

**CARSON CITY BOARD OF SUPERVISORS
CARSON CITY PLANNING COMMISSION
Minutes of the October 19, 2023 Joint Workshop
Page 1**

DRAFT

A special Joint Workshop of the Carson City Board of Supervisors and the Carson City Planning Commission was scheduled for 2:30 p.m. on Thursday, October 19, 2024, in the Community Center Robert “Bob” Crowell Boardroom, 851 East William Street, Carson City, Nevada.

BOARD OF SUPERVISORS PRESENT:

Mayor Lori Bagwell
Supervisor Stacey Giomi, Ward 1
Supervisor Maurice White, Ward 2
Supervisor Curtis Horton, Ward 3
Supervisor Lisa Schuette, Ward 4

PLANNING COMMISSION PRESENT:

Chairperson Teri Preston
Vice Chair Sena Loyd
Commissioner Charles Borders, Jr.
Commissioner Ellen DeChristopher
Commissioner Nathaniel Killgore
Commissioner Vern Krahn
Commissioner Richard Perry

STAFF:

Nancy Paulson, City Manager
Dan Yu, Assistant District Attorney
Hope Sullivan, Community Development Director
Stephanie Hicks, Deputy City Manager
Randy Rice, City Engineer
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 Clerk, during the meeting, are part of the public record. These materials are available for review, in the Clerk’s Office, during regular business hours. All meeting minutes are available for review at: <https://www.carson.org/minutes>. A video recording of the meeting is available on the City’s website: https://carsoncity.granicus.com/player/clip/2316?view_id=2&redirect=true&h=02f74710591c502557ba770817c12ae5.

1 - 3. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Bagwell called the meeting to order at 2:30 p.m. Ms. Warren called roll and noted the presence of a quorum. Planning Commission Vice Chair Sena Loyd led the Pledge of Allegiance.

4. PUBLIC COMMENT

**CARSON CITY BOARD OF SUPERVISORS
CARSON CITY PLANNING COMMISSION
Minutes of the October 19, 2023 Joint Workshop
Page 2**

DRAFT

Mayor Bagwell explained the public comment process, noting that they would be heard at the beginning and at the end of the meeting. She recommended providing public comment on Development Standards, at the beginning of the meeting for consideration.

5. AGENDA ITEMS

5.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED AMENDMENTS TO THE CARSON CITY MUNICIPAL CODE (“CCMC”) TITLE 18 APPENDIX, CARSON CITY DEVELOPMENT STANDARDS.

Mayor Bagwell introduced the item and explained that the two Boards would provide input to several-page increments of the lengthy document. Supervisor White advised that Section 1.1.05 was missing from the packet. Ms. Sullivan explained that the Boards would review the marked-up copy of the Development Standards, incorporated into the record, and cautioned that some of the numbering might have changed. Supervisor Giomi inquired about landscaping maintenance and Ms. Sullivan clarified that the Development Standards include a statement to be signed by each property owner to confirm that “the landscaping has been installed per plan and it will be maintained for the lifetime of the project,” enforced by Code Enforcement. She also confirmed for Supervisor Giomi that “the definition of height will be discussed later on.” Mayor Bagwell entertained comments on several pages of the document at a time. Ms. Sullivan responded to clarifying questions. Discussion ensued on topics resulting in the following actions:

- Commissioner Borders inquired about who decides the type and use of bicycle racks and requested an exception for the rotating beacons at the airport. Ms. Sullivan noted that flagpole lighting was not applicable to residential neighborhoods; however, she offered to verify the details. Commissioner Borders inquired about the number of Accessory Dwelling Unit (ADU) doors visible from the street.
- Vice Chair Loyd was informed that light sources should be aimed down and be shielded. Discussion ensued regarding separate utility bills and payments for ADUs and Public Works Director Darren Schulz wished to see it remain that way.
- Planning Staff would communicate with Waste Management instead of the project owners. Mayor Bagwell believed this “shifts liability” to the City.
- Supervisor Giomi did not want to lose the City’s dark skies designation.
- Ms. Sullivan explained that if zoning allows hotels or motels, then Airbnbs would also be allowed, but they would not be allowed in residential zoning.
- Supervisor White was opposed to requiring bicycle racks. He suggested making them optional and looking into the use of “shall.” It was decided not to make bicycle racks mandatory.
- It was agreed that temporary lighting should not be up longer than 60 days.
- It was agreed to allow storage container enclosure gates not to be opaque for safety and visibility.
- Allowable items in storage containers should be consistent with the fire code. Ms. Sullivan offered to look into the language.
- It was agreed not to allow barbed wire fences within the City limits.
- Street vendors must have permission from business/property owners prior to receiving permits.
- HUD standards to be used for manufactured homes.

CARSON CITY BOARD OF SUPERVISORS
CARSON CITY PLANNING COMMISSION
Minutes of the October 19, 2023 Joint Workshop
Page 3

DRAFT

- CCMC does not allow metal storage containers for residential placement. Discussion ensued whether to allow those painted to look like the home and/or allow them on one-acre or larger lots. Ms. Sullivan offered to return with a recommendation as the Boards were unable to reach a consensus (possibly basing them on lot size). Mayor Bagwell noted that once the item is back for discussion, members may or may not vote for it.

Mayor Bagwell recessed the meeting at 4:37 p.m. Planning Commission Chair Preston left the meeting.

Mayor Bagwell reconvened the meeting at 4:45 and encouraged members of the viewing public to send their comments to the Planning Division. The discussion continued and further recommendations were provided as follows:

- Make the parking standards consistent – base employee parking on the largest shift at an employment location.
- Historic Resource Commission occasionally sends amendments. It also reviews the appropriate proposed changes.
- Disturbed lands must be vegetated; therefore, hydroseeding may not be enough. Plants must be growing on the site.
- Documents such as the American Association of State Highway and Transportation Officials (AASHTO) Green Book must be accessible to the public. Commissioner Loyd suggested making a hard copy available at the Carson City Library. Mr. Yu was in agreement.
- Eliminate half-street improvements.
- Eliminate the extra step of having pavers be approved by the City Engineer.
- Discussion ensued regarding dedicated streets. Supervisor White suggested not accepting them and Supervisor Horton wished to see the developers discuss that “up front.” Mayor Bagwell noted that gated and inside streets would not be dedicated; however, if the roads were accessible to the public, the City would accept them. Ms. Sullivan cited Emerson Cottages as an example of roads that were not accepted by the City. Supervisor Giomi recommended making the decision during the tentative map review.
- Commissioner Krahn wished to add noxious weed control best management practices. Mr. Rice believed that was already addressed in the NDEP grading permit, but he offered to confirm.
- Mr. Rice offered to look into electronic file options rather than the old methods outlined in the document and return with options.
- Mr. Rice was instructed to “relocate the fees into the fee document.”
- Supervisor Horton requested cleaning up and clarifying the private water and sewer line sections.
- Supervisor Schuette wished to see address numbers displayed on businesses. Supervisor Giomi noted that was enforced by the Fire Department.
- Discussion ensued regarding appealing Public Works detail manual contents to the Board and Supervisor Giomi recommended having a consistent process. Mayor Bagwell recommended adding the option of appealing to the Board, if necessary.
- Several typographical errors were pointed out and Mr. Yu explained that the language proposed is conceptual right now and will look different at the next review.

**CARSON CITY BOARD OF SUPERVISORS
CARSON CITY PLANNING COMMISSION
Minutes of the October 19, 2023 Joint Workshop
Page 4**

DRAFT

6. PUBLIC COMMENT

Mayor Bagwell entertained final public comments.

Supervisor White wished to have clear definitions for the terms “urban” and “rural.” Supervisor Giomi thanked the Planning Commission for volunteering their time.

Deni French stated that he could not follow the discussion because the in-room copy of the document had already been taken. He also stated that he was unable to hear the discussions. Robyn Orloff inquired whether erosion of vegetation and soil at Prison Hill would require a separate section of the Appendix. She also wondered whether Parks, Recreation, and Open Space would require an engineer on staff,

7. FOR POSSIBLE ACTION: TO ADJOURN

Mayor Bagwell thanked everyone for a long but productive workshop and adjourned the meeting at 7:36 p.m.

The Minutes of the October 19, 2023, Carson City Board of Supervisors and Carson City Planning Commission Joint Workshop are so approved on this 29th day of November 2023.

Attachments: written public comments