

**MINUTES OF THE
FERNLEY PLANNING COMMISSION MEETING
MARCH 12, 2025**

Chairwoman 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, Commissioner Barry Williams Sr., Commissioner Cody Wagner, Commissioner Jacob VanderHeiden, Commissioner Robert Flores, Commissioner Tessa Garvin, City Manager Ben Marchant, City Attorney Aaron Mouritsen, Deputy City Clerk Brenda Gosser, Administrative Specialist I Sandy Harris, Planning Director Michele Rambo, Assistant Planner Lisa Warner. **Absent:** Vice-Chair Angela Lewis, Alternate Commissioner Julianne Holt.

1.3. Public Forum

None at this time.

1.4. (For Possible Action) Approval of Agenda

Motion: I MOVE TO APPROVE THE AGENDA. **Action:** Approved. **Moved by:** Commissioner Robert Flores, **Seconded by:** Commissioner Cody Wagner. **Vote:** Passed, **Summary:** Yes 6, **Yes:** Commissioner Williams, Chairwoman McCullar, Commissioner Wagner, Commissioner VanderHeiden, Commissioner Flores, Commissioner Garvin.

1.5. (Possible Action) Approval of Minutes

Motion: I MOVE TO APPROVE THE MINUTES FROM THE FEBRUARY MEETING. **Action:** Approved. **Moved by:** Commissioner Tessa Garvin, **Seconded by:** Commissioner Jake VanderHeiden. **Vote:** Passed, **Summary:** Yes 6, **Yes:** Commissioner Williams, Chairwoman McCullar, Commissioner Wagner, Commissioner VanderHeiden, Commissioner Flores, Commissioner Garvin.

2. STAFF REPORTS

2.1. (For Possible Action) Consideration and possible action on a Tentative Parcel Map application (TPM25001) submitted by Cari S. and Martin J. Bunyard to split an existing ± 5-acre parcel into two (2) ± 2.5-acre parcels located in the RR5 (Rural Residential; 5-acre minimum lot size) zoning district located at 1000 Jenny's Ln (APN: 020-351-03).

Lisa Warner, Assistant Planner, presented. The parcel has been under the ownership of Cari S. and Martin J. Bunyard since July 2015. The current parcel was created by a subdivision map recorded in August 1978 (Document #39323). The parcel is ± 5-acres in size and is located at 1000 Jenny's Ln (APN: 020-351-03), in an RR5 (Rural Residential; 5-acre minimum lot size) zoning district. A Major Deviation (MJD23002) application was submitted and approved by the City of Fernley Planning Commission on September 13, 2023, to allow for the creation of two (2) ± 2.5-acre parcels in the RR5 (Rural Residential; 5-acre minimum lot size) zoning district on a site ± 5-acres in size and approximately located at 1000 Jenny's Ln (APN: 020-351-03). No future development is planned at this time.

Chairwoman Jenni McCullar inquired if there is city sewer down Jenny's Lane and what the regulations are for lot size for septic.

Owen Wurgler, Shaw Engineering, stated it is his understanding that there is no sewer down Jenny's Lane, and they currently have a septic tank and leach field on site.

Michele Rambo, Planning Director, stated that state law requires at least one acre for septic tanks. The Planning Department doesn't have any regulations on septic. When something gets built on the vacant second lot, all of that will be looked at again and compared to current rules at that time. That's all part of the development process for an individual lot.

Commissioner Cody Wagner disclosed that he knows the Bunyards, and that his personal residence here in Fernley is less than a quarter mile from the site. However, this does not affect his objectivity to vote, and he will be voting.

Chairwoman Jenni McCullar disclosed that she knows the Bunyards on a personal level. It will not sway her vote either way, so she will be voting on this matter.

Motion: I MOVE TO APPROVE THE TENTATIVE PARCEL MAP REQUEST ASSOCIATED WITH TPM25001 SUBJECT TO CONDITIONS OF APPROVAL 1 THROUGH 12 PRESENTED BY STAFF AND BASED ON FINDINGS TPM1 THROUGH TPM12 AND THE SUPPORTING DATE AS SET FORTH IN THE STAFF REPORT. **Action:** Approved. **Moved by:** Commissioner Jake VanderHeiden, **Seconded by:** Commissioner Robert Flores. **Vote:** Passed, **Summary:** Yes 6. **Yes:** Commissioner Williams, Chairwoman McCullar, Commissioner Wagner, Commissioner VanderHeiden, Commissioner Flores, Commissioner Garvin.

2.2. (For Possible Action) Consideration and possible action regarding a Conditional Use Permit application (CUP25001) and a Waiver application (WVR25001) submitted by Shawn Mitchell on behalf of Polyglass on a site located at 150 Lyon Dr. (APN: 021-261-063) in an I (Industrial) zone. The Conditional User Permit is to allow for the expansion of an existing 67,300-square foot industrial facility for the storage and processing of hazardous materials to include an additional 100,000 square feet of indoor storage, an 8,500 square-foot office, and site reconfiguration/circulation to accommodate the building expansion. The Waiver application is to request the removal of the requirement for the construction of sidewalks along Lyon Dr. and Industrial Dr.

Lisa Warner, Assistant Planner, presented. Polyglass is adding an additional 100,000 square feet for indoor storage, an 8,500 square-foot office and reconfiguring the site to accommodate the building expansion. The applicant is also requesting a waiver of the requirement to construct sidewalks along Lyon Drive and Industrial Drive. This building was originally constructed in 1988 and has been used by Polyglass for the storage and processing of hazardous materials since the building was constructed. The site is a substandard development, meaning it was originally constructed in accordance with the applicable regulations but no longer meets the standards of our current Development Code. Since the use has not been abandoned, any expansion will not trigger an intensification of use; therefore, current development code standards will not apply except for the construction of sidewalks along Lyon Drive and Industrial Drive. The City of Fernley does have capital improvement plans to add curb, gutter, repaving, and updated driveways along Lyon Drive and Industrial Drive; however, there are no plans for the City to construct sidewalks in this area.

Eric Hasty, Wood Rogers, presented the site plans. This is one of the steps in a multistep process for the expansion of this facility. We're basically taking all the storage of the outdoor materials and putting it inside and then reconfiguring the site to be a little bit more efficient to accommodate the larger building.

We've already gone through the city for building permits for the expansion of the tank facilities, and the expansion of the building itself. This is what triggered the request for the conditional use permit. We are requesting a conditional use permit for the expansion of the facility for the storage and processing of hazardous materials, as well as a request for a waiver for the sidewalks. It is an isolated area, and there are no other sidewalks to any of the properties adjacent to it.

Sean Mitchell, Polyglass Project Manager, stated the goal is to get as much of the raw materials and finished goods that are stored outside, all undercover, and to clean up the truck traffic flow on site also add additional compliant parking.

Commissioner Cody Wagner asked to be walked through how the sidewalk waiver process works.

Michele Rambo, Planning Director, stated the waiver is available for three different areas of town that are clearly identified in the code. This is one of those areas.

Motion: I MOVE TO APPROVE THE CONDITIONAL USE PERMIT ASSOCIATED WITH CUP25001 SUBJECT TO CONDITIONS OF APPROVAL 1 THROUGH 24 AND THE WAIVER ASSOCIATED WITH WVR25001 AS PRESENTED BY STAFF. I FURTHER MOVE TO ADOPT FINDS A THROUGH F FOR THE CONDITIONAL USE PERMIT AND 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 Jake VanderHeiden, **Seconded by:** Commissioner Tessa Garvin. **Vote:** Passed, **Summary:** Yes 6. **Yes:** Commissioner Williams, Chairwoman McCullar, Commissioner Wagner, Commissioner VanderHeiden, Commissioner Flores, Commissioner Garvin.

3. CHAIR AND COMMISSION ITEMS

Commissioner Cody Wagner congratulated Mark IV on their Phase 2 groundbreaking. He also stated that there's going to be interest in data centers coming to Fernley, and we need to be in the forefront. He wants to encourage staff to bring some of those conversations forward sooner rather than later.

Commissioner Robert Flores would like to see signs for bicycle riders warning them of trees that shed needles.

4. PLANNING DIRECTOR ITEMS

4.1. Update on City Council actions from February 19, 2025, and March 5, 2025.

Michele Rambo, Planning Director, recapped some of the recent Council actions. The Yori application was approved. They did add the condition that 11 of the lots along the western boundary had to be single story. They also approved a final subdivision map for the Hardie townhomes, which are located on Hardie and Cottonwood.

4.2. General Planning Department updates and announcements.

Michele Rambo, Planning Director, reported that the Senior Planner job has been accepted. The Southwest Area Plan should be on the April agenda and will get that out to the Commission for review by the end of next week or the beginning of the week after.

5. ADDRESS REQUEST(S) FOR FUTURE AGENDA ITEMS

None at this time.

6. PUBLIC FORUM

None at this time.

7. ADJOURNMENT

There being no further business to come before it, the Fernley Planning Commission meeting adjourned at 5:45 pm.

Approved by the Fernley Planning Commission on April 9, 2025, by a vote of:

Alternate Commissioner Julianne Holt was present and voting.

AYES 6 NAYS: 0 ABSTENTIONS: 0 ABSENT: 2


Chairwoman Jenni McCullar


ATTEST: