

**MINUTES**  
**Carson City Planning Commission Regular Meeting**  
**Tuesday, September 5, 2023 ● 4:00 PM**  
**Community Center Robert “Bob” Crowell Boardroom**  
**851 East William Street, Carson City, Nevada**

**Commission Members**

**Chairperson Chair – Teri Preston**  
**Commissioner – Charles Borders, Jr.**  
**Commissioner – Nathaniel Killgore**  
**Commissioner – Richard Perry**

**Vice Chair – Sena Loyd**  
**Commissioner – Ellen DeChristopher**  
**Commissioner – Vern Krahn**

**Staff**

Heather Ferris, Planning Manager  
Todd Reese, Sr. Deputy District Attorney  
Heather Manzo, Associate Planner  
Tamar Warren, Senior Deputy 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**

(4:02:40) – Vice Chair Loyd called the meeting to order at 4:02 p.m.

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

(4:02:42) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Teri Preston	Absent	
Vice Chair Sena Loyd	Present	
Commissioner Charles Borders, Jr.	Present	
Commissioner Ellen DeChristopher	Present	
Commissioner Nathaniel Killgore	Absent	
Commissioner Vern Krahn	Present	
Commissioner Richard Perry	Present	

**3. PLEDGE OF ALLEGIANCE**

(4:03:05) – Commissioner Perry led the Pledge of Allegiance.

**4. PUBLIC COMMENTS**

(4:03:31) – Vice Chair Loyd entertained public comments; however, none were forthcoming.

**5. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – JULY 26, 2023**

(4:03:50) –Vice Chair Loyd introduced the item and entertained comments and/or changes and when none were forthcoming, a motion.

**(4:04:04) – Commissioner Borders moved to approve the minutes of the July 26, 2023, Planning Commission meeting as presented. The motion was seconded by Commissioner DeChristopher.**

<b>RESULT:</b>	<b>APPROVED (4-0-1)</b>
<b>MOVER:</b>	Borders
<b>SECONDER:</b>	DeChristopher
<b>AYES:</b>	Loyd, Borders, DeChristopher, Krahn
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Perry
<b>ABSENT:</b>	Preston, Killgore

**6. MEETING ITEMS**

**6.A LU-2023-0315 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN APPLICATION FROM ROGER REMPFER (“APPLICANT”) FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW A TEMPORARY TRACT SALES OFFICE, MODEL HOMES, AND ASSOCIATED PARKING ON PROPERTIES ZONED MULTI-FAMILY APARTMENT (“MFA”) LOCATED AT 181 SILVER PEAK LOOP, ASSESSOR’S PARCEL NUMBERS (“APNS”) 009-881-01, 009-881-02 AND 009-881-03, AS AMENDED.**

(4:04:36) – Vice Chair Loyd introduced the item. Ms. Manzo presented the Staff Report and accompanying documentation, all of which are incorporated into the record. She noted that the applicant was requesting to convert three condominium units (as shown in the accompanying map) into model homes, construct a temporary tract sales office within one of the model home garages, and provide temporary parking for the sales office. Temporary tract sales offices are a conditional use in the Multifamily Apartment (MFA) zoning district and require a Special Use Permit (SUP). Ms. Manzo clarified that Americans With Disabilities Act (ADA) accessible parking and restroom will be located on-site as well, as requested by the Carson City Public Works Department, and added to the Conditions of Approval. Ms. Manzo also responded to clarifying questions.

(4:08:49) – Applicant Roger Rempfer clarified for Commissioner Krahn that Building number nine would be “one of the last two units to be constructed so that designated parking area will remain intact.” He also stated that the model units would be the last ones to be converted and sold. Mr. Rempfer noted his acceptance of the Conditions of Approval outlined in the Staff Report. Commissioner DeChristopher was informed that the restroom shown on the map on lot number nine would be turned 180 degrees to face the parking lot. Commissioner DeChristopher recommended having a privacy screen and Mr. Rempfer was in favor of that. Commissioner Perry was informed that the common area outlined in red was a designated park for the exclusive use of the property owners. Mr. Rempfer also noted that the price point for the units

would be between \$450,000 and \$550,000. There were no public comments. Vice Chair Loyd entertained a motion.

**(4:13:00) – Commissioner Perry moved to approve Special Use Permit LU-2023-0315, based on the findings and subject to the Conditions of Approval contained in the Staff Report. The motion was seconded by Commissioner Borders.**

<b>RESULT:</b>	<b>APPROVED (5-0-0)</b>
<b>MOVER:</b>	Perry
<b>SECONDER:</b>	Borders
<b>AYES:</b>	Loyd, Borders, DeChristopher, Krahn, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Preston, Killgore

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

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

(4:13:30) – Ms. Ferris noted that the September 27, 2023 meeting agenda will contain the following: a Master Plan Amendment and a Zoning Map Amendment (previously reviewed in the Master Plan Annual Report). She noted that SUPs for an accessory structure and a fire station would also be agendized.

**- FUTURE AGENDA ITEMS**

Please see the Director’s Report.

**- COMMISSIONER REPORTS/COMMENTS**

(4:14:40) – Commissioner Borders inquired about the November and December 2023 meeting dates based on the Holiday schedules. Ms. Ferris offered to resend the annual meeting calendar to the Commission via email. Commissioner Krahn thanked Staff for the affordable housing workshop held last month and thanked the panelists for taking the time to participate.

**8. PUBLIC COMMENT**

(4:16:04) – Vice Chair Loyd entertained public comments; however, none were forthcoming.

**9. FOR POSSIBLE ACTION: ADJOURNMENT**

(4:16:25) – Vice Chair Loyd adjourned the meeting at 4:16 p.m.

The Minutes of the September 5, 2023, Carson City Planning Commission meeting are so approved this 27<sup>th</sup> day of September, 2023.