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A regular meeting of the Carson City Planning Commission was scheduled for 5:00 p.m. on Wednesday, November 30, 2011 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Mark Kimbrough
Commissioner Malkiat Dhami
Commissioner Paul Esswein
Commissioner Mark Sattler
Commissioner Jim Shirk
Commissioner William Vance
Commissioner George Wendell

STAFF: Lee Plemel, Planning Division Director
Jennifer Pruitt, Principal Planner
Juan Guzman, Open Space Property Manager
Moreen Scully, Senior Deputy District Attorney
Kathleen King, Deputy Clerk / Recording Secretary

NOTE: A recording of these proceedings, the commission's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

A. CALL TO ORDER, DETERMINATION OF A QUORUM, AND PLEDGE OF ALLEGIANCE (5:01:15) - Chairperson Kimbrough called the meeting to order at 5:01 p.m. Roll was called; a quorum was present. Commissioner Shirk led the pledge of allegiance.

B. PUBLIC COMMENTS (5:02:12) - Chairperson Kimbrough entertained public comment; however, none was forthcoming.

C. POSSIBLE ACTION ON APPROVAL OF MINUTES - October 26, 2011 (5:03:10) - Commissioner Wendell moved to approve the minutes, as presented. Commissioner Sattler seconded the motion. Motion carried 7-0.

D. MODIFICATION OF AGENDA (5:03:51) - Upon request by Commissioner Shirk, Chairperson Kimbrough modified the agenda to address items H-5(A) and (B) following items H-1(A) and (B).

E. STAFF PUBLIC SERVICE ANNOUNCEMENTS (5:05:32) - Mr. Plemel announced the Silver and Snowflakes Festival of Lights event scheduled for Friday, December 2nd. Carson Street will be closed, beginning at 5:00 p.m., to accommodate the event. Mr. Plemel reported that a good portion of the west side historic district was recently listed in the National Register of Historic Places. He commended Ms. Pruitt on her management of the National Register nomination process.

F. DISCLOSURES (5:07:22) - Chairperson Kimbrough advised of familiarity with property owners in the area of the Mexican Dam due to his past affiliation with the Carson River Advisory Committee. He further advised of no conflict of interest.

G. CONSENT AGENDA (5:07:49) - None.

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H. PUBLIC HEARING ITEMS:

H-1(A) MPA-11-056 POSSIBLE ACTION TO MAKE A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING A MASTER PLAN AMENDMENT TO CHANGE THE LAND USE DESIGNATION FROM RIGHT-OF-WAY AND PUBLIC / QUASI-PUBLIC TO MEDIUM DENSITY RESIDENTIAL (“MDR”), ON PROPERTY LOCATED AT 1946 HAMILTON AVENUE, APN 002-523-18; and H-1(B) ZMA-11-055 POSSIBLE ACTION TO ADOPT A RESOLUTION MAKING A RECOMMENDATION TO THE BOARD OF SUPERVISORS ON A ZONING MAP AMENDMENT APPLICATION FROM CARSON CITY (PROPERTY OWNER: ROBERT MORRIS AND KAY ELLEN ARMSTRONG) TO CHANGE THE ZONING FROM PUBLIC NEIGHBORHOOD (“PN”) TO SINGLE FAMILY 6000 (“SF6”), ON PROPERTY LOCATED AT 1946 HAMILTON AVENUE, APN 002-523-18 (5:09:06) - Chairperson Kimbrough introduced these items, and Mr. Plemel provided an overview of the agenda materials. He oriented the commissioners to the subject property using a displayed aerial photograph, and reviewed the agenda materials in conjunction with displayed slides. In response to a question, Mr. Plemel explained the previous request for abandonment, which was presented to the commission several months ago.

Chairperson Kimbrough invited Robert Morris to the podium. (5:14:13) Robert Morris introduced himself, for the record, provided a brief history of the acquisition, and reviewed the subject requests for master plan and zoning map amendments. He thanked Planning Division staff for their assistance, and requested the commission’s favorable recommendation to the Board of Supervisors. Chairperson Kimbrough entertained questions of the applicant and, when none were forthcoming, thanked Mr. Morris for his comments.

Chairperson Kimbrough entertained public comments and, when none were forthcoming, a motion for item H-1(A). **Commissioner Dhami moved to adopt Resolution 2011-PC-5, recommending to the Board of Supervisors approval of MPA-11-056, a master plan amendment to change the land use designation of a portion of APN 002-523-18 and right-of-way from public / quasi-public and right-of-way to medium density residential, based on the findings contained in the staff report. Commissioner Sattler seconded the motion. Motion carried 7-0.**

Chairperson Kimbrough entertained a motion for item H-1(B). **Commissioner Dhami moved to recommend to the Board of Supervisors approval of ZMA-11-055, a zoning map amendment to change the zoning of a portion of APN 002-523-18 from public neighborhood and right-of-way to single family 6,000, on property located at 1946 Hamilton Avenue, based on the findings contained in the staff report. Commissioner Sattler seconded the motion. Motion carried 7-0.**

H-2(A) MPA-11-123 POSSIBLE ACTION TO ADOPT A RESOLUTION MAKING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING A MASTER PLAN AMENDMENT TO CHANGE THE LAND USE MAP DESIGNATION OF CERTAIN PROPERTIES OWNED BY CARSON CITY, LOCATED IN AND AROUND THE VICINITY OF THE NORTHWEST QUADRANT OF CARSON CITY, CHANGING APNs 007-092-08 (77 ACRES), 007-601-02 (96 ACRES), AND 007-031-04 (15 ACRES) FROM CONSERVATION RESERVE (PRIVATE) TO OPEN SPACE; and H-2(B) ZMA-11-124 POSSIBLE ACTION TO MAKE A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING A ZONING MAP AMENDMENT APPLICATION FROM CARSON CITY (PROPERTY OWNER: CARSON CITY) TO CHANGE THE ZONING DESIGNATIONS OF CERTAIN PROPERTIES OWNED BY CARSON CITY, LOCATED IN AND AROUND THE NORTHWEST QUADRANT OF CARSON

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CITY, APN 007-092-08 (77 ACRES), FROM CONSERVATION RESERVE (CR) TO PUBLIC COMMUNITY (PC), AND APNs 007-601-02 (96 ACRES) AND 007-031-04 (15 ACRES), FROM CONSERVATION RESERVE (CR) TO PUBLIC REGIONAL (PR) (5:55:27) - Chairperson Kimbrough introduced these items, and Ms. Pruitt reviewed the agenda materials in conjunction with displayed slides. Ms. Pruitt reviewed the noticing process, as outlined in the agenda materials, and advised of having received no responses. Mr. Guzman described the open space values of, and access to, the subject properties. He responded to corresponding questions of clarification.

Chairperson Kimbrough entertained additional questions or comments of the commissioners and, when none were forthcoming, public comments. When no public comments were forthcoming, he entertained a motion. **Commissioner Vance moved to adopt Resolution 2011-PC-1, recommending to the Board of Supervisors approval of MPA-11-123, a master plan amendment to change the land use designation of property located in the vicinity of the northwest quadrant of Carson City, as published on the agenda and presented by staff, from conservation reserve to open space, based on the findings contained in the staff report. Commissioner Sattler seconded the motion. Motion carried 7-0.**

Chairperson Kimbrough entertained a motion for item H-2(B). **Commissioner Vance moved to recommend to the Board of Supervisors approval of ZMA-11-124, a zoning map amendment to change the zoning designation of parcels located in the northwest quadrant of Carson City, as published on the agenda and presented by staff, based on the findings contained in the staff report. Commissioner Sattler seconded the motion. Motion carried 7-0.**

H-3(A) MPA-11-126 POSSIBLE ACTION TO ADOPT A RESOLUTION MAKING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING A MASTER PLAN AMENDMENT TO CHANGE THE LAND USE MAP DESIGNATION OF CERTAIN PROPERTIES OWNED BY CARSON CITY, LOCATED IN AND AROUND THE VICINITY OF THE NORTHEAST QUADRANT OF CARSON CITY, CHANGING THE MASTER PLAN DESIGNATION OF APNs 008-541-92 (16 ACRES), 008-541-73 (16 ACRES), 008-531-39 (138 ACRES), 008-531-05 (0.73 ACRES), 010-011-26 (80 ACRES), 010-011-27 (100 ACRES), 008-531-40 (20 ACRES), 010-021-55 (35 ACRES), 010-681-02 (39 ACRES), AND 010-681-01 (0.06 ACRES) FROM CONSERVATION RESERVE (PRIVATE) TO OPEN SPACE, AND APNs 010-071-26 (71 ACRES), 010-021-47 (257 ACRES), RURAL RESIDENTIAL CONSERVATION RESERVE (PRIVATE) AND LOW-DENSITY RESIDENTIAL TO OPEN SPACE, AND APN 010-071-27 (40 ACRES) FROM RURAL RESIDENTIAL AND LOW-DENSITY RESIDENTIAL TO OPEN SPACE; and H-3(B) ZMA-11-127 POSSIBLE ACTION TO MAKE A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING A ZONING MAP AMENDMENT APPLICATION FROM CARSON CITY (PROPERTY OWNER: CARSON CITY) TO CHANGE THE ZONING DESIGNATIONS OF CERTAIN PROPERTIES OWNED BY CARSON CITY, LOCATED IN AND AROUND THE NORTHEAST QUADRANT OF CARSON CITY, CHANGING THE ZONING OF APN 008-922-11 (17.6 ACRES) FROM LIMITED INDUSTRIAL (LI) TO PUBLIC NEIGHBORHOOD (PN), APN 002-101-73 (8.6 ACRES) FROM SINGLE FAMILY 6,000 (SF6) TO PUBLIC NEIGHBORHOOD (PN), APNs 008-541-92 (16 ACRES), 008-541-73 (16 ACRES), AND 008-531-05 (0.73 ACRES) FROM AGRICULTURE (A) TO PUBLIC REGIONAL (PR), APNs 010-011-26 (80 ACRES), 010-011-27 (100 ACRES), 008-531-40 (20 ACRES) AND 010-021-55 (35 ACRES) FROM CONSERVATION RESERVE (CR) TO PUBLIC REGIONAL (PR), AND APNs 010-681-01 (0.06 ACRES) AND 010-681-02 (39 ACRES) FROM SINGLE FAMILY ONE

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ACRE (SF1A) TO PUBLIC COMMUNITY (PC) (6:05:15) - Chairperson Kimbrough introduced these items, and Ms. Pruitt reviewed the agenda materials in conjunction with displayed slides. Ms. Pruitt reviewed the public noticing process, as outlined in the agenda materials. She advised that Planning Division staff received two telephone calls requesting clarification relative to the purpose of the zoning map and master plan amendments. She further advised that the two parties seemed satisfied after having talked with Planning Division staff. In conjunction with a displayed map, Mr. Guzman reviewed topographic details, open space values, and allowed uses of the subject properties. He responded to questions of clarification regarding ownership of properties adjacent to the subject properties.

Chairperson Kimbrough entertained additional commissioner questions or comments and, when none were forthcoming, public comments. When no public comments were forthcoming, he entertained a motion. **Commissioner Sattler moved to adopt Resolution 2011-PC-2, recommending to the Board of Supervisors approval of MPA-11-126, a master plan amendment to change the land use designations of property located in the vicinity of the northeast quadrant of Carson City, as published on the agenda and presented by staff, based on the findings contained in the staff report.** Commissioner Wendell seconded the motion. Motion carried 7-0.

Chairperson Kimbrough entertained a motion for item H-3(B). **Commissioner Sattler moved to recommend to the Board of Supervisors approval of ZMA-11-127, a zoning map amendment to change the zoning designations of parcels located in the northeast quadrant of Carson City, as published on the agenda and presented by staff, based on the findings contained in the staff report.** Commissioner Wendell seconded the motion. Motion carried 7-0.

H-4(A) MPA-11-128 POSSIBLE ACTION TO ADOPT A RESOLUTION MAKING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING A MASTER PLAN AMENDMENT TO CHANGE THE LAND USE MAP DESIGNATION OF A PROPERTY OWNED BY CARSON CITY LOCATED IN THE VICINITY OF THE SOUTHWEST QUADRANT OF CARSON CITY, CHANGING THE MASTER PLAN DESIGNATION OF APN 007-051-07 (40 ACRES) FROM CONSERVATION RESERVE (PRIVATE) TO OPEN SPACE; and H-4(B) ZMA-11-129 POSSIBLE ACTION TO MAKE A RECOMMENDATION TO THE BOARD OF SUPERVISORS ON A ZONING MAP AMENDMENT APPLICATION FROM CARSON CITY (PROPERTY OWNER: CARSON CITY) TO CHANGE THE ZONING DESIGNATIONS OF CERTAIN PROPERTIES OWNED BY CARSON CITY, LOCATED IN AND AROUND THE SOUTHWEST QUADRANT OF CARSON CITY, CHANGING APNs 007-051-07 (40 ACRES), 007-051-80 (60 ACRES), 007-051-76 (93 ACRES), AND 007-031-33 (222 ACRES) FROM CONSERVATION RESERVE (CR) TO PUBLIC REGIONAL (PR) (6:19:25) - Chairperson Kimbrough introduced these items, and Ms. Pruitt reviewed the agenda materials in conjunction with displayed slides. Ms. Pruitt reviewed the public noticing process, as outlined in the agenda materials, and advised of having received no response. She noted the often difficult process associated with acquiring Open Space Program properties, and commended Mr. Guzman and his staff on their expertise. Mr. Guzman oriented the commissioners to the subject properties, using a displayed map, and described their open space values and management requirements.

Chairperson Kimbrough entertained public comment and, when none was forthcoming, a motion. **Commissioner Dhami moved to adopt Resolution 2011-PC-3, recommending to the Board of Supervisors approval of MPA-11-128, a master plan amendment to change the land use designation**

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of APN 007-051-07 from conservation reserve (private) to open space, based on the findings contained in the staff report. Commissioner Vance seconded the motion. Motion carried 7-0.

Chairperson Kimbrough entertained a motion for item H-4(B). Commissioner Dhami moved to recommend to the Board of Supervisors approval of ZMA-11-129, a zoning map amendment to change the zoning designations of property located in the southwest quadrant of Carson City, from conservation reserve to public regional, based on the findings contained in the staff report. Commissioner Esswein seconded the motion. Motion carried 7-0. Chairperson Kimbrough recessed the meeting at 6:28 p.m. and reconvened at 6:34 p.m.

H-5(A) MPA-11-130 POSSIBLE ACTION TO ADOPT A RESOLUTION MAKING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING A MASTER PLAN AMENDMENT TO CHANGE THE LAND USE MAP DESIGNATION OF CERTAIN PROPERTIES OWNED BY CARSON CITY, LOCATED IN AND AROUND THE VICINITY OF THE SOUTHEAST QUADRANT OF CARSON CITY, CHANGING THE MASTER PLAN DESIGNATION OF APNs 010-121-44 (20 ACRES), 010-121-43 (22 ACRES), 010-121-42 (22 ACRES), AND 010-502-01 (19 ACRES), FROM RURAL RESIDENTIAL TO OPEN SPACE; and H-5(B) ZMA-11-131 POSSIBLE ACTION TO MAKE A RECOMMENDATION TO THE BOARD OF SUPERVISORS ON A ZONING MAP AMENDMENT APPLICATION FROM CARSON CITY (PROPERTY OWNER: CARSON CITY) TO CHANGE THE ZONING DESIGNATIONS OF CERTAIN PROPERTIES OWNED BY CARSON CITY, LOCATED IN AND AROUND THE SOUTHEAST QUADRANT OF CARSON CITY, CHANGING APNs 010-121-44 (20 ACRES), 010-121-43 (22 ACRES), 010-121-42 (22 ACRES), AND 010-502-01 (19 ACRES), FROM SINGLE FAMILY FIVE ACRE (SF5A) TO PUBLIC COMMUNITY (PC) (5:17:47) - Chairperson Kimbrough introduced these items, and Mr. Plemel provided background information and an overview of the subject and the related agenda items.

Mr. Guzman provided background information on the origin, development, purpose, and function of the Open Space Program. He provided additional background information on Open Space Program acquisitions to date and their associated funding mechanisms. He discussed the benefits of the Carson City lands bill. He described the subject master plan and zoning map amendments as "a continuum of things that we initiated about four years ago. It has to do precisely with the lands bill and ... development of the charrette that was the public process used to create a common vision for the management of the River lands and now ... the next step ... is to rezone and master plan the lands in accordance with the provisions of our code."

Ms. Pruitt reviewed the agenda materials in conjunction with displayed slides. She reviewed the noticing process, as outlined in the agenda materials. She advised of having received one opposition letter, copies of which were distributed to the commissioners and staff prior to the start of the meeting. She further advised of having provided copies of Mr. Guzman's response to the letter. She acknowledged that the subject properties were purchased three to four years ago from the original developer.

Chairperson Kimbrough entertained public comment. (5:34:18) Mark Gregory introduced himself for the record and, at Chairperson Kimbrough's request, pointed out his 10.2 acres on a displayed aerial photograph. Mr. Gregory reviewed the contents of his letter, which outlined concerns relative to trespassing, vandalism, and personal liability. He requested that some consideration be given to erecting

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“some kind of barrier … on the west side of that dam to keep people from crossing it.” He requested the commissioners’ “reasonable judgment” relative to the concerns outlined in the letter. He acknowledged that his property comes to the mean high water mark of the River. In response to a question, he advised that his property is not fenced. “It’s fenced along the road.” He further acknowledged that trespassers “come across from both sides. … They jump the fence, they come across during low flow of the River, horseback riders …” He further acknowledged that his property is posted with “No Trespassing” and “Private Property” signage. He acknowledged having read Mr. Guzman’s response. “… what he said makes sense; a lot of it makes sense.” Mr. Gregory was uncertain as to the City “not having to do an environmental impact because that is a potential Superfund site because of the mercury that is buried behind the dam …” He reiterated the intent to ensure the commissioners’ awareness of the concerns outlined in his letter. He discussed an additional concern relative to safety and security. He expressed support for “this public land thing. This is great, but we want to make sure that it’s done right.”

Chairperson Kimbrough suggested that the majority of Mr. Gregory’s concerns need to be worked out with Open Space Program and Parks and Recreation Department staff “versus the fact that we’re changing the land designation.” Mr. Gregory expressed concern that “it would change our designation of our properties.” Mr. Plemel acknowledged Mr. Gregory’s concerns as an abutting property owner. He assured Mr. Gregory that changing the zoning designation doesn’t affect the issues outlined in Mr. Gregory’s letter. He acknowledged the need to address Mr. Gregory’s concerns, but advised that “this commission is looking at the land use. What is the proper designation on paper, really, and all the permitted uses for this but not a board that directs the management of City property and whether or not to manage access and fences and things.” Mr. Plemel acknowledged that the commission’s recommendations will be forwarded to the Board of Supervisors relative to the zoning map and the master plan. He explained that the commission’s purview is established by the Board of Supervisors and “it’s not within this commission’s scope to make recommendations regarding the management of City property. The application that is within your scope … is what should be on the master plan map and what should be on the zoning map.” Mr. Plemel clarified that Mr. Gregory could bring his concerns to the Board of Supervisors, but requested him to understand the commission’s role relative to the subject items. Mr. Plemel advised that no environmental impact statement is required for the zoning map or master plan amendment requests. “If there ever was a project … on the property, that might very well be the case that that would be required. And, in fact, with the public zoning designation, that means that any new use, if they plan on building a park or doing whatever improvements, requires a public process in order to do that … at which time, then there’d be another process where you start talking about improvements that are related to that new use …”

Chairperson Kimbrough entertained additional comments from Mr. Gregory. Mr. Gregory reiterated the concern relative to the zoning designations of his property being affected. Mr. Plemel assured him that the subject amendments will certainly not affect his property. “This is City property clearly … and there’s no intention to affect the designation of any of the private properties surrounding it.” Discussion followed.

Chairperson Kimbrough entertained additional commissioner comments, questions, or a motion. In response to a question, Mr. Guzman advised that the property is accessed from Golden Eagle Lane on the south or from the north at a “very precarious … metal bridge right on the dam that allows you to cross from Silver Saddle Ranch to the north all the way into the property to the south …” He reviewed equestrian and pedestrian use of the City’s property. He described various features of the property. In response to a further question, he advised that there is no signage identifying the property as being owned by the Open Space Program. He noted that “as you are driving Golden Eagle Lane, you will find some signs indicating

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that the road is private. ... The public at large has a right to use the road. We purchased that access when we bought one of those properties. However, that road is not maintained by Carson City. It's maintained by those neighbors so we agreed that they could continue to display those signs; however, ... the public has a right to use the road." In response to a comment, he advised of the intent to "limit or somehow manage the motorized use, particularly ATVs, OHVs, and motorcycles and it's much harder to do ... because right adjacent to the west is a very large area, presently managed by Open Space, ... which is for motorized use."

Chairperson Kimbrough suggested that Mr. Gregory present his concerns at the next Open Space Advisory Committee meeting relative to the Carson River management plan. In response to a question, Mr. Guzman advised that the two parcels directly north of the subject parcels are in public ownership by the Bureau of Land Management. The two parcels are among those which will be transferred to Carson City as part of the federal lands bill. Mr. Plemel responded to additional questions of clarification relative to the zoning designations of the two properties. "... these properties are a little bit unique and they do have a public designation ..." Mr. Guzman advised of discussions between Open Space Program staff and Planning Division staff with regard to management of the lands being transferred as part of the federal lands bill. "We decided that we need to wait until the dust settles before we go ahead and change the master plan designations and the zoning because it makes more sense. We're still correcting deeds and correcting descriptions and doing those kinds of things. ... probably next year, we'll bring a group of those back to you."

Chairperson Kimbrough entertained a motion. **Commissioner Wendell moved to adopt Resolution 2011-PC-4, recommending to the Board of Supervisors approval of MPA-11-130, a master plan amendment to change the land use designations of property located in the vicinity of the southeast quadrant of Carson City, as published on the agenda and presented by staff, from rural residential to open space, based on the findings contained in the staff report. Commissioner Esswein seconded the motion. Motion carried 7-0.**

Chairperson Kimbrough entertained a motion for item H-5(B). **Commissioner Wendell moved to recommend to the Board of Supervisors approval of ZMA-11-131, a zoning map amendment to change the zoning designations of property in the southeast quadrant of Carson City from single family five acre to public community, as published on the agenda and presented by staff, based on the findings contained in the staff report. Commissioner Esswein seconded the motion. Motion carried 7-0.**

H-6. MPA-11-117 POSSIBLE ACTION TO MAKE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS ON THE ANNUAL MASTER PLAN REPORT, INCLUDING RECOMMENDED ACTIONS FOR THE IMPLEMENTATION OF GOALS AND POLICIES OF THE MASTER PLAN (6:34:11) - Chairperson Kimbrough introduced this item, and Mr. Plemel reviewed the agenda materials in conjunction with displayed slides. He responded to questions of clarification relative to the various initiatives included in the report. He responded to additional questions regarding the responsibilities of the recently-hired Business Resource Innovation Center Manager. He advised that the position is grant funded for a period of eighteen months.

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Chairperson Kimbrough entertained public comment and, when none was forthcoming, a motion. **Commissioner Vance moved to recommend to the Board of Supervisors the Master Plan Action Plan priorities identified in the 2012 Action Plan, as provided by staff, for consideration in establishing City and staff goals for 2012. Commissioner Dhami seconded the motion. Motion carried 7-0.**

H-7. MISC-11-116 ACTION TO ELECT A PLANNING COMMISSION CHAIRMAN AND VICE CHAIRMAN FOR THE PERIOD DECEMBER 2011 TO NOVEMBER 2012 (7:03:09) - Chairperson Kimbrough introduced this item, and expressed a willingness to serve as chair for another year. He advised of having talked to some of the commissioners prior to this meeting "just to get a feeling for what might happen tonight to make it an easier transition." He entertained nominations for chair. Commissioner Dhami nominated Mark Kimbrough as chair. Commissioner Esswein seconded the nomination. Chairperson Kimbrough entertained additional nominations and, when none were forthcoming, **Commissioner Vance moved to close nominations. Commissioner Sattler seconded the motion. Nomination carried; motion carried 7-0.**

Chairperson Kimbrough explained the vacancy in the vice chair position, and entertained nominations for vice chair. Commissioner Shirk nominated Commissioner Wendell for vice chair. Commissioner Sattler seconded the nomination. Chairperson Kimbrough entertained additional nominations and, when none were forthcoming, **Commissioner Esswein moved to close nominations. Commissioner Sattler seconded the motion. Nomination carried; motion carried 7-0.**

I. ADMINISTRATIVE MATTERS:

I-1. DIRECTOR'S REPORT TO THE PLANNING COMMISSION AND FUTURE AGENDA ITEMS (7:06:34) - Mr. Plemel reported that the bus shelter sign ordinance was introduced, on first reading, at the November 17th Board of Supervisors meeting. Second reading is agendized for the December 1st Board of Supervisors meeting. Mr. Plemel further reported that the Nevada Chapter American Planning Association conferred a Cultural and Environmental Plan Award for the Carson City Community Vitality Act, commonly known as the federal lands bill. He advised that the award would be presented to the Mayor and Board of Supervisors at their December 1st meeting. He provided background information on development of the Carson City Community Vitality Act, and commended the commission's involvement. Mr. Plemel advised of the possibility that the December Planning Commission meeting will be cancelled.

I-2. COMMISSIONER REPORTS / COMMENTS (7:09:59) - Chairperson Kimbrough advised of having provided to Mr. Plemel informational materials relative to the role of a planning commissioner and the commission's bylaws. He suggested that these materials could be provided to any new commissioner, and that an item could be agendized for discussion at the January commission meeting.

J. PUBLIC COMMENTS (7:12:03) - Chairperson Kimbrough entertained public comment; however, none was forthcoming. In response to a question, Ms. Scully provided direction relative to the requirement to agendize public comment.

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K. ACTION TO ADJOURN (7:13:08) - Commissioner Vance moved to adjourn the meeting at 7:13 p.m. Commissioner Sattler seconded the motion. Motion carried 7-0.

The Minutes of the November 30, 2011 Carson City Planning Commission meeting are so approved this _____ day of December, 2011.

MARK KIMBROUGH, Chair