompson has a few recommended changes for the by-laws.

8. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS. Commissioner Desruisseaux asked about connectors on Farm District and Hwy 50. Mr. Thompson offered to meet with the Commissioner to discuss the Master Plan and welcomed the Commission to vote to add a discussion item to a future Planning Commission agenda. He stated that the connector issues will eventually resolve themselves through the development process. Mr. Thompson reminded the Commissioners of the role of the Commission and he does not feel this topic is appropriate for Planning Commission.

9. PUBLIC INPUT. There was none.

**ADJOURNMENT.** There being no further business to come before it, the Fernley Planning Commission meeting adjourned at 5:40 pm.

Approved by the Fernley Planning Commission on January 11, 2017, by a vote of:

AYES: 5

NAYS: 0

ABSTENTIONS: 1

ABSENT: 1

  
ATTEST: Deputy City Clerk Julie Torres

  
Chairman