

**MINUTES OF THE
FERNLEY PLANNING COMMISSION MEETING
AUGUST 13, 2025**

Chair Jenni McCullar called the meeting to order at 5:00 pm.

1. INTRODUCTORY ITEMS

1.1. Pledge of Allegiance

1.2. Roll Call

Present: Chairwoman Jenni McCullar, Vice-Chair Angela Lewis, Commissioner Jacob VanderHeiden, Commissioner Robert Flores, Commissioner Tessa Garvin, Commissioner Julianne Holt (Zoom), Commissioner Barry Williams Sr., City Attorney Aaron Mouriten, Deputy City Manager Lydia Altick, Deputy City Clerk Brenda Gosser, Administrative Specialist I Sandy Harris, Planning Director Michele Rambo, Senior Planner Alisa Johansson, Assistant Planner Lisa Warner. **Absent:** Commissioner Cody Wagner.

1.3. Public Forum

Tammy Dittman, Fernley resident, stated they were having issues hearing in the back of the room.

1.4. (For Possible Action) Approval of Agenda

Motion: I MOVE TO APPROVE THE AGENDA WITH ITEM 2.1 MOVED TO THE SEPTEMBER 5TH MEETING. **Action:** Approved **Moved by:** Vice-Chair Angela Lewis, **Seconded by:** Commissioner Tessa Garvin. **Vote:** Passed, **Summary:** Yes 7. **Yes:** Chairwoman McCullar, Vice-Chair Lewis, Commissioner VanderHeiden, Commissioner Flores, Commissioner Garvin, Commissioner Holt, Commissioner Williams.

1.5. (Possible Action) Approval of Minutes

Motion: I MOVE TO APPROVE THE MINUTES FROM THE LAST PLANNING SESSION. **Action:** Approved, **Moved by:** Commissioner Robert Flores, **Seconded by:** Commissioner Tessa Garvin. **Vote:** Passed, **Summary:** Yes 7. **Yes:** Chairwoman McCullar, Vice-Chair Lewis, Commissioner VanderHeiden, Commissioner Flores, Commissioner Garvin, Commissioner Holt, Commissioner Williams.

2. PRESENTATIONS

2.1. (For Possible Action) Presentation by Chris Molina regarding the management of SF6 Zoning and its consequences.

Item moved to September 5, 2025, meeting.

3. STAFF REPORTS

3.1. (For Possible Action) Consideration and possible action regarding a Waiver application (WVR25002) submitted by Diane Anderson and Lisa Young for a site located at 80 Main Street (APN: 020-021-03) in a C2 (Commercial) zoning district. The Waiver application is to request the removal of curb, gutter, sidewalk, parking, and landscaping requirements.

Lisa Warner, Assistant Planner, presented. This building was constructed in 1983 and has primarily been used for commercial use. The applicant is requesting to change the use from personal services to a coffee house, which is defined as a restaurant use. The intensification of use has triggered the site to be

brought up to the current Development Code, which includes curb, gutter, sidewalk, parking, and landscaping requirements. The site is a substandard development, meaning it was originally constructed in accordance with the regulations but no longer meets the standards of our current Development Code. Per Fernley Municipal Code (FMC) 32.03.090-1 the site is located in the designated downtown area where waiver applications are permitted for curb, gutter, sidewalk, number of parking spaces, and landscaping requirements. There are 5 findings that have to be met to approve a waiver. In conclusion, because it is in the waiver applicability area, staff can make all five required findings.

Motion: I MOVE TO APPROVE THE WAIVER ASSOCIATED WITH WVR25002 SUBJECT TO CONDITIONS OF APPROVAL 1 THROUGH 14 BASED ON THE FINDINGS WVR01 THROUGH WVR05 FOR THE WAIVER, AND THE FACTS SUPPORTING THESE FINDINGS AS SET FORTH IN THE STAFF REPORT. **Action:** Approved, **Moved by:** Commissioner Tessa Garvin, **Seconded by:** Commissioner Robert Flores. **Vote:** Passed, **Summary:** Yes 7. **Yes:** Chairwoman McCullar, Vice-Chair Lewis, Commissioner VanderHeiden, Commissioner Flores, Commissioner Garvin, Commissioner Holt, Commissioner Williams.

4. GENERAL BUSINESS

4.1. (For Possible Action) Discussion and possible action to appoint one member of the Planning Commission to sit on the Technical Advisory Group working on the three Corridor Studies currently underway.

Michele Rambo, Planning Director, stated that the City has recently begun working with NDOT on three Corridor Plans intended to identify how roads are improved to accommodate future growth. These roads are: 1) Main Street/Hwy 95 from Exit 46 to Exit 48 (including the roundabout), 2) Farm District Road, and 3) Hwy 95/50 south from Main Street. A Technical Advisory Committee has been created consisting of city employees, representatives from the Fire and the Sheriff's offices, and other interested stakeholders. Involving a member of the Planning Commission has also been suggested.

Commissioner Robert Flores volunteered as the alternate.

Motion: I MOVE TO APPOINT COMMISSIONER CODY WAGNER TO REPRESENT THE PLANNING COMMISSION AS A MEMBER OF THE CORRIDOR STUDY TECHNICAL ADVISORY COMMITTEE AS WELL AS COMMISSIONER FLORES AS AN ALTERNATIVE AS NEEDED. **Action:** Approved **Moved by:** Vice-Chair Angela Lewis, **Seconded by:** Commissioner Jake VanderHeiden. **Vote:** Passed, **Summary:** Yes 7. **Yes:** Chairwoman McCullar, Vice-Chair Lewis, Commissioner VanderHeiden, Commissioner Flores, Commissioner Garvin, Commissioner Holt, Commissioner Williams.

5. PUBLIC HEARINGS

5.1. (For Possible Action) Discussion and possible action to recommend approval of Bill #362 (associated with CA25002) to amend Title 32, Chapter 9, Section 090 (Landscaping and Screening) of the City of Fernley Development Code to update the location and design requirements for trash enclosures and update the screening requirements for mechanical and electrical equipment and facilities.

Lisa Warner, Assistant Planner, stated that recent commercial projects have shown that current requirements in the Fernley Development Code for trash enclosures, and mechanical, electrical screening are vague and unclear; therefore, it was determined that more specific requirements should be added to the Development Code. These additional requirements will make it easier for City staff to enforce the requirements and ensure consistent and compliant trash enclosures and screening of mechanical and electrical equipment and facilities throughout the City of Fernley.

Motion: I MOVE TO RECOMMEND THAT THE CITY COUNCIL APPROVE BILL # 362 ASSOCIATED WITH CA25002 AS PRESENTED BY STAFF. **Action:** Approved, **Moved by:** Vice-Chair Angela Lewis, **Seconded by:** Commissioner Tessa Garvin. **Vote:** Passed, **Summary:** Yes 6, No 1. **Yes:** Chairwoman McCullar, Vice-Chair Lewis, Commissioner VanderHeiden, Commissioner Garvin, Commissioner Holt, Commissioner Williams, **No:** Commissioner Flores.

5.2. (For Possible Action) Discussion and possible action regarding concurrent requests for a Zoning Map Amendment (ZMA25001) and Tentative Subdivision Map (TSM25001) from Wood Rodgers, Inc. on behalf of Genica Clover Ranch, LLC, rezoning six (6) parcels containing approximately 24.72 acres from RR½ (Rural Residential, ½-acre minimum) and RR5 (Rural Residential, 5-acre minimum) to SF6 (Single Family, 6000-square foot minimum) and creating a 105-lot single-family residential subdivision generally located between Farm District Road to the south, Langdon Street to the north, Winnie Lane to the west, and Nevada Pacific Boulevard to the east (APNs 021-331-15, -19, -20, -22, -29, and -38).

Chair McCullar stated the matter before this body affects a material interest on her commitment in a private capacity, as her home is on the adjoining property therefore, she is going to abstain from the vote. Alisa Johansson, Senior Planner, presented this application to rezone, merge, and re-subdivide six (6) parcels containing approximately 24.72 acres into 105 single-family lots. The project has been designed to comply with all applicable regulations.

Eric Hasty, Wood Rodgers, Inc., also presented.

After comments from the Commissioners, Chair Jenni McCullar called for public comment.

Public Comment:

Jeff Kling expressed concern about flooding.

RC Herrera expressed concern about flooding, and the subdivision is bordered on three sides that are agricultural and that land is irrigated. There is a subdivision directly to the east that is half-acres. They were selling just fine and building beautiful homes.

Joyce Kling expressed concern about the water levels in the ditch and no fence.

Steve Griswold expressed concerns about the irrigation flooding the lots, fencing and drainage for the houses. He stated that Browne Lane is not a public road, it belongs to him and his neighbor.

Jennifer VanWormer expressed concern about the road being pushed through and then preconfiguring the wash to make it fit. If we must have this road, we'd like boulders.

Donnia Herrera expressed concern about no consideration for the livestock. They need fencing on both sides of the subdivision to protect them.

Rhio Mueller expressed concern over the traffic on Clover Lane.

Motion: I MOVE TO CONTINUE THIS ITEM TO NEXT MONTH'S MEETING BASED ON THE PREVIOUS CONTINUANCE OF ITEM 2.1, PRESENTATION BY CHRIS MOLINA, REGARDING THE MANAGEMENT OF SF6 ZONING AND ITS CONSEQUENCES. **Action:** Approved. **Moved by:** Vice-Chair Angela Lewis, **Seconded by:** Commissioner Tessa Garvin. **Vote:** Passed, **Summary:** Yes 7. **Yes:** Chairwoman McCullar, Vice-Chair Lewis, Commissioner VanderHeiden, Commissioner Flores, Commissioner Garvin, Commissioner Holt, Commissioner Williams.

Chair Jenni McCullar stated that she needed to withdraw her vote because she was going to abstain.

Motion: I MOVE TO WITHDRAW THE DECISION THAT WAS JUST SET FORTH. **Action:** Approved. **Moved by:** Vice-Chair Angela Lewis, **Seconded by:** Commissioner Robert Flores. **Vote:** Passed, **Summary:** Yes 6, Abstain 1. **Yes:** Vice-Chair Lewis, Commissioner VanderHeiden, Commissioner

Flores, Commissioner Garvin, Commissioner Holt, Commissioner Williams. **Abstain:** Chairwoman McCullar.

Motion: I MOVE TO CONTINUE THIS ITEM TO THE SEPTEMBER 10, 2025, MEETING BASED ON THE PREVIOUS CONTINUANCE OF ITEM 2.1, PRESENTATION BY CHRIS MOLINA, REGARDING THE MANAGEMENT OF SF6 ZONING AND ITS CONSEQUENCES. **Action:** Approved. **Moved by:** Vice-Chair Angela Lewis, **Seconded by:** Commissioner Tessa Garvin. **Vote:** Passed, **Summary:** Yes 6, Abstained 1. **Yes:** Vice-Chair Lewis, Commissioner VanderHeiden, Commissioner Flores, Commissioner Garvin, Commissioner Holt, Commissioner Williams. **Abstain:** Chairwoman McCullar.

5.3. (For Possible Action) Discussion and possible action regarding a request from the Planning Department to amend the home occupation use standards contained in Fernley Municipal Code, Title 32, Chapter 7, Section 200 (Bill 364, CA25003).

Alisa Johansson, Senior Planner, stated the Planning Department and City Clerk's Office propose to amend the City of Fernley's Municipal Code, Title 32, Chapter 7, Section 200, to refine and clarify regulations for home occupation accessory use. The proposed changes include, but are not limited to, the addition of a floor area limit and a prohibited home occupations list, as well as clarification and revision to limitations on associated vehicles and employees. Word choice revisions, punctuation and grammar corrections, and reorganization of the section are also proposed. These proposed changes are consistent with the Master Plan's goal of ensuring land use compatibility, preventing and mitigating adverse impacts resulting from development, encouraging development that can be efficiently served by services and infrastructure, and effectively managing growth.

Commissioner Tessa Garvin asked what type of home occupations they are talking about?

Senior Planner Johansson, stated we are in our promulgation of this code, choosing to focus on the other end of the spectrum. We focused our efforts on which types of home occupations are not compatible and not appropriate. That is why you'll see the inclusion of a brand-new prohibited home occupations list in our proposed code. That was missing from the previous code. So, rather than specifically, prescriptively identifying the types of home occupations that are permitted, we are instead focusing on the sort of easier, smaller number of home occupations that can be identified on the negative end of the spectrum: those that are not appropriate, that are restricted.

Commissioner Tessa Garvin stated she would like to see it be specific regarding cosmetology.

Senior Planner Johansson explained the exceptions to the prohibited home occupations list. The business may be approved by the administrator with the provision of a business plan. If someone is proposing a new home occupation business, and they feel that their business is on this prohibited home occupation list, but they think that they can meet the intent of the code, they believe they can make their proposed home occupation compatible. They can provide us with a detailed business plan, and based on the consideration of their specific circumstances, we might make an exception.

Public comment:

Becki Howlett stated she found it odd that you can groom a dog at your house, but not a person.

Michele Rambo, Planning Director, stated that you cannot have a dog grooming business in a home.

Motion: MOVE TO RECOMMEND APPROVAL OF BILL 364 ASSOCIATED WITH CA25003 AMENDING THE USE STANDARDS FOR HOME OCCUPATIONS AS PROPOSED AND PRESENTED BY STAFF. **Action:** Approve, **Moved by:** Commissioner Garvin, **Seconded by:** Commissioner VanderHeiden. **Vote:** Passed, **Summary:** Yes 7. **Yes:** Chairwoman McCullar, Vice-Chair Lewis, Commissioner VanderHeiden, Commissioner Flores, Commissioner Garvin, Planning Commissioner Holt, Commissioner Williams.

6. CHAIR AND COMMISSION ITEMS

None at this time.

7. PLANNING DIRECTOR ITEMS

7.1. Update on City Council actions from July 16, 2025 and August 6, 2025.

Michele Rambo, Planning Director, on August 6th, we had the first reading of the Master Plan Amendment Code of change that was presented to the Planning Commission last month.

7.2. General Planning Department updates and announcements

Planning Director Rambo announced that the new associate planner will start on Monday. A consultant has been chosen for the Capital Improvement Plan and the Impact Fee Study. We are working on the contract for the infrastructure plans for the north and the southwest areas. The RFP for South Area Plan is out and proposals are due on Friday. The Master Plan update RFP will be going out on Monday, and then we're giving them 6 weeks, because it's a huge project.

8. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS

None at this time.

9. PUBLIC FORUM

Tammy Dittman stated that the speakers in the back were not working. She also asked why postings are posted in the Reno Gazette Journal.

Michele Rambo, Planning Director, stated because of NRS requirements, we still have to rely on the Reno-Gazette Journal, because it's published every day. If the Fernley Recorder was published more often, we would publish there.

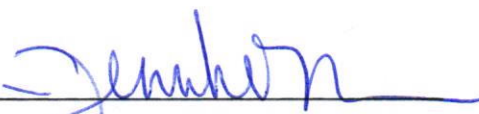
The next meeting will be on September 10, 2025, at 5:00 pm.

10. ADJOURNMENT

There being no further business to come before it, the Fernley Planning Commission meeting adjourned at 7:11 pm.

Approved by the Fernley Planning Commission on September 10, 2025, by a vote of:

AYES 6 NAYS: 0 ABSTENTIONS: 1 ABSENT: 0



Chairwoman Jenni McCullar



ATTEST:

Sandy Harris

From: noreply@civicplus.com
Sent: Tuesday, August 12, 2025 3:15 PM
To: City Clerk
Subject: Online Form Submittal: Public Input Form

If you are having problems viewing this HTML email, click to view a [Text version](#).

Public Input Form

The Public may comment on any matter that is not specifically included on an agenda as an action item or comment on a specific agenda item. Items not included on the agenda for which you are submitting a comment, cannot be acted upon other than to place them on a future agenda. Additionally, if you wish you can comment in person at the meeting or use the Raise your Hand feature in Zoom (*9 if you are participating via phone). Public comments are limited to three (3) minutes. Public Comments submitted prior to 4:00 pm the day of the meeting will be provided to board members and added to the record but WILL NOT BE READ during the live meeting. Any public input received after 4 pm the day of the meeting will be included in the record but may not reach board members before action is taken.

Submitted by:* Rosaland Collins
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Phone 443-447-0279

Number:
Address: 1005 Aster ln , 89408
Meeting(s) Planning and City council

where your
concern should
be expressed:*

Meeting Aug 13 and Aug 20
Date(s):*

Comments: * Why doesn't Fernley have a ED, I put in an application to open a 5 bed ED. And wanted to partner with the city to put the location in an area that meets all the requirements for a building. I have met with the mayor prior and believe him to have a location. I will also reach out to C-PACE to assist in building the ED. Is the partnering with the city to build the ED logically for Fernley to put up for the community at this time and partner with me.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://www.cityoffernley.org/Admin/FormHistory.aspx?SID=9791>

The following form was submitted via your website: Public Input Form

Submitted by:: Rosaland Collins

Email Address: : rosalandcllns7@gmail.com

Phone Number:: 443-447-0279

Address: : 1005 Aster ln , 89408

Meeting(s) where your concern should be expressed:: Planning and City council

Meeting Date(s):: Aug 13 and Aug 20

Comments: : Why doesn't Fernley have a ED, I put in an application to open a 5 bed ED. And wanted to partner with the city to put the location in an area that meets all the requirements for a building. I have met with the mayor prior and believe him to have a location. I will also reach out to C-PACE to assist in building the ED. Is the partnering with the city to build the ED logically for Fernley to put up for the community at this time and partner with me.

Additional Information:

Form submitted on: 8/12/2025 3:14:37 PM

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Referrer Page: No Referrer - Direct Link

Form Address: <http://www.cityoffernley.org/Forms.aspx?FID=175>

Please sign in

FPC 8-13-2025

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