

DRAFT MINUTES
Carson City Planning Commission Regular Meeting
Wednesday, September 27, 2023 ● 5:00 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

Hope Sullivan, Community Development Director
Todd Reese, Sr. Deputy District Attorney
Heather Ferris, Planning Manager
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.

1. CALL TO ORDER

(5:00:30) – Chairperson Preston called the meeting to order at 5:00 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

(5:00:38) – Roll was called, and a quorum was present.

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

3. PLEDGE OF ALLEGIANCE

(5:00:55) – Commissioner Borders led the Pledge of Allegiance.

4. PUBLIC COMMENTS

(5:01:24) – Chairperson Preston entertained public comments. Deni French noted that he had found a butterfly that he had referred to a State expert. He also inquired about the City’s procedures in case an endangered species was found at a development site.

5. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – SEPTEMBER 5, 2023

(5:04:35) – Chairperson Preston introduced the item and entertained comments and/or changes and when none were forthcoming, a motion.

(5:04:50) – Commissioner Borders moved to approve the minutes of the September 5, 2023 Planning Commission meeting as presented. The motion was seconded by Commissioner Krahn.

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

6. MEETING ITEMS

6.A LU-2023-0313 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN APPLICATION FROM EDUARDO VEGA (“APPLICANT”) FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW FOR THE CONSTRUCTION OF AN ADDITION TO AN EXISTING ACCESSORY STRUCTURE WITH A CUMULATIVE SQUARE FOOTAGE TOTALING 100.5 PERCENT OF THE SIZE OF THE PRIMARY STRUCTURE ON PROPERTY ZONED SINGLE FAMILY 1 ACRE (“SF1A”) LOCATED AT 870 E. ROLAND STREET, ASSESSOR’S PARCEL NUMBER (“APN”) 009-212-10.

(5:05:23) – Chairperson Preston introduced the item. Ms. Ferris gave background and presented the Staff Report, along with accompanying documents, all of which are incorporated into the record. She also responded to clarifying questions. Commissioner Borders was informed that there would be no difference in the approval process whether the carport was attached to the house or not. Commissioner Krahn pointed out that (page 4) a Condition of Approval required for the first 20 feet of the driveway to the carport must be paved by a licensed contractor. He inquired whether the applicant was aware of that requirement. Ms. Ferris stated that the Staff Report, including the Conditions of Approval, had been sent to the applicant and noted that she wasn’t certain why he hadn’t been at the meeting. Chair Preston was informed that the Commission could approve the item; however, should the applicant disagree with it, he/she may appeal the “Notice of Decision” sent by the Planning Division. Commissioner Borders suggested postponing the item until the arrival of the applicant. Ms. Sullivan offered to call the applicant and Chair Preston tabled the item.

(6:39:27) – Chairperson Preston reopened the agenda item. Pedro Vega Perez introduced himself as the son and representative of applicant Eduardo Vega, noting that he had read and agreed with the Conditions of Approval outlined in the Staff Report. He also informed Commissioner Borders that the structure was attached to the garage. Commissioner Krahn received confirmation that the carport would be painted to match the exterior of the house and that the first 20 feet of the driveway to the carport must be paved. There were no additional comments; therefore, Chairperson Preston entertained a motion.

(6:41:53) – Commissioner Borders moved to approve the special use permit based on the findings and subject to the Conditions of Approval contained in the staff report. The motion was seconded by Commissioner Krahn.

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

6.B LU-2023-0309 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM THE CARSON CITY (“APPLICANT”) FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW FOR THE CONSTRUCTION OF A NEW BUILDING TO HOUSE A FIRE STATION, AN EMERGENCY OPERATIONS CENTER, INFORMATION TECHNOLOGY OFFICES AND ASSOCIATED PARKING ON PARCELS ZONED PUBLIC REGIONAL (“PR”), LOCATED AT 3645 AND 3770 BUTTI WAY, ASSESSOR’S PARCEL NUMBERS (“APNS”) 010-031-04 AND 010-037-02.

(5:11:18) – Chairperson Preston introduced the item. Ms. Ferris introduced the subject properties and presented the Staff Report with accompanying documentation, all of which are incorporated into the Staff Report. She noted that Staff had been able to make all the findings and introduced Public Works Project Manager Darren Anderson and City Engineer Randy Rice as the applicant representatives. Commissioner Krahn was concerned about the siren testing noise at night and was informed by Mr. Anderson that the testing of sirens and lights would be done based on a warranted necessity. Deputy Fire Chief Alan Ernst noted that fire stations are built in communities to protect them, adding that they are conscious not to create unnecessary noise or lights. Commissioner DeChristopher was supportive of the project; however, she inquired about the crosswalk and was informed by Mr. Rice that it would be a striped crosswalk and not a flashing beacon since not much pedestrian traffic was expected. Deputy Chief Ernst confirmed that the Information Technology Department will be housed at the location as well, and explained to Commissioner Borders that the two proposed bays would be able to accommodate four fire trucks. Commissioner Perry was informed that the Fire Station would be unique as it would house the Emergency Operations Center for the use of the Fire Department and the Carson City Sheriff’s Office (CCSO).

(5:26:19) – Commissioner Krahn was informed that the infrastructure would be available to add lights to the pedestrian crosswalk and expressed concern for street crossings on snowy days. Mr. Rice noted that the building would have ample employee parking, adding that the northern parking lot was already there now and would be used for overflow parking if needed. Chairperson Preston was pleased to see the parcel being utilized. Deputy Chief Ernst stated that he and the applicant representatives agreed to the Conditions of Approval outlined in the Staff Report. There were no public comments. Chairperson Preston entertained a motion.

(5:29:35) – Commissioner Krahn moved to approve LU-2023-0309 based on the ability to make the required findings and subject to the Conditions of Approval outlined in the Staff Report. The motion was seconded by Commissioner DeChristopher.

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

Commissioner Borders thanked the Deputy Fire Chief for attending the meeting and clarifying several items. Commissioner Perry invited him to attend the annual Growth Management meeting as well.

ITEMS 6.C AND 6.D

(5:30:40) – Ms. Manzo advised discussing items 6.C and 6.D concurrently but having separate motions for each item.

(5:30:58) – Chairperson Preston introduced both items 6.C and 6.D. Ms. Manzo noted the late materials distributed at the meeting, noting that they would be added to the agenda materials and into the record. She also presented the Staff Report and the related documents, all of which would be incorporated into the record. She highlighted, in response to public comments, that no developments were proposed at this time, and that this was a zoning map cleanup. Development Engineering’s Stephen Pottéy addressed some of the infrastructure concerns expressed in written public comment and clarified that “the City has capacity for the proposed changes.” He also cited some of the required mitigations that would need to be addressed such as paving roads, extending sewer and water mains, and dealing with water pressure and drainage issues that affected the hillside properties. Mr. Pottéy noted that these issues would be challenging for a developer, should that become a reality.

(5:40:28) – Commissioner Borders was informed that single-family homes may qualify for septic instead of sewage hookup. Chair Preston received confirmation that no Commercial Zoning was allowed.

Commissioner Krahn was surprised, given the steep terrain, that the proposed lots were not recommended as one-acre. Ms. Sullivan noted that had she recommended the one-acre lots, a developer would most likely advocate for half-acre lots. She also believed that with all the constraints on the property, the Planned Unit Developments (PUDs) would wish to preserve the land. Chairperson Preston entertained public comments.

(5:48:51) – Mr. French noted that the color coding of the maps was not clear. He also wished to understand the Open Space nomenclature on the map. Jimmy Dean introduced himself and noted that he had moved to Carson City because it was small. He was concerned about growth and an increase in the crime rate. He also advocated for a stop light and was concerned about water availability. Luke Schober preferred the one-acre and half-acre lots; however, he was concerned about street lights. He also recommended having stop lights on South Carson Street and Rhodes Street. David Ruff, the owner of the Greenhouse Garden Center, calculated the increased number of cars that would result from the neighboring high-density development, coupled with the possibility of the 400 potential units from this property amounting to the possibility of several thousand cars on Curry Street, near his business. He also expressed concern about flood control. Jimmie Popham was glad the Commissioners had seen the area and was concerned about flooding and the placement of the floodplain. He was also concerned about the bad traffic and was also in favor of having a signal light as previously requested.

(5:58:32) – Ms. Manzo responded to the public comments. She informed Mr. French that the Open Space Designation is a Master Plan one and does not distinguish between public and private Open Space. As for this site, she stated that it was entirely privately owned. She also clarified that the items addressed a map amendment and not a development proposal. Ms. Manzo explained that all the public comment concerns regarding traffic, water, and drainage issues would be addressed when a development proposal is received. She addressed Mr. Ruf's concern about having 400 potential units and noted that based on the SF 2100 zoning, the maximum number of homes on the property would be 160 residences. Mr. Pottéy also stated that any development would require analysis of water, sewer, and transportation. He addressed the stoplight request, informing the public that the Transportation Division had requested a stop sign in the area, and outlined the Major Plan Review process that each developer goes through. Ms. Sullivan reiterated that Staff had recommended the SF2100 zoning because of the topography and land constraints of the property.

(6:02:49) – Commissioner Perry reported that he had driven off-road to examine the area and had noticed the challenges a developer might have. He had no issues with “cleaning up the Master Plan,” initiated by the City and not the land owner. Commissioner Krahn had believed SF2100 was “too much for the site;” however, after hearing the Staff's presentations, he was comfortable with it. Commissioner DeChristopher thanked members of the public for their input; however, she reminded them that “the heavy lift” comes once a developer submits a plan. Chairperson Preston also believed the “[Master Plan] cleanup” was a good idea. She also reminded everyone that the terrain would reduce a developer's options, adding that the City's developments are always approved with “dark skies” in mind. There were no additional comments; therefore, Chairperson Preston entertained appropriate motions.

6.C MPA-2023-0329 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM CARSON CITY (“APPLICANT”) FOR THE ADOPTION OF A RESOLUTION APPROVING A MASTER PLAN AMENDMENT AND RECOMMENDING APPROVAL OF THE AMENDMENT TO THE BOARD OF SUPERVISORS (“BOARD”) TO CHANGE THE MASTER PLAN DESIGNATION FROM LOW DENSITY RESIDENTIAL, MIXED USE COMMERCIAL AND OPEN SPACE TO LOW DENSITY RESIDENTIAL FOR A ±73.43 ACRE PARCEL LOCATED TO THE WEST OF THE TERMINUS OF RHODES AND BETTS STREETS, ASSESSOR’S PARCEL NUMBER (“APN”) 009-031-29.

(6:10:36) – Based on the discussion above, Chairperson Preston entertained a motion.

(6:10:39) – Commissioner Borders moved to adopt resolution number 2023-PC-R-3. The motion was seconded by Commissioner Krahn.

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

6.D ZA-2023-0330 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS (“BOARD”) CONCERNING A REQUEST FROM CARSON CITY (“APPLICANT”) FOR A PROPOSED ORDINANCE AMENDING THE ZONING MAP TO CHANGE THE ZONING OF PROPERTIES FROM SINGLE FAMILY 12,000 (“SF12”), CONSERVATION RESERVE (“CR”) AND LIMITED INDUSTRIAL (“LI”) TO SINGLE FAMILY 21,000 (“SF21”) ON PARCELS TOTALING ±81.09 ACRES LOCATED TO THE WEST OF THE TERMINUS OF RHODES AND BETTS STREETS, ASSESSOR’S PARCEL NUMBERS (“APNS”) 009-031-05, 009-031-07, 009-031-08 AND 009-031-29.

(6:11:19) – Based on the discussion above, Chairperson Preston entertained a motion.

(6:11:23) – Commissioner Borders moved to recommend to the Board of Supervisors approval of the Zoning Map Amendment ZA-2023-0330 as presented. The motion was seconded by Commissioner Killgore.

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

6.E ZA-2023-0331 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS (“BOARD”) CONCERNING A REQUEST FROM CARSON CITY (“APPLICANT”) FOR A PROPOSED ORDINANCE AMENDING THE ZONING MAP TO CHANGE THE ZONING OF PROPERTIES FROM SINGLE FAMILY 12,000 (“SF12”) AND LIMITED INDUSTRIAL (“LI”) TO MULTIFAMILY APARTMENT (“MFA”) ON PARCELS TOTALING ±8.38 ACRES LOCATED TO THE NORTH OF BETTS STREET, TO THE SOUTH OF RHODES STREET AND ±290 FEET TO THE WEST OF SOUTH CURRY STREET, (“APNS”) 009-031-09, 009-031-10, 009-031-11, 009-031-19 AND 009-031-20.

(6:11:53) – Chairperson Preston introduced the item. Ms. Manzo gave background and presented the Staff Report and accompanying documents, all of which are incorporated into the record. She acknowledged receipt of written public comments and late material comments, all of which are also incorporated into the record. Ms. Manzo clarified that the Multifamily Apartment (MFA) zoning did not mean any development of apartments had been proposed for the site, adding that the MFA designation could be high-density single-family residences or multi-family dwellings. Mr. Pottéy highlighted that the engineering challenges associated with this land were the same as those discussed during items 6.C and 6.D.

(6:18:04) – Commissioner Killgore recommended against the proposed zoning because he did not want to see a future proposal for apartments in that area. Commissioner Borders believed that the MFA zoning did not fit in the neighborhood, calling it “spot zoning”, just like the Limited Industrial (LI) zoning did not fit. Commissioner Krahn also had reservations about the proposed MFA zoning. Mr. Pottéy clarified that entitled projects must include traffic studies. Chairperson Preston received confirmation that should the area be zoned as single-family, building a church would require a Special Use Permit. She also entertained public comments.

(6:23:20) – Mr. French noted his opposition to apartments on that property. Mr. Ruf recounted his conversation with Ms. Manzo and noted that the MFA zoning had been proposed because of the location of his business and wondered why his business would need an apartment complex to separate them from the other SF-zoned properties. Commissioner Perry believed that the proposed zoning was inconsistent with the City’s Master Plan because it was not near a major arterial route and believed the roads could not handle the traffic. He also noted that based on the information provided by Staff he could not make

Findings No. 2 and 3 and recommended changing it to medium-density zoning. Chairperson Preston and Commissioner Borders recommended changing the zoning to medium-density, SF12. In response to a question by Commissioner Borders, Ms. Sullivan suggested making a recommendation to the Board of Supervisors, identifying the findings that the Commission could not make. She also received direction from the Commission to study all the LI zones in that area to make a better recommendation. Commissioner Borders noted that he could not make Finding No. 2. Commissioners DeChristopher and Perry stated that they could not make Findings No. 2 and 3. Commissioner Killgore, Commissioner Krahn, and Chairperson Preston could not make Findings No. 1, 2, and 3. Chairperson Preston entertained a motion.

(6:36:45) – Commissioner Perry moved to not recommend to the Board of Supervisors approval of the zoning map amendment ZA-2023-0331 because the Commission could not make all the Findings to support the amendment. Additionally, the Commission recommended the Master Plan designation not be MFA but a lower-density residential designation with a zoning to match. The motion was seconded by Commissioner Killgore. Mr. Reese clarified that the item before the Commission is “to make a recommendation on this particular proposal. There’s nothing in the agenda title about making a recommendation on what the Master Plan should be changed to.” He added that the Commissioners’ comments were clear on changing the Master Plan; however, they could not be part of the motion. He recommended a revised motion.

(6:37:50) – Commissioner Perry moved to not recommend to the Board of Supervisors approval of the zoning map amendment ZA-2023-0331 because the Commission could not make all the Findings to support the amendment. The motion was seconded by Commissioner Killgore.

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

(6:38:40) – Ms. Sullivan noted that Staff would relay this discussion to the Board of Supervisors, adding that the members do watch the Planning Commission meetings.

(6:39:20) – Chairperson Preston reopened the tabled agenda item 6.A.

7. STAFF REPORTS (NON-ACTION ITEMS)

- DIRECTOR'S REPORT TO THE COMMISSION

(6:42:18) – Ms. Sullivan announced a Special Joint Meeting with the Board of Supervisors on October 19, 2023, to review the Title 18 Development Standards.

- FUTURE AGENDA ITEMS

(6:43:33) – Ms. Sullivan stated that the October Planning Commission meeting agenda will include Special Use Permits for a billboard, the Quill Water Treatment Plant, and a storage unit on Airport Road. She also noted that the Brown Street Specific Plan would be reviewed by the Commission for a recommendation to the Board of Supervisors and a code amendment to accommodate “Tiny Homes.”

- COMMISSIONER REPORTS/COMMENTS

8. PUBLIC COMMENT

(6:44:50) – Chair Preston entertained final public comments. Mr. French recommended giving consideration to insects with every development project. Discussion ensued regarding environmental assessments for subdivisions and Staff informed Commissioner Perry that they were not required. Ms. Sullivan clarified that the State and not the City had regulatory authority over endangered insects and butterflies; however, the City encouraged pollinators. She also noted that Mr. French had informed her of the butterfly discovery and its referral to the State.

9. FOR POSSIBLE ACTION: ADJOURNMENT

(6:48:05) – Chairperson Preston adjourned the meeting at 6:48 p.m.

The Minutes of the September 27, 2023, Carson City Planning Commission meeting are so approved this 25th day of October, 2023.