

DRAFT MINUTES
Carson City Planning Commission Regular Meeting
Wednesday, February 23, 2022 ● 5:00 PM
Community Center Robert “Bob” Crowell Boardroom
851 East William Street, Carson City, Nevada

Commission Members

Chair – Jay Wiggins

Vice Chair – Teri Preston

Commissioner – Charles Borders, Jr.

Commissioner – Paul Esswein

Commissioner – Nathaniel Killgore

Commissioner – Sena Loyd

Commissioner – Richard Perry

Staff

Hope Sullivan, Community Development Director

Heather Ferris, Planning Manager

Todd Reese, Deputy District Attorney

Heather Manzo, Associate Planner

Tamar Warren, Senior Public Meetings Clerk

NOTE: A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the Public Meeting Clerk during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and are available for review during regular business hours.

The approved minutes of all meetings are available on www.Carson.org/minutes.

1. CALL TO ORDER

(5:01:10) – Chairperson Wiggins called the meeting to order at 5:01 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

(5:01:22) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Jay Wiggins	Present	
Vice Chair Teri Preston	Present	
Commissioner Charles Borders, Jr.	Present	
Commissioner Paul Esswein	Present	
Commissioner Nathaniel Killgore	Absent	
Commissioner Sena Loyd	Present	
Commissioner Richard Perry	Present	

3. PLEDGE OF ALLEGIANCE

(5:01:42) – Commissioner Borders led the Pledge of Allegiance.

4. PUBLIC COMMENTS

(5:02:05) – Chairperson Wiggins entertained public comments on non-agendized items. Deni French introduced himself and noted that his comment was a public service announcement. Mr. French read excerpts from the February 19, 2022 Nevada Appeal article regarding the impact of shutting down 3G networks. He stated that the shutdown would impact older cellphones, security and medical alert systems, and urged all those with such devices, or their family members, to ensure their devices will not be affected.

5. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – JANUARY 26, 2022

(5:04:02) – Chairperson Wiggins introduced the item and entertained changes, corrections, or a motion.

(5:04:23) – Commissioner Esswein moved to approve the minutes of the January 26, 2022 meeting as presented. The motion was seconded by Commissioner Borders and carried 6-0-0.

6. MEETING ITEMS

6.A LU-2022-0012 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW FOR THE ESTABLISHMENT OF A CHILDCARE FACILITY ON PROPERTY ZONED RETAIL COMMERCIAL (“RC”) LOCATED AT 2901 SOUTH CARSON STREET, APN 009-112-32.

(5:04:49) – Chairperson Wiggins introduced the item. Ms. Manzo presented the Staff Report and the Special Use Permit request which are incorporated into the record, and highlighted the modified fire access turnaround in the map, per the request of the Carson City Fire Department. She also recommended approval based on Staff’s ability to make all the findings. In response to a question by Chair Wiggins, Development Engineer Stephen Pottéy explained that the City had one parking standard, not specific to each use, adding that the applicant had met those standards.

(5:08:58) – Applicant Michelle Ayrault acknowledged reading and agreeing with the six Conditions of Approval outlined in the Staff Report. She clarified for Commissioner Borders that she had a five-year lease with a renewal option, adding that the building accommodated the governmental requirements for daycare facilities. Commissioner Perry thanked Ms. Ayrault for providing this service and received confirmation that part of the parking lot would become a playground. He was also informed that the facility would allow Ms. Ayrault to expand her care from 45 to 70 children and hire additional staff. Vice Chair Preston believed that the building was ideal for use as a daycare facility, with minimal tenant improvements, and called it “helpful for [the] south corridor.” Chairperson Wiggins entertained public comments. Mr. French inquired about the children’s ages and Ms. Ayrault noted that she could accommodate children from six-month-old to fourth-graders at the facility. Chairperson Wiggins entertained a motion.

(5:16:19) – Commissioner Perry moved to approve the special use permit, Case No. LU-2022-0012, based on the ability to make the required findings, and subject to the conditions of approval contained in the staff report. The motion was seconded by Commissioner Loyd.

RESULT:	APPROVED (6-0-0)
MOVER:	Perry
SECONDER:	Loyd
AYES:	Wiggins, Preston, Borders, Esswein, Loyd, Perry
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Killgore

6.B ZA-2022-0050 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING INCORPORATING DESIGN STANDARDS THAT PROMOTE SUSTAINABILITY INTO CARSON CITY MUNICIPAL CODE (“CCMC”) TITLE 18 APPENDIX, DIVISION 1: LAND USE AND SITE DESIGN.

(5:17:08) – Chairperson Wiggins introduced the item and clarified that it would be for discussion only and no action would be taken. Margaret “Midge” Breeden and Chas Macquarie introduced themselves as members of Citizens’ Climate Education and presented design concepts that encourage sustainable design, incorporated into the record, as recommendations for incorporation in the Title 18 update.

(9:38:49) – Ms. Sullivan clarified that she had invited the presenters to provide this information as the Commission was in the midst of updating Title 18. She noted that Division 1 of the Development Standards addressed Land Use and Site Design; however, it did not address Single Family Residential developments, the focus the Ms. Breeden’s and Mr. Macquarie’s presentation, adding that “there is the opportunity to look at architecture and look at site design, and see if there is interest in incorporating some of the design elements that they just outlined in the Development Standards.” Ms. Sullivan believed that even if some of the design elements are not codified,” the Planning Commission would be aware of the items for consideration as projects were reviewed. Chairperson Wiggins was informed that the Building Code was updated by the City, in coordination with different communities in Northern Nevada, in order not to confuse developers. Chairperson Wiggins entertained public comments.

(5:42:12) – Mr. French expressed concern about Electromagnetic Pulse generation through towers and devices. He believed that an animal’s natural guidance systems and the development of children, newborn to four years old, should be considered. Chairperson Wiggins entertained discussion amongst the Commissioners.

(5:46:44) – Commissioner Perry was informed that the Master Plan Update was scheduled for 2024. Also, at his request, City Engineer Randy Rice explained that he preferred to see more input regarding Leadership in Energy and Environmental Design (LEED) and understand the common practices, since it is represented by several different organizations. He also explained that the City’s Storm Drain Manual mandated LEED practices. Mr. Rice recommended better stakeholder engagement such as the inclusion of the developers in the discussions as the cost of housing had increased. Mr. Reese and Mr. Rice explained the process of Title 15 changes and approval; however, Mr. Reese cautioned that Title 18 changes were currently in process and that they would consume Staff’s time. He commented that the low-impact Development Standards “are incorporated by reference into the [Carson City Municipal] Code” and must follow the City’s Drainage Manual. He also noted that the large majority of Electromagnetic Pulse issues were

federally addressed and mandated. Ms. Sullivan explained that Title 15 adopts chapters of certain codes such as the International Building Code, the Electrical Code, the Mechanical Code, etc. She noted, however, that the City “tends to adopt the entire code, minus the administration of the code,” which would be specific to Carson City. Ms. Sullivan clarified that the amendments of the City’s codes were done through ordinances which are approved via first and second readings by the Board of Supervisors. She added that Carson City had been pursuing infill developments and had already been following the LEED Neighborhood Development Guidelines, making safe and walkable neighborhoods a priority. Ms. Sullivan highlighted that the City’s Master Plan emphasized having “a diverse, compact core, surrounded by a green belt with a trail system and sidewalk system so everybody can access the green belt without having to drive there.”

(6:00:03) – Ms. Sullivan stated that Title 18 already included color elements such as neutral, earth tones and believed that hardscapes, rooftop solar orientation, and electric vehicle charging stations could be discussed as well. Commissioner Loyd inquired about the appropriate number of recommended electric vehicle capable parking spots at new buildings and current multifamily housing, and Mr. Macquarie offered to find out. Commissioner Esswein thanked the presenters, noting that he had been “pushing” for similar changes, some of which he believed could be made through Title 17 and by revisiting lot size requirements. Vice Chair Preston explained that she had recently priced Tesla chargers for private homes, and other solar-powered systems, and believed they were “very expensive, upfront costs and the return on investment is negligible.” She wished to have input from the builder community, the realtors, and the affordable housing groups as well.

(6:07:38) – Commissioner Borders commended the Citizens’ Climate Education for “a good step” forward and recommended coordinating with the builders associations and developers to find “some common ground” to ensure that the Commission’s considerations have “some consensus.” He believed good ideas were presented in this meeting; however, he did not believe that the Commission was ready to provide Staff with direction yet. He also recommended defining acronyms when reaching out to the community. Ms. Sullivan offered to provide Citizens’ Climate Education with an introduction to the Nevada Builders Association. Chairperson Wiggins thanked the presenters for their recommendations and suggested not losing sight of affordable housing.

(6:10:34) – Mr. Macquarie explained that they intended to “start a conversation” and clarified that not each home needed an electric vehicle charging station; however, he wished to see homes wired for that purpose for future use, as needed. He also believed that many of the recommendations did not increase the cost of a home, citing home orientation for solar use as an example. Commissioner Perry recommended that Staff return with the “easy fixes.” Ms. Sullivan offered to have a discussion with the Nevada builders Association and report back.

7. STAFF REPORTS (NON-ACTION ITEMS)

- DIRECTOR'S REPORT TO THE COMMISSION

(6:18:35) – Ms. Sullivan announced that the Commission’s decision to approve the slaughterhouse project had been overturned by the Board of Supervisors. Commissioner Borders clarified that the Board of Supervisors had ruled that the Planning Commission had “erred” in their decision.

- FUTURE AGENDA ITEMS

(6:19:25) – Ms. Sullivan noted that six Special Use Permit requests would be agendized for the next meeting. She stated that a Title 18 discussion would also take place at that meeting.

- COMMISSIONER REPORTS/COMMENTS

None discussed.

8. PUBLIC COMMENT

(6:21:14) – Chairperson Wiggins entertained public comments; however, none were forthcoming.

9. FOR POSSIBLE ACTION: ADJOURNMENT

(6:21:35) – Chairperson Wiggins adjourned the meeting at 6:21 p.m.

The Minutes of the February 23, 2022 Carson City Planning Commission meeting are so approved this 30th day of March, 2022.