

Item # 19

**City of Carson City
Agenda Report**

Date Submitted: July 6, 2010

Agenda Date Requested: July 15, 2010

Time Requested: 1 hour

To: Board of Supervisors

From: Larry Werner, City Manager

Subject Title: Action to appoint three members to the Planning Commission for four year terms ending June, 2014.

Staff Summary: Carson City Municipal Code chapter 18.02.010 and NRS 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There are three vacancies for four year terms due to existing members terms expiring. There are four applicants; Daniel Heath, Edwin James, Mark Kimbrough, and James Shirk.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to appoint _____, _____,
and _____ to the Carson City Planning Commission for four year terms ending June,
2014.

Explanation for Recommended Board Action: There are three openings on the Planning Commission due to members terms expiring. There are four applicants;

Daniel Heath
Edwin James
Mark Kimbrough (requesting reappointment)
James Shirk

Applicable Statute, Code, Policy, Rule or Regulation: C.C.M.C. 18.02.010, N.R.S 278.030

Fiscal Impact: None

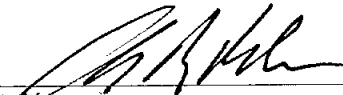
Explanation of Impact: n/a

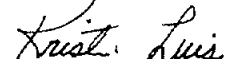
Funding Source: n/a

Alternatives: Reopen the position announcement for additional applicants.

Supporting Material: Request for reappointment, applications, roster, recruitment announcement, C.C.M.C. 18.02.010, and NRS 278.030.

Prepared By: Rose Gardner, Management Assistant

Reviewed By:  Date: 7/6/10
(City Manager)

 Date: 7/6/10
(District Attorney)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)

May 06 2010

May 6, 2010

Mark Kimbrough
6163 Rio Vista Lane
Carson City, NV 89701

Rose Gardner
Carson City Executive Offices
201 N. Carson St Suite #2
Carson City, NV 89701

Dear Rose,

This is in response to your letter of May 3 letting me know my term is about to expire as an appointee to the Planning Commission.

I am very interested in remaining on the Commission. As the senior representative and current Chairman, I would hope that I could continue for one more term on the Commission. I respectfully ask the Board of Supervisor for the privilege of being reappointed to this valuable community position.

Thank you for your consideration of allowing me to remain as a member and current Chair of the Commission.

Sincerely,


Mark Kimbrough
775-885-2095

MAY 17 2010

Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: Planning Commission

Title of Position: Volunteer

Name: Heath
Last

Daniel
First

W
Middle Initial

Address: 4720 Fox Creek Rd
Street

Carson City
City

Nv
State

89703
Zip

Occupation/Business: R/W Staff Specialist

Telephone: Work- 888-7299

Home- 883-3979

Cell-

E-mail-

How long have you lived in Carson City: 1 yr

Are you an active Carson City Registered Voter: Yes

Note: only complete if a degree is required for this position

College, professional, vocational or other schools attended	Major Subject	Degree Conferred
University of Nevada	Business Administration/Planning	
Cal State San Bernardino	Business - Accounting/Finance	Bachelors
Riverside Community College	Business	Associate

List any professional license(s) and or certification(s):

License/Certification	License/Certification #
Enrolled Agent	56623

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

I have an understanding of zoning and land use issues, appraisal issues, Uniform Act, real property laws, financing of public works projects, governmental accounting, construction and maintenance techniques and processes used on public streets and roads and business administration and management stemming from my education and 16 years employment in State government.

2. List the community organizations in which you have participated and describe participation.

Edgemont Volunteer Fire Department as firefighter, Emergency Medical Technician and President responding to medical emergencies, fire calls and conducting business of the Volunteer Fire Department to include organizing fund drives, purchasing of equipment and supplies and coordinating with paid staff.

Volunteer work on General Plan for City of Moreno Valley, Ca. in identifying growth areas.

3. List your affiliation with professional or technical societies. (if required for the Position)

National Society of Accountants, Institute of management Accountants, International Right-of-Way Association.

4. Do you anticipate any potential conflicts of interest? No If yes, please explain.

Business in Carson City Service Area:

Length of time in Business:

Personal/Professional References:		
Name	Address	Telephone #
Jon Bunch	Carson City, Nv.	(775) 883-1969
Steve Hatt	Grand Terrace, Ca.	(909) 783-8059
David Cobb	Santa Ana, Ca.	(562) 481-4086

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Signature of Applicant

Date

You may attach more information.

All applications are public information.

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices
201 N. Carson Street #2, Carson City NV 89701
(775)887-2100 Fax(775)887-2286

JUL 08 2010

July 7, 2010

Carson City
201 North Carson St.
Carson City NV 89701

Re: Planning Commission

Dear Mayor and Board of Supervisors:

I found out that you will be conducting interviews on July 15, 2010, for people interested in serving on the Planning Commission. Unfortunately, I will be out of town that day. I am sending you this letter to reconfirm my interest in serving on the Planning Commission. As I mentioned in my application, since I moved to Carson City I have been volunteering my time working with various youth programs. Now that my kids have grown up I am looking at other ways I can contribute to my community. In my position with the Carson Water Subconservancy District I understand the importance of planning for the future. I also understand the importance of keeping a community economically viable while at the same time balance this need with the lifestyle of the community.

It is with my technical background, my belief in the importance of planning for the future, and my desire to give back to my community that I believe I can provide assistance serving on the Planning Commission.

Sincerely,

Edwin D. James
2588 Simons Court
Carson City, NV 89703

2010 21

Carson City Application for Appointive/Volunteer Position

Resident

Please print or type

Title of Board or Commission: Planning Commission

Title of Position: Planning Commissioner

Name: James Edwin D
Last First Middle Initial

Address: 2588 Simons Ct Carson City NV 89703
Street City State Zip

Occupation/Business: General Manager/ Carson Water Subconservancy District

Telephone: Work- 775-887-7456 Home- 775-841-6239 Cell- 775-721-1026

E-mail- jamesclan5@sbcglobal.net

How long have you lived in Carson City: 12 Years Are you an active Carson City Registered Voter: Yes

Note: only complete if a degree is required for this position

College, professional, vocational or other schools attended	Major Subject	Degree Conferred
Univ. Calif. Davis	Soil & Water Science	Bachelor of Science
Univ. Colo. Boulder	Civil Eng., Hydro. & Hydraulics	Master of Science
Univ. of Phoenix	Finance	Master of Business Administration

List any professional license(s) and or certification(s):

License/Certification	License/Certification #
Professional Engineer Nevada	14654
Professional Engineer California	49224

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

See attachment.

2. List the community organizations in which you have participated and describe participation.

Since 1998, I have coached Little League Baseball, AYSO soccer, and Babe Ruth baseball. For four years I served on the Babe Ruth Board, two years as Equipment Manager and two years as President. I served four years as Treasurer for Carson City Youth Sports Assn. I have also been a snowboard instructor with the Carson City program since 1998. Over the years I have assisted with the Boy Scouts, First United Methodist Youth Group, and participated in several Carson River clean up days.

3. List your affiliation with professional or technical societies. (if required for the Position)

I am a Board Member for the Nevada Water Resources Association.

4. Do you anticipate any potential conflicts of interest? No If yes, please explain.

Business in Carson City Service Area: N/A

Length of time in Business: N/A

Personal/Professional References:

Name	Address	Telephone #
Steve Reynolds	1501 N. Carson St. CC, NV 89701	887-8817
Bill Hartman	5251 Numaga Pass CC NV 89703	883-7678
Ken Scarbrough	2040 Briar Crest CC NV 89703	888-9210

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Edwin D. James
Signature of Applicant

6-18-10
Date

You may attach more information.

All applications are public information.

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices
201 N. Carson Street #2, Carson City NV 89701
(775)887-2100 Fax(775)887-2286

Carson City Application for Appointive/Volunteer Position

Planning Commission

Edwin D. James

Response to question 1:

When I first moved to Carson City my children were young and I volunteered my time with various youth organizations as described in my answer to question 2. Now that my children are grown I am looking at other ways to serve my community. In my current job with CWSD, I know how important it is to plan for the future. My job gives me an unique opportunity to work with various planning commissions throughout the Carson River watershed and an appreciation of their vital roles. Keeping Carson City economically viable is extremely important but must also be balanced with maintaining the life style of the community. It is with my technical background, my belief in the importance of planning for the future, and my desire to give back to my community that I believe I can provide assistance serving on the Planning Commission.

MAY 25 2016

Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: <u>CARSON CITY PLANNING COMMISSION</u>			
Title of Position: <u>BOARD MEMBER</u>			
Name: <u>SHIRK</u>	<u>JAMES</u>	<u>C</u>	
Address: <u>15 ARIZONA Cir.</u> <u>CARSON City</u> <u>Nv.</u> <u>89701</u>			
Occupation/Business: <u>RETIRED</u>			
Telephone: Work- <u>720-5761</u> Home- <u>884-963</u> Cell- <u>720-5761</u> E-mail- _____			
How long have you lived in Carson City: <u>10</u> Are you an active Carson City Registered Voter: <u>yes</u>			

NOTE: ONLY COMPLETE IF A DEGREE IS REQUIRED FOR THIS POSITION

College, professional, vocational or other schools attended	Major Subject	Degree Conferred

List any Professional License and/or Certifications you hold.
(List license #'s with each license)

1. Briefly Describe the Qualifications You Possess Which You Feel Would Be An Asset to this Board/Commission/Committee.

SEE ATTACHED PAGE #3

2. List the Community Organizations in Which You Have Participated and Describe Participation.

SEE ATTACHED PAGE #3

3. List Your Affiliation With Professional or Technical Societies. (if required))

4. Do You Anticipate Any Potential Conflicts of Interest? If Yes Please Explain

Business in Carson City Area: R. BALTOZ

Length of time in Business: _____

Personal/Professional References:

Name	Address	Telephone #
Jim Wilson	1211 KINGSLBY HWY	885-9557
Jim GOTH	4480 OLD CREEK RD.	882-5560

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

James C. G. H.
Signature of Applicant

6-25-10
Date

You May Attach More Information

All Applications are Public Information

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices
Carson City Executive Offices, 201 N. Carson Street #2, Carson City NV 89701
(775)887-2100, Fax 887-2286

Carson City Board of Supervisors

I am a strong advocate for both job creation and economic development. We need to:

- Reduce roadblocks to allow for more business development and expansion.
- Create a community environment that is conducive to the expansion of land uses for business and residential growth.

We can and should promote the perception that we are open to all balance growth within the community.

I have had successful business and as an entrepreneur having a pro active Planning Commission is essential to the community and business.

Having been a volunteer for various charities through my church, I know first hand how important and valuable this type of service can be.

I am an active member of the community and work daily towards making our community a better place. Please consider Jim Shirk for the open seat on the Planning Commission.

Thank you for your time in considering my application.

PLANNING COMMISSION MEMBERSHIP

<u>MEMBERSHIP</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
William Vance 205 S. Ormsby Blvd. Carson City NV 89703 882-4764 (h) 220-7929 (c) vancenv@yahoo.com	Partial Term 6/04 Reappt. 6/05, 07/09	6/2013
Craig Mullet 3710 Timberline Dr. Carson City, NV 89703 885-1779 (h) 450-1870 (c) 885-0536 (f) Team1cm@sbcglobal.net	Initial Term 06/03 Reappt. 6/2007	6/2011
Mark Kimbrough (Vice Chair) 6163 Rio Vista Lane Carson City NV 89701 298-0233 (w) 885-2095 (h) 298-0013 (f) mkk@tahoerimtrail.org	Initial Term 6/02 Reappt. 6/06	6/2010
George Wendell P.O. Box 4447 Carson City NV 89702 885-7722 (w) 882-1800 (h) 412-2262 (c) vccwendells@sbcglobal.net	Initial Term 6/07	6/2011
Malkiat Dhami 2689 Wellington South Carson City, NV 89703 283-4055 (w) 841-2177 (h) 233-4549(c) malkiatsdhami@yahoo.com	Initial Term 7/09	6/2013
Roger Stockton 1811 Newman Place Carson City NV 89703 882-4108(w) 882-4725 (h) 313-5800 (c) roger@innovativenetworks.us	Partial Term 10/09	6/2010
Steve Reynolds 388 Pasture Drive Carson City NV 89701 887-8817 (w) 882-6749 (h) 887-8824 (f) 750-8244 (c) signpro@pyramid.net	Initial Term 6/04 Reappt 6/08	6/2012

ELECTED/APPOINTED REPRESENTATIVES

Lee Plemel
Planning Division
887-2180

Jeff Sharp
Engineering Division
887-2300

Attorney Assignment: District Attorney's Office
887-2070

AUTHORITY: NRS 278.030 and CCMC 18.02.010 requires 4-year staggered terms with seven resident members. Terms to expire every June 30th

MEETINGS: This Commission usually meets the last Wednesday of every month at 3:30 p.m. at the Community Center, Sierra Room.

PURPOSE: To follow the requirements of the City's Charter, as well as CCMC Title 18 and NRS 278.

TYPICAL DUTIES: The approval of special use permits, variances, subdivisions, changes of land use, master plan amendments, street abandonments, etc.

Coordinator: Lee Plemel, Planning and Community Development.



CARSON CITY PLANNING COMMISSION

The Carson City Board of Supervisors is seeking applications from persons interested in serving for about 12 to 16 hours a month on the Carson City Planning Commission. This Commission oversees all matters pertaining to Carson City's planning and zoning, land use and growth management. Meetings are the last Wednesday of every month at 5:00 p.m. at the Community Center in the Sierra Room. **There are three openings, two for four year terms to expire June, 2014 and one to fill a term to expire June, 2012.**

The Board of Supervisors shall appoint qualified persons to the Commission who are residents and registered voters of Carson City.

Volunteer applications may be obtained from the Carson City Executive Offices or on our website. **Applications will be accepted until June 25, 2010.**

Let it be known that all applications submitted to this office for this position will be considered public information.

CARSON CITY EXECUTIVE OFFICES
201 N. Carson Street #2
Carson City, Nevada 89701
(775) 887-2100 FAX 887-2286
E-Mail rgardner@ci.carson-city.nv.us
Web Page <http://www.carson-city.nv.us>
AN EQUAL OPPORTUNITY EMPLOYER

CCMC - 18.02.005 Short title.

1. This title shall be known and may be cited in all proceedings as the Carson City Zoning Ordinance. (Ord. 2001-23 § 2 (part), 2001).

18.02.007 Power of board of supervisors (hereinafter in Title 18 referred to as "board")- Zoning and planning.

1. The board may:
 - a. Divide Carson City into districts and regulate and restrict the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land within those districts.
 - b. Adopt master plans for Carson City which will serve as a pattern and guide for the kind of orderly physical growth and development of the city that will minimize impairment of the city's natural resources.
 - c. Establish and adopt ordinances and regulations relating to the subdivision of land.
2. The board shall carry out the provisions of subsection 1 in the manner prescribed by Chapters 278 and 278A of Nevada Revised Statutes (NRS). (Ord. 2001-23 § 2 (part), 2001).

18.02.010 Planning commission.

1. Purpose. The purpose of this ordinance is to specify the establishment and authority of the Carson City Planning Commission (hereinafter in Title 18 referred to as "commission").
2. Authority; powers; duties; review by the board.
 - a. The commission is hereby created, pursuant to NRS 278.030.
 - b. The commission shall perform all duties and functions delegated to a County Planning Commission by the terms of NRS 278.010 to 278.630, inclusive, and CCMC Title 2 (Planning Commission)
 - c. The commission shall take action to approve, conditionally approve or deny special use permits, variances, and appeals of administrative decisions. The commission shall hear applications and recommend to the board action on changes to the Master Plan, zoning districts, amendments to Title 18 ordinances, amendments to the Development Standards, and all other appropriate subjects.
 - d. On matters where the commission takes final action, the proponent, any aggrieved party, or member of the board may appeal the decision to the board.
 - e. On matters where the commission makes a recommendation to the board, the board by majority vote may affirm, deny, or return to the recommendation to the commission for further consideration of any proposed recommendations.
3. Membership; terms of office; vacancies; removal; attendance by director.
 - a. There shall be seven (7) members of the commission.
 - b. The terms of the members shall be four (4) years or until a successor takes office and all terms shall expire on June 30th of their respective years.
 - c. Vacancies occurring before the expiration of a commissioner's term shall be filled for the remaining unexpired portion of the term.
 - d. Members may be removed, after a public hearing, by a majority vote of the board for inefficiency, neglect of duty, or malfeasance of office.

e. The Planning and Community Development Director (hereinafter in Title 18 referred to as director) or his designee shall be in attendance at all commission meetings.

4. Qualifications.

a. The mayor shall appoint, with the approval of the board, the members of the commission.

b. The members shall be residents of Carson City and registered voters therein at the time of their appointment and continuously throughout their term.

5. Compensation. All members of the commission shall serve without compensation.

6. Meetings and Records.

a. The commission shall hold at least one (1) regular meeting in each month.

b. The commission shall adopt by-laws and rules for the transaction of their business and shall keep a record of its decisions and findings. This record shall be a public record.

c. Complete records of official actions of the commission shall be kept on file in the office of the planning and community development department.

7. Chairman and Other Officers.

a. The commission shall elect yearly its chairman from among the appointed members.

b. The commission shall elect yearly other offices as it may determine necessary. (Ord. 2001-23 § 2 (part), 2001).

NRS 278.030 Creation by cities and counties; number of members.

1. The governing body of each city whose population is 25,000 or more and of each county whose population is 40,000 or more shall create by ordinance a planning commission to consist of seven members.
2. Cities whose population is less than 25,000 and counties whose population is less than 40,000 may create by ordinance a planning commission to consist of seven members. If the governing body of any city whose population is less than 25,000 or of any county whose population is less than 40,000 deems the creation of a planning commission unnecessary or inadvisable, the governing body may, in lieu of creating a planning commission as provided in this subsection, perform all the functions and have all of the powers which would otherwise be granted to and be performed by the planning commission.

[Part 3:110:1941; A 1947, 834; 1943 NCL § 5063.02]—(NRS A 1973, 914; 1989, 1917; **2001, 1967**)

NRS 278.040 Members: Appointment; qualifications; compensation and expenses; terms; removal; vacancies.

1. The members of the planning commission are appointed by the chief executive officer of the city, or in the case of a county by the chairman of the board of county commissioners, with the approval of the governing body. The members must not be members of the governing body of the city or county. The majority of the members of the county planning commission in any county whose population is 400,000 or more must reside within the unincorporated area of the county.
2. In Carson City, the members of the planning commission established as provided in **NRS 278.030** are appointed by the Mayor from the city at large, with the approval of the Board of Supervisors.
3. The governing body may provide for compensation to its planning commission in an amount of not more than \$80 per meeting of the commission, with a total of not more than \$400 per month, and may provide travel expenses and subsistence allowances for the members in the same amounts as are allowed for other officers and employees of the county or city.
4. Except as otherwise provided in this subsection, the term of each member is 4 years, or until his successor takes office. If applicable, the term of each member of a county or city planning commission in any county whose population is 400,000 or more is coterminous with the term of the member of the governing body who recommended his appointment to the appointing authority. If the recommending member resigns his office before the expiration of his term, the corresponding member of the planning commission may continue to serve until the office is next filled by election. If the office of the recommending member becomes vacant before the expiration of the term for any other reason, the corresponding member of the planning commission may continue to serve for the duration of the original term.
5. Except as otherwise provided in this subsection, members of a county or city planning commission may be removed, after public hearing, by a majority vote of the governing body for just cause. In a county whose population is 400,000 or more, members of a county or city planning commission serve at the pleasure of their appointing authority.
6. Vacancies occurring otherwise than through the expiration of term must be filled for the unexpired term.

[Part 3:110:1941; A 1947, 834; 1943 NCL § 5063.02]—(NRS A 1959, 13; 1969, 328; 1971, 1115; 1973, 914; 1979, 529, 1385, 1386; 1983, 1246; 1985, 22; 1989, 1917; 1991, 248; 1995, 198; **2001, 2804; 2003, 1733**)