

**CARSON CITY PLANNING COMMISSION**  
**Minutes of the November 19, 2013 Meeting**  
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A regular meeting of the Carson City Planning Commission was scheduled for 5:00 p.m. on Tuesday, November 19, 2013 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson George Wendell  
Vice Chairperson Paul Esswein  
Commissioner Malkiat Dhami  
Commissioner Mark Kimbrough  
Commissioner Walt Owens  
Commissioner Mark Sattler  
Commissioner Kent Steele

**STAFF:** Lee Plemel, Community Development Department Director  
Susan Dorr Pansky, Planning Manager  
Joseph Ward, 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** (5:00:31) - Chairperson Wendell called the meeting to order at 5:00 p.m. Roll was called; a quorum was present. At Chairperson Wendell's request, Commissioner Kimbrough led the pledge of allegiance.

**B. PUBLIC COMMENTS** (5:01:40) - Chairperson Wendell entertained public comment; however, none was forthcoming.

**C. POSSIBLE ACTION ON APPROVAL OF MINUTES - September 25, 2013** (5:02:41) - Chairperson Wendell entertained a motion. **Commissioner Sattler moved to accept the minutes, as written. Commissioner Dhami seconded the motion. Motion carried 7-0.**

**D. MODIFICATION OF AGENDA** (5:03:12) - Chairperson Wendell entertained modifications to the agenda; however, none were forthcoming.

**E. DISCLOSURES** (5:03:50) - Chairperson Wendell entertained disclosures from the commissioners; however, none were forthcoming.

**F. CONSENT AGENDA** - None.

**G. PUBLIC HEARING MATTERS:**

**G-1. SUP-13-136 POSSIBLE ACTION TO CONSIDER A SPECIAL USE PERMIT APPLICATION FROM THE CARSON CITY LIBRARY (PROPERTY OWNER: GARY AND JOANN SHEERIN) TO ALLOW THE FRIENDS OF THE LIBRARY TO SELL USED BOOKS IN SUPPORT OF THE LIBRARY, ON PROPERTY ZONED RESIDENTIAL OFFICE / GENERAL OFFICE ("RO / GO"), LOCATED AT 711 EAST WASHINGTON STREET, APN**

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**002-173-02** (5:05:32) - Chairperson Wendell introduced this item, and Ms. Dorr Pansky reviewed the agenda materials in conjunction with displayed slides. Ms. Dorr Pansky advised of having received no comments relative to the proposed special use permit, and noted staff's recommendation of approval. She specifically reviewed condition of approval 10. Chairperson Wendell entertained questions of the commissioners. In response to a question, Ms. Dorr Pansky advised of the assumption that "some foot traffic will occur from the existing library site over, and there is a crosswalk in that location." She and Mr. Plemel responded to corresponding questions of clarification, and discussion ensued.

Chairperson Wendell invited the applicant's representative to the podium. (5:12:55) Interim Library Director Tammy Westergard thanked the commission for their consideration of the special use permit application, provided background information with regard to the same, and reviewed the application materials. She responded to questions regarding crosswalk and street lighting in the area, anticipated foot traffic between the Library and the subject location, and signage. Commissioner Kimbrough suggested including a condition requiring the applicant to work with Transportation Manager Patrick Pittenger to ensure the safety of the crosswalk.

Chairperson Wendell entertained public comment; however, none was forthcoming. In response to a question, Ms. Westergard acknowledged having reviewed the agenda materials, including the conditions of approval. She further acknowledged agreement with the conditions of approval. In reference to the previous discussion, Mr. Plemel advised that Engineering Division staff had reviewed the agenda materials. He expressed reluctance to include "any condition that's too specific on what needs to happen when there's other factors that need to be considered, transportation- and safety-wise."

He expressed confidence that Transportation Division staff will ensure an appropriate crossing. "It's something that could be monitored over time as well since it's at the Library ... and adjusted as necessary."

Chairperson Wendell entertained additional discussion of the commissioners. Following a brief discussion, Vice Chairperson Esswein suggested that condition of approval 3 addressed Commissioner Kimbrough's concern. Additional discussion ensued. Chairperson Wendell entertained a motion. **Commissioner Dhami moved to approve SUP-13-136, a special use permit application to allow library sales of donated and discarded books, and other related materials, on a parcel which is split-zoned residential office and general office, where the use is only allowed in one of the two zoning districts, located at 711 East Washington Street, APN 002-173-02, based on findings and conditions of approval contained in the staff report.** Commissioner Sattler seconded the motion. **Motion carried 7-0.**

**G-2. SUP-13-140 POSSIBLE ACTION TO CONSIDER A SPECIAL USE PERMIT APPLICATION FROM KEITH SHAFFER (PROPERTY OWNER: CARSON CITY SCHOOL DISTRICT) TO ALLOW A 1,500-SQUARE-FOOT EXPANSION OF THE SOUTHERNMOST BUILDING, WITH ASSOCIATED SITE IMPROVEMENTS AND NEW FUTURE PARKING LOT, AT PIONEER HIGH SCHOOL, ON PROPERTIES ZONED PUBLIC ("P"), MULTI-FAMILY APARTMENT ("MFA"), AND RETAIL COMMERCIAL ("RC"), LOCATED AT 202 CORBETT STREET, APNs 002-138-17, 002-153-04, 002-153-09, AND 002-153-11** (5:25:14) - Chairperson Wendell introduced this item, and Ms. Dorr Pansky reviewed the agenda materials in conjunction with displayed slides. Ms. Dorr Pansky noted staff's recommendation of approval with the conditions included in the staff report. She and Mr. Plemel responded to questions of clarification. Chairperson Wendell entertained additional questions or comments of the commissioners and, when none were forthcoming, invited the applicant to the podium.

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(5:35:39) Carson City School District Capital Projects Manager Keith Shaffer acknowledged having reviewed the staff report. In response to a further question, he advised of a request to modify one of the conditions of approval, "but otherwise, we do agree to the conditions." Mr. Shaffer provided background information on his responsibilities and on development of the application materials. In response to a previous question, he advised that the Carson City School District is the current owner of the subject parcels. He provided background information with regard to the same, and reviewed details of the proposed project. He further reviewed a proposed modification to condition of approval 4, and responded to questions of clarification. In response to a question, Ms. Dorr Pansky advised that there are no prescribed setbacks for the Public zoning district. In response to a question, Mr. Shaffer reviewed accessibility points in conjunction with displayed plans. He responded to additional questions of clarification regarding parking. (5:52:20) Rebecca Bernier, of Manhard Consulting, provided background information on abandonment of Corbett Street. Mr. Shaffer and Ms. Bernier responded to additional questions of clarification regarding parking and accessibility. Mr. Shaffer assured the commissioners that all existing code requirements will be met.

Chairperson Wendell entertained additional questions of the commissioners and, when none were forthcoming, public comment. (5:55:49) Jim Phillips, a resident of Park Street, "just north of this Corbett School," advised that ADA access had been previously established on Park Street. He expressed concern that "there are things that have been developed on this project that haven't been identified this evening." He expressed the opinion that the commission couldn't make a decision "unless you have what has already been developed at Corbett School." In response to a question, he expressed "overall" support for the project "as it stands today." He expressed concern with regard to "the usage in the future. It's not just an ordinary high school. It went from a grade school to a very defined opportunity in Pioneer High School, along with the ... northeast corner as developed for educational storage and record keeping." Mr. Phillips expressed an interest in "more information on what is the elevation of building A," and confusion over "some of these engineering plans."

Chairperson Wendell offered Mr. Shaffer the opportunity to address Mr. Phillips' concerns. (6:00:41) Mr. Shaffer advised of having done "some sprucing up and some tightening up improvements at this site, meaning along Park Street ..." He acknowledged the accuracy of Mr. Phillips' statement relative to fencing around the portable structures along Park Street to direct people to the principal's office. Mr. Shaffer reviewed details of additional improvements to the Corbett campus, and responded to corresponding questions of clarification.

In response to a question, Ms. Dorr Pansky advised of having discussed the proposed modification to condition of approval 4 with Ms. Bernier earlier in the day. "Given the fact that the parking lot, in its entirety, more than exceeds what is required with the current population, staff doesn't have a problem with this modified condition."

Commissioner Kimbrough commended Mr. Shaffer on his professional and thorough presentation. Mr. Shaffer commended Ms. Bernier and Architect Darrin Berger on their efforts to make "our vision hit paper and meet code." Chairperson Wendell expressed appreciation for Mr. Shaffer's having so adequately addressing the parking issue.

Chairperson Wendell entertained additional public comment. (6:10:44) Jim Phillips inquired as to the anticipated completion of the project. Mr. Shaffer advised of the intent to have the improvement completed by the beginning of the next school year. He expressed a willingness to meet with Mr.

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Phillips to review the project plans.

Chairperson Wendell called again for public comment and, when none was forthcoming, entertained a motion. **Commissioner Sattler moved to approve SUP-13-140, a special use permit to allow a 1,500 square foot expansion to the southernmost building, with associated site improvements and a future parking lot, at Pioneer High School, on properties zoned Public, Multi-Family Apartment, and Retail Commercial, located at 202 Corbett Street, APNs 002-138-17, 002-153-04, 002-153-09, and 002-153-11, based on the findings and subject to the conditions of approval outlined in the staff report, including the amendment to condition of approval 4.** Commissioner **Dhami seconded the motion.** Vice Chairperson Esswein expressed concern with regard to “an open-ended condition ... which does not specify the ... design or the number of spaces that will be required of this project ...” In response to a question, Mr. Shaffer advised of the proposal to improve the area with some parking. He was uncertain as to exact plans, but advised that the lower lot would be the easiest to improve. He acknowledged that Planning Division approval would be required for any improvement project. Ms. Dorr Pansky acknowledged the requirement for abandonment of Corbett Street prior to parking lot construction. Mr. Shaffer offered to agendize a presentation before the commission. Vice Chairperson Esswein clarified his concern in that “we may be overbuilding parking.” He expressed a preference to modify condition of approval 4 to specifically limit it to the number of required parking spaces. Mr. Shaffer assured the commission “we will only build what we need to build. ... We don’t want to do any more than we have to. ... The School District doesn’t want parking lot to maintain.” He expressed understanding for Vice Chairperson Esswein’s concerns and reiterated the assurance, “we will only build what we need to build on the space that is the best place for us to build it.” Ms. Dorr Pansky added that the required 41 spaces are based on a faculty and student population estimate. Chairperson Wendell entertained additional discussion of the commissioners. Following a brief discussion, Chairperson Wendell called for a vote on the pending motion. **Motion carried 7-0.** Chairperson Wendell thanked Mr. Shaffer.

**G-3. MPA-13-139 POSSIBLE ACTION TO MAKE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS ON THE ANNUAL MASTER PLAN REPORT, INCLUDING RECOMMENDED ACTIONS FOR THE IMPLEMENTATION OF THE GOALS AND POLICIES OF THE MASTER PLAN (6:20:30)** - Chairperson Wendell introduced this item, and Mr. Plemel reviewed the agenda materials. In response to a question, Mr. Plemel listed the valid subdivisions with lots remaining to record as Silver Oak, Schulz Ranch, Clearview Ridge, and Ross Park. He discussed the housing study being developed by the Nevada Rural Housing Authority. He anticipates the results will be available at the beginning of 2014.

Chairperson Wendell entertained public comment and, when none was forthcoming, a motion. **Commissioner Steele moved to recommend to the Board of Supervisors acceptance of the Master Plan action plan priorities, identified in the 2013 Action Plan, as provided by staff for consideration in establishing City and staff goals for 2014, with no recommended changes to the goals and policies of the master plan.** Vice Chairperson Esswein seconded the motion. **Motion carried 7-0.** Chairperson Wendell thanked Mr. Plemel for his presentation.

**G-4. MISC-13-137 ACTION TO ELECT A PLANNING COMMISSION CHAIR AND VICE CHAIR FOR THE PERIOD DECEMBER 2013 TO JULY 2014 (6:36:00)** - Chairperson Wendell introduced this item, and Mr. Plemel reviewed the agenda materials. Chairperson Wendell entertained nominations for the position of chair. **Vice Chairperson Esswein nominated George Wendell as chair.** Commissioner **Dhami seconded the nomination.** **Nomination carried 7-0.**

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Chairperson Wendell entertained nominations for the position of vice chair. **Commissioner Steele moved to elect Paul Esswein as vice chair. Commissioner Sattler seconded the motion. Motion carried 7-0.** Chairperson Wendell thanked the commissioners.

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**H. ADMINISTRATIVE MATTERS:**

**H-1. DIRECTOR'S REPORT TO THE PLANNING COMMISSION AND FUTURE AGENDA ITEMS** (6:38:45) - Chairperson Wendell introduced this item, and Mr. Plemel reported that the Board had recently approved amendments to Titles 17 and 18, relative to fees for development agreements and time extensions for projects. He provided an overview of an item agendized for the Board of Supervisors' November 21, 2013 meeting regarding implementation of corridor plans. He reviewed the tentative agenda for the December commission meeting.

**H-2. COMMISSIONER REPORTS / COMMENTS** (6:42:12) - Commissioner Sattler thanked Planning Division staff for coordinating the commissioners' attendance at the recent American Planning Association Conference. Commissioner Steele and Chairperson Wendell thanked the staff and commended the excellent conference. A brief discussion ensued.

**I. PUBLIC COMMENTS** (6:41:40) - Chairperson Wendell entertained public comment; however, none was forthcoming.

**J. ACTION TO ADJOURN** (6:44:11) - Vice Chairperson Esswein moved to adjourn the meeting at 6:44 p.m. Commissioner Sattler seconded the motion. Motion carried unanimously.

The Minutes of the November 19, 2013 Carson City Planning Commission meeting are so approved this 18<sup>th</sup> day of December, 2013.

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GEORGE D. WENDELL, Chair