

**DRAFT MINUTES**  
**Carson City Planning Commission Regular Meeting**  
**Wednesday, March 30, 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](http://www.Carson.org/minutes).

**1. CALL TO ORDER**

(5:00:54) – Chairperson Wiggins called the meeting to order at 5:00 p.m.

**2. ROLL CALL AND DETERMINATION OF QUORUM**

(5:01:11) – Roll was called, and a quorum was present.

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

**3. PLEDGE OF ALLEGIANCE**

(5:01:32) – Vice Chair Preston led the Pledge of Allegiance.

**4. PUBLIC COMMENTS**

(5:01:53) – Chairperson Wiggins entertained public comments on non-agendized items. Santos Corral introduced himself and read a written statement expressing his opposition to the Silver Crest Condominiums being built near his residence and near Ross Gold Park.

**5. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – FEBRUARY 23, 2022**

(5:06:10) – Chairperson Wiggins introduced the item and entertained changes, corrections, or a motion.

**(5:06:26) – Commissioner Borders moved to approve the minutes of the February 23, 2022 meeting as presented. The motion was seconded by Commissioner Perry and carried 7-0-0.**

(5:06:56) – Chairperson Wiggins noted that both Staff and the applicant had requested a continuance of item 6.D and recommended a motion.

**6. MEETING ITEMS**

**6.A LU-2022-0062 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR A SPECIAL USE PERMIT TO ALLOW FOR THE RELOCATION AND UPGRADE OF THE EXISTING AUTOMATED WEATHER OBSERVATION SYSTEM EQUIPMENT AND TOWER AT THE CARSON CITY AIRPORT, ON PROPERTY ZONED PUBLIC REGIONAL (“PR”), LOCATED AT 3420 COLLEGE PARKWAY, APN 005-011-05.**

(5:09:32) – Chairperson Wiggins introduced the item. Ms. Ferris gave background and presented the Staff Report, incorporated into the record, noted that no public comments had been received on the item, and recommended approval. Carson City Airport Manager Corey Jenkins informed the Commission that he had read and was in agreement with the Conditions of Approval outlined in the Staff Report. He also informed Commissioner Perry that the move was to have the weather equipment as close to the runway as possible and to provide pilots with the best information possible. Chairperson Wiggins entertained Public comments.

(5:14:45) – Deni French introduced himself and believed the location was too close to the taxiways, given the challenging terrain for landing a plane. Ms. Ferris clarified that the equipment will be located on the existing parcel, moving from the western to the eastern location. Chairperson Wiggins entertained a motion.

**(5:17:33) – Commissioner borders moved to approve LU-2022-0062, based on the ability to make the required findings and subject to the Conditions of Approval included in the Staff Report. The motion was seconded by Commissioner Esswein.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Borders
<b>SECONDER:</b>	Esswein
<b>AYES:</b>	Wiggins, Preston, Borders, Esswein, Killgore, Loyd, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**6.B LU-2022-0066 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR A SPECIAL USE PERMIT TO ALLOW FOR THE CONSTRUCTION OF A METAL CARPORT AT THE CARSON CITY DISPATCH CENTER, ON PROPERTY ZONED PUBLIC COMMUNITY (“PC”), LOCATED AT 4649 SNYDER AVENUE, APN 009-166-01.**

(5:18:06) – Chairperson Wiggins introduced the item. Ms. Ferris presented the Staff Report, noted that no written public comments had been received, and recommended approval. She also responded to clarifying questions by the Commissioners and introduced applicants Carson City Sheriff Ken Furlong, City Engineer Randall Rice, and Public Works Project Manager Brian Elder.

(5:21:34) – Sheriff Furlong believed that the carport was necessary to protect community assets, noting that the weather had been a challenge and expected the carport to extend the life of the vehicle. He also noted that he would accept the Conditions of Approval outlined in the Staff Report. Chairperson Wiggins entertained Commission or public comments and when none were forthcoming, a motion.

**(5:17:33) – Commissioner Killgore moved to approve LU-2022-0066 based on the ability to make the required findings and subject to the Conditions of Approval included in the Staff Report. The motion was seconded by Commissioner Loyd.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Killgore
<b>SECONDER:</b>	Loyd
<b>AYES:</b>	Wiggins, Preston, Borders, Esswein, Killgore, Loyd, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**6.C LU-2022-0091 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST TO AMEND A SPECIAL USE PERMIT (SUP-19-125) TO MODIFY THE APPROVED ELEVATIONS FOR A 51- UNIT CONDOMINIUM DEVELOPMENT ON PROPERTY ZONED MULTI-FAMILY APARTMENT, LOCATED ON THE NORTHEAST CORNER OF EAST ROLAND STREET AND OAK STREET, APNS 009-197-04, -05, & -06.**

(5:23:36) – Chairperson Wiggins introduced the item. Ms. Ferris gave background and described the subject property. She explained that the request at hand was to approve the modification of the previously-approved elevations, presented the Staff Report and accompanying documentation, and responded to clarifying questions. Ms. Ferris also noted that no written public comments had been received on the item and recommended approval.

(5:24:28) – Project architect and applicant representative Jeff Frame introduced himself and noted his acceptance of the Conditions of Approval outlined in the Staff Report. He also clarified for Commissioner Borders that the construction materials would not change with the altered elevations. Chairperson Wiggins entertained Commissioner or public comments and when none were forthcoming, a motion.

**(5:29:47) – Commissioner Esswein moved to approve LU-2022-0091, based on the ability to make the required findings and subject to the Conditions of Approval included in the Staff Report. The motion was seconded by Commissioner Killgore.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Esswein
<b>SECONDER:</b>	Killgore
<b>AYES:</b>	Wiggins, Preston, Borders, Esswein, Killgore, Loyd, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**6.D LU-2022-0061 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR A SPECIAL USE PERMIT FOR A FENCE LOCATED WITHIN THE FRONT SETBACK AREA WHICH EXCEEDS THE ALLOWABLE FENCE HEIGHT ON PROPERTY ZONED SINGLE FAMILY - 1 ACRE (“SF1A”) AND IS LOCATED AT 3809 PONDEROSA DRIVE, APN 009-137-07.**

(5:07:10) – Chairperson Wiggins entertained a motion to continue the item.

**(5:07:18) – Vice Chair Preston moved to Continue item 6.D to the April 27, 2022 meeting. The motion was seconded by Commissioner Killgore.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Preston
<b>SECONDER:</b>	Killgore
<b>AYES:</b>	Wiggins, Preston, Borders, Esswein, Killgore, Loyd, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**6.E LU-2022-0013 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR A SPECIAL USE PERMIT TO RETAIN AN EXISTING BILLBOARD ON PROPERTY ZONED GENERAL COMMERCIAL (“GC”) LOCATED AT 3400 HWY 50 EAST, APN 008-302-04.**

(5:30:35) – Chairperson Wiggins introduced the item. Ms. Manzo gave background and presented the Staff Report, along with the accompanying documents. She also responded to clarifying questions. Based on a question by Chairperson Wiggins, Ms. Manzo clarified that Condition No. 9 referenced in the Staff Report, should now read Condition No. 8. Discussion ensued regarding the two-year time lapse between the expiration date of the Special Use Permit and the renewal request, and the Commission was informed that a change of ownership had taken place. Ms. Manzo clarified for Commissioner Borders that the existing billboard met all the current conditions for billboard approvals. Commissioner Loyd was informed that according to Condition of Approval No. 4, the Commission may reduce the Special Use Permit timeframe.

(5:39:22) – Applicant representative Steve Reynolds introduced himself and noted that the billboard had been replaced eight years ago. He noted that the reason for the delayed request was a death in the family, adding that the property owners who also owned the billboard would not object to the 2.5-year renewal schedule should the Board decide to proceed with that. Ms. Sullivan informed Mr. Reynolds that the billboard also required a business license and advised that the owners apply for it immediately. Chairperson Wiggins entertained public comments.

(5:42:10) – Vivian Harris introduced herself as a resident of the park. Ms. Harris believed that the billboard lights were very bright and likened them to a jetliner. She also believed that the congested road would not allow drivers to be able to read the billboard and wondered how the billboard had been approved in the first place.

(5:44:05) – Patti Reliford introduced herself as Ms. Harris’ neighbor and called the billboard an eyesore that lit up their entire neighborhood without being turned off.

(5:45:35) – Ms. Manzo clarified that she had visited the billboard location and that the lighting was according to code. Mr. Reynolds confirmed for Vice Chair Preston that although one side of the billboard is being utilized, it is two-sided. Commissioner Loyd was informed that the mobile home park was zoned General Commercial (GC) and not residential. Ms. Manzo also noted that the closest residence to the billboard was over 700 feet away; however, no measurement was taken to determine the proximity to the nearest mobile home as it had not been “part of the code requirements.” Commissioner Borders recommended adding a condition to have the lights turned off during certain hours of the night. Commissioner Esswein inquired about reducing the glare from the lights on homes. Commissioner Killgore was also concerned about the bright lights emanating from the sign. Vice Chair Preston noted that the Special Use Permit was being requested by the property owner. Ms. Sullivan reminded the Commission that Billboards are allowed, subject to a Special Use Permit. Commissioner Loyd inquired whether the billboard lights were on a timer and whether they could be turned off at midnight.

(5:55:10) – Mr. Reynolds believed that the applicant would not object to having the lights turned off at midnight. He also suggested a “ceiling” to the brightness by specifying the maximum amount of lumens allowed on billboards in general. Mr. Reynolds was under the impression that due to the expired Special Use Permit and the family issues, the current advertising may have not even been paid for. Ms. Sullivan

discouraged considering measuring the brightness as it might be administratively challenging. Discussion ensued about whether the approval should be revisited in a year. Commissioner Killgore reiterated his concern for the brightness of the billboard. Commissioner Perry noted that the billboard was located on the owner’s property and that the residents rent from the owner. Commissioner Borders suggested amending Condition of Approval No. 4 to make October 28, 2025 the Special Use Permit expiration date, five years from the original expiration date. He also recommended amending Condition of Approval No. 8 to ensure lights would be turned off “from midnight until dusk.” Chairperson Wiggins entertained additional discussion and when none were forthcoming, a motion. Mr. Reynolds noted that the proposed amendments were acceptable to the applicant.

**(6:05:08) – Commissioner Borders moved to approve LU-2022-0013, based on the findings and subject to the Conditions of Approval contained in the Staff Report with the following two amendments:**

1. **Condition of Approval No. 4 to read:** *Without further notice, the subject special use permit shall expire on ~~March 30, 2027~~ October 28, 2025, unless a new special use permit to continue the use of the off-premises sign is acquired by that date. It is the applicant’s responsibility to submit a complete special use permit application in sufficient time to be scheduled for review prior to the expiration date.*
2. **Condition of Approval No. 8 to read:** *Lights shall be turned off when paid advertisements are not present **and between the hours of midnight and dusk.***

**The motion was seconded by Commissioner Perry.**

<b>RESULT:</b>	<b>APPROVED (6-1-0)</b>
<b>MOVER:</b>	Borders
<b>SECONDER:</b>	Perry
<b>AYES:</b>	Wiggins, Preston, Borders, Esswein, Loyd, Perry
<b>NAYS:</b>	Killgore
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**7. STAFF REPORTS (NON-ACTION ITEMS)**

**- DIRECTOR'S REPORT TO THE COMMISSION**

(6:07:12) – Ms. Sullivan reminded the Board that the remaining chapters of the Title 18 revisions and Zoning Map Amendments would be scheduled for the Commission’s review in upcoming meetings.

**- FUTURE AGENDA ITEMS**

(6:06:06) – Ms. Sullivan noted that the following items would be agendized for the April 27, 2022 meeting: the abandonment of a right-of-way, three Special Use Permits, and a multi-family project.

**- COMMISSIONER REPORTS/COMMENTS**

(6:07:47) – Chairperson Wiggins received confirmation from Ms. Ferris that discussions regarding billboards will be incorporated into future billboard Special Use Permit Conditions of Approval when applicable.

(6:09:02) – Commissioner Perry requested an update on the construction status of approved projects and Ms. Sullivan noted that she had planned on quarterly reports to the Commission.

**8. PUBLIC COMMENT**

(6:10:44) – Chairperson Wiggins entertained public comments. Mr. French recommended future consideration of billboard locations. He also inquired about a definition of “affordable housing.”

**9. FOR POSSIBLE ACTION: ADJOURNMENT**

(6:13:24) – Chairperson Wiggins adjourned the meeting at 6:13 p.m.

The Minutes of the March 30, 2022 Carson City Planning Commission meeting are so approved this 27<sup>th</sup> day of April, 2022.