

DRAFT MINUTES
Carson City Planning Commission Regular Meeting
Wednesday, October 25, 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 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

(5:00:17) – Chairperson Preston called the meeting to order at 5:00 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

(5:00:28) – Roll was called, and a quorum was present.

Attendee Name	Status	Left
Chairperson Teri Preston	Present	
Vice Chair Sena Loyd	Present	
Commissioner Charles Borders, Jr.	Present	
Commissioner Ellen DeChristopher	Present	
Commissioner Nathaniel Killgore	Present	7:07 p.m.
Commissioner Vern Krahn	Present	
Commissioner Richard Perry	Present	

3. PLEDGE OF ALLEGIANCE

(5:00:53) – Commissioner Perry led the Pledge of Allegiance.

4. PUBLIC COMMENTS

(5:01:19) – Chairperson Preston entertained public comments. Deni French apologized to the Commission for the way he had addressed them in a previous meeting. He also believed that item 6.A should not be on the agenda given the upcoming Master Plan revision efforts. He also requested limiting the use of acronyms and preferred the use of plain language. Bruno Bielat wished to speak on item 6.A and Ms. Sullivan recommended he provide his comments during the item.

5. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – AUGUST 30, 2023 WORKSHOP AND SEPTEMBER 27, 2023 MEETING.

(5:0610) – Chairperson Preston introduced the item and entertained comments and/or changes. Vice Chair Loyd wished to vote on the minutes separately as she was not present at the September 27, 2023 meeting.

(5:07:00) – Commissioner Perry moved to approve the minutes of the August 30, 2023 Planning Commission workshop as presented. The motion was seconded by Commissioner DeChristopher.

RESULT:	APPROVED (7-0-0)
MOVER:	Perry
SECONDER:	DeChristopher
AYES:	Preston, Loyd, Borders, DeChristopher, Killgore, Krahn, Perry
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

(5:07:38) – Commissioner Krahn noted a correction to the September 27, 2023 meeting that has since been made.

(5:08:39) – Commissioner Borders moved to approve the minutes of the September 27, 2023 Planning Commission meeting as amended. The motion was seconded by Commissioner Perry.

RESULT:	APPROVED (6-0-1)
MOVER:	Borders
SECONDER:	Perry
AYES:	Preston, Borders, DeChristopher, Killgore, Krahn, Perry
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Loyd

6. MEETING ITEMS

6.A LU-2023-0379 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM TOM METCALF (“APPLICANT”) TO MODIFY AN

APPROVED SPECIAL USE PERMIT (“SUP”) (LU-2022-0397) TO ALLOW FOR THE CONSTRUCTION OF AN ACCESSORY STRUCTURE WITH A CUMULATIVE SQUARE FOOTAGE TOTALING 5.44 PERCENT OF THE PARCEL SIZE ON A PROPERTY ZONED SINGLE FAMILY RESIDENTIAL – 1 ACRE-PLANNED UNIT DEVELOPMENT (“SF1A-P”) LOCATED AT 2659 SKYVIEW COURT, ASSESSOR’S PARCEL NUMBER (“APN”) 007-671-09.

(5:09:09) – Chairperson Preston introduced the item. Ms. Manzo gave background, reviewed the Staff Report and accompanying documentation which are incorporated into the record, and responded to clarifying questions. She also highlighted the added Condition of Approval No. 9. Applicant Tom Metcalf explained that the covered patio square footage was mistakenly left out of the 2022 Special Use Permit and had been discovered at the time of obtaining a building permit. He also wished to expand the garage size to avoid scrapes.

(5:15:25) – Commissioner Krahn was informed that a very small percentage increase in the size of the structure had triggered the need for the Special Use Permit (SUP) and requested a Condition of Approval to state that the two buildings would match. Mr. Metcalf told Commissioner Perry that he was the president of the homeowners’ association (HOA), adding that the covenants, conditions, and restrictions (CC&Rs) did not prohibit second dwellings on the property. Vice Chair Loyd clarified that Special Use would not mean “a special exemption” but that it was for “a specific use.” Commissioner Borders suggested clarifying Condition No. 7 better and was informed by Ms. Manzo that if the Commission does not approve the request, then the covered entryway could not be built along with the added two feet of the garage. Mr. Metcalf clarified for Vice Chair Loyd that Insulating concrete forms (ICFs) are forms used to hold fresh concrete that remain in place permanently to provide insulation for the structure they enclose and its energy efficiency “highly outweighs the cost.” Commissioner Borders suggested the following text for Condition No. 7: *Prior to the issuance of a certificate of occupancy (CO) for the guest building, the CO for the primary residence shall be issued. ~~The final inspection for the proposed primary structure must be completed prior to or concurrently with the accessory structure permit.~~* Mr. Metcalf noted that the unit would have its own address, sewer, and water hookups. He also agreed to the amended Condition No. 7 and to the added condition of matching architectural styles. Chairperson Preston entertained public comments.

(5:28:19) – Mr. Bielat expressed concern that the initial agreement was to have 12 homes, but now additional units were being added. He was also concerned about the drainage in the area and assumed that the additional address would be subject to property tax.

(5:31:48) – Ms. Sullivan reiterated the information in the Staff Report which explained that in 2022 the Commission had approved a SUP “to authorize the applicant to build a guest house in excess of a thousand square feet on this property.” She also clarified that had the guest house been 1,000 square feet, it would have been allowed without a SUP; however, during the building permit review, it was discovered that the covered porch and the larger garage doors would make the unit larger, requiring a SUP.

(5:34:48) – Kelly Bielat was concerned about the size increase from 1,200 square feet to 1,600 square feet. She wanted “to follow the rules” and wondered about the two addresses on one lot. Ms. Bielat was concerned about flooding on their property. Mr. Metcalf clarified that the structure would be mother-in-law quarters and that he had hired engineers to properly design and ensure that the property drainage would drain on Skyview Court.

(5:29:05) – Deni French was also concerned about Ash Canyon Creek drainage and had spoken to the City about that. He thanked Mr. Metcalf for his due diligence; however, he believed that “enough is enough” and was opposed to the guest house because other neighbors may build additional structures to rent. Ms. Manzo noted that the 12 SF1Acre lots were originally created to reduce lot sizes and have more open space. She also stated that properties are not allowed to drain on other properties, adding that properties get taxed based on the buildings on the properties. Ms. Manzo clarified that accessory structures, guest buildings, and mother-in-law quarters meant the same and informed Vice Chair Loyd that they are an allowed use in this zoning district per Carson City Municipal Code (CCMC). Commissioner DeChristopher was surprised that addresses were assigned to the structure by the City and believed that if every resident added a guest house, the neighborhood would be transformed into what the area residents had not wished to have in the first place. Commissioner Borders noted an issue with Condition of Approval No. 8, adding that the original home size had not changed. Ms. Sullivan explained that the deed restrictions for renting guest houses were present and codified. Ms. Manzo noted that approvals were based on the ability to make all the findings. Vice Chair Loyd offered to make a motion.

(5:52:12) – Vice Chair Loyd moved to approve Special Use Permit LU-2023-0379, based on the ability to make all findings and subject to the amended conditions of approval contained in the staff report, with Condition Number 7 to read as originally written “Prior to the issuance of a certificate of occupancy (CO) for the guest building, the CO for the primary residence shall be issued,” and to add Condition No. 10 to read: “Both the main structure and accessory structure façade should coordinate.” Commissioner Krahn seconded the motion.

RESULT:	APPROVED (5-2-0)
MOVER:	Loyd
SECONDER:	Krahn
AYES:	Preston, Loyd, Borders, DeChristopher, Krahn
NAYS:	Killgore, Perry
ABSTENTIONS:	None
ABSENT:	None

Commissioner Perry explained his “nay” vote stating that he had voted against the item last time because he could not make Finding No. 2. Commissioner Killgore agreed and stated that his nay vote was based on the concerns of the public.

Commissioner Borders inquired about the Waste Management bill when there were two addresses on the same property and Ms. Sullivan believed that the bill would be sent to the owner of record per the assessor. She also clarified that land use is taken into consideration.

6.B LU-2023-0355 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM THE CARSON CITY (“APPLICANT”) FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW FOR SITE IMPROVEMENTS ASSOCIATED WITH THE QUILL WATER TREATMENT PLANT REHABILITATION PROJECT ON PROPERTY ZONED

PUBLIC COMMUNITY (“PC”) LOCATED AT 2944 KINGS CANYON ROAD, ASSESSOR’S PARCEL NUMBERS (“APNS”) 007-061-82 & 007-131-17.

(5:55:51) – Chairperson Preston introduced the item. Ms. Manzo presented the subject property and reviewed the Staff Report and accompanying materials which are incorporated into the record. She also referenced the public comments received as late material and responded to clarifying questions. City Engineer Randy Rice provided additional project information (also incorporated into the Staff Report) and responded to clarifying questions, highlighting that no evening/night work is anticipated. He informed Commissioner Borders that the road enhancements would not take place due to cost increases since the original project budgeting of 2017, adding that due to the use of federal funds, additional costs such as material testing and other federal requirements must be followed. Mr. Rice added that the road could be improved after the use of all heavy equipment during the project construction phase. Ms. Manzo informed Commissioner Krahn that no new lighting was proposed with the plan. In reference to public comments regarding lighting, Mr. Rice offered to review the current lighting and provide a recommendation for shielding opportunities.

(6:10:45) – Public Works Project Manager Michael Friend clarified for Commissioner Perry that there were three water sources flowing into the treatment plant: Kings Canyon Creek, Ash Canyon Creek, and Marlette-Hobart Water Supply System. He also explained the filtration system and clarified for Chair Preston that the general public could not walk to the Quill water site. Commissioner DeChristopher explained that she was pleased to see the project come to fruition and was supportive of the overall project; however, she was also concerned about the exit from the site and the lighting which was previously discussed. Mr. Rice ensured that the road was private and noted that there would be flaggers and construction cones to ensure safety, adding that the equipment would be operated remotely. Mr. Friend also highlighted the planting of four trees for every one removed and highlighted the planned addition of shrubbery. Vice Chair Loyd recommended controlling the lighting remotely. Chairperson Preston entertained public comments.

(6:24:05) – Alan Kithcart noted that the property was adjacent to his development. He questioned why the facility was being built at this location and nowhere else. He was also concerned about the dangers of construction traffic. Mr. French believed that developments caused the removal of natural filtering and required the City to buy filtering materials. He also believed that much of the City’s water issues could be mitigated by buying water from external sources. The HOA president of the Kings Canyon Meadow inquired on behalf of the homeowners and requested information on whether they could see the construction trucks, and how much noise and traffic are anticipated. Chairperson Preston noted that many of the questions were directed to Public Works and suggested tabling the item until the attendees meet with the Public Works team in the lobby and have their questions answered.

(6:31:50) – Deborah Braun suggested taking water runoff into consideration when repairing Water Tank Road as they had issues with it. Adding that the Kings Canyon Meadows HOA had taken a Small Business Administration loan “to fix our pathways due to flooding.” She called Ash Canyon Road “a mess” due to the new developments and requested repairing that as well and as soon as possible. Mr. Reese informed

the Commission that the Chair may table this item until later. Chairperson Preston tabled the item until the residents’ discussion with the Public Works Staff.

(7:16:54) – Chairperson Preston reconvened the meeting. A quorum was still present. Commissioner Killgore left at 7:07 p.m. Ms. Manzo noted that many members of the public had already left because their questions were answered during the offline discussion. Chairperson Preston entertained additional public or Commissioner comments and when none were forthcoming, a motion.

(7:18:30) – Commissioner Borders moved to approve special use permit LU-2023-0355, based on the findings and subject to the Conditions of Approval contained in the Staff Report. The motion was seconded by Commissioner DeChristopher.

Commissioner Perry called the project a much-needed one for the City “to create more available and less expensive water.” He also noted that utilizing ultraviolet light as a disinfectant was a healthier option than chlorine.

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

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.

(6:34:35) – Chairperson Preston introduced the item. Vice Chair Loyd read into the record a prepared disclosure statement, advised of a disqualifying conflict of interest, and stated that she would not participate in discussion and action. Ms. Sullivan presented the Staff Report and highlighted the following paragraph: *As outlined in the application information the Applicant has removed the light fixtures. On November 29, 2022, staff confirmed the light fixtures were removed from the sign structure. Staff has also recently driven by the sign to confirm no lighting has been added back to the sign and that the sign designs comply with the requirement for non-glossy signage.*

Commissioner Krahn inquired about “getting rid of billboards altogether” as requested by a public comment (incorporated into the record) and Ms. Sullivan explained the seven-year amortization process. Commissioner Killgore also objected to having billboards in Carson City. Commissioner DeChristopher opposed the location of this particular billboard. Discussion ensued regarding the amortization process and Ms. Sullivan reminded the Commission that this agenda item pertained to a specific billboard. She recommended having the discussion during a planned workshop to discuss signs in general and billboards in particular. Lamar Advertising representative Danny Salvia noted his acceptance of the Conditions of Approval outlined in the Staff Report. Chairperson Preston entertained public comments; however, none were forthcoming. She also entertained a motion.

(6:45:30) – Commissioner Krahn moved to approve LU-2023-0354, based on the findings and subject to the Conditions of Approval contained in the Staff Report. The motion was seconded by Commissioner Perry.

RESULT:	APPROVED (5-1-1)
MOVER:	Krahn
SECONDER:	Perry
AYES:	Preston, Borders, DeChristopher, Krahn, Perry
NAYS:	Killgore
ABSTENTIONS:	Loyd
ABSENT:	None

Commissioner Krahn recommended having the general billboard discussion in the future and thanked Lamar Advertising for making the changes based on previous Conditions of Approval.

6.D LU-2023-0356 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM BEN FARAHİ (“APPLICANT”) FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW FOR THE PERMANENT ON-SITE PLACEMENT OF A METAL STORAGE CONTAINER ON PROPERTY ZONED GENERAL COMMERCIAL (“GC”) LOCATED AT 1600 AIRPORT ROAD, ASSESSOR’S PARCEL NUMBER (“APN”) 008-312-21.

(7:21:01) – Chairperson Preston introduced the item. Ms. Manzo reviewed the Staff Report and accompanying documents, including the proposed Conditions of Approval, and responded to clarifying questions. Commissioner Krahn noted that the container was shielded by a wall and was informed that painting it a neutral color was a code requirement; therefore, no additional Conditions of Approval were required. Commissioner Borders questioned the number of parking spaces occupied by the container and Ms. Manzo stated that the applicant had exceeded the City’s parking requirements for the apartment complex. Commissioner DeChristopher was in favor of having reflective signage to ensure that nearby vehicles have a warning mechanism to avoid a collision with the container, especially at night. Chairperson

Preston expressed concern that a container was placed in a multi-family apartment complex and Ms. Manzo clarified that the area was zoned General Commercial; therefore, a container was allowed but had to follow code requirements.

(7:30:10) – Applicant Ben Farahi stated that he agreed with the Conditions of Approval and indicated that the Planning Staff were very tough but very professional. He also informed Commissioner Borders that he planned to paint the container. He offered to look into wood sidings with an architect. Chairperson Preston entertained public comments. Mr. French preferred to see a more permanent display of the container by adding landscaping and making it blend in. Commissioner Krahn was informed that there were no conditions prohibiting the applicant from changing the color or adding siding to the container. Chair Preston entertained additional comments and when none were forthcoming, a motion.

(7:42:20) – Discussion ensued regarding a temporary versus permanent placement and Commissioner Krahn was against having the applicant make on-site improvements if the placement was temporary. Ms. Sullivan suggested looking at the findings for a decision. Ms. Manzo noted that the building code was different for temporary versus permanent containers and noted that if the approval was temporary, Condition No. 5 should be modified to reflect that. Commissioner Krahn believed that this discussion was not fair to the applicant “while we’re trying to figure things out” and noted that he had followed all requirements. Commissioner Perry also did not see an issue with the approval and highlighted the cost of the application that the applicant had to incur next year as well. Vice Chair Loyd could still not meet Finding No. 2, but could if a different material, other than paint, was used to conceal the container. Commissioner DeChristopher had no issues with approving the item because she had a hard time finding the container in the apartment complex. Mr. Farahi noted that not a single tenant had complained about the container. He also believed that the business needs would dictate his actions. Chair Preston entertained a motion.

(7:53:28) – Commissioner Perry moved to approve special use permit LU-2023-0356, based on the findings and subject to the Conditions of Approval contained in the Staff Report. The motion was seconded by Commissioner DeChristopher.

RESULT:	APPROVED (4-2-0)
MOVER:	Perry
SECONDER:	DeChristopher
AYES:	Borders, DeChristopher, Krahn, Perry
NAYS:	Preston, Loyd
ABSTENTIONS:	None
ABSENT:	Killgore

6.E MPA-2023-0363 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 TO THE BOARD OF SUPERVISORS (“BOARD”) TO AMEND THE MASTER PLAN TO ELIMINATE THE BROWN STREET SPECIFIC PLAN AREA ENCOMPASSING THE 14+/- ACRE AREA GENERALLY LOCATED ON BROWN STREET AND NORTH EDMONDS DRIVE BETWEEN GORDON STREET AND REEVES STREET, ASSESSOR’S PARCEL NUMBERS (“APNS”) 008-303-29; 008-303-10; 008-303-30; 008-303-31; 008-303-42 (PORTION OF); 008-303-07; 008-307-17; 008-307-11; 008-307-05; 008-307-06; 008-307-07; 008-306-09; 008-306-11; 008-306-15; 008-306-16; 008-306-07; 008-306-08; 008-306-05; 008-306-06; AND 008-308-01.

(6:47:48) – Chairperson Preston introduced the item. Ms. Sullivan gave background and presented the Staff Report and accompanying documents, all of which are incorporated into the record. She also responded to clarifying questions. Commissioner Perry was informed that this action would be considered a “cleanup” of the Master Plan. Ms. Sullivan informed Commissioner Krahn that the Specific Plan Area (SPA) had detailed development standards and implementation measures such as parking and landscaping. She noted that there were no major developments there besides new construction by developer Dwight Millard. Commissioner Borders explained that he had not seen much to renew in the area, and with the Master Plan revision 19 months away, he was in favor of eliminating the Brown Street SPA. Chair Preston entertained public comments.

(6:59:40) – Mr. Millard gave background on the buildings he had built which had cost him more money due to the many specifications, calling it “a nightmare” which impacted his cost of doing business. He also recommended making SPAs beneficial to developers and people. Eric Flick explained that as small investors and owners of a few buildings on North Edmonds Drive had attended their first planning meeting and had found it to be “restrictive.” He also was in favor of removing the SPA. There were no additional comments; therefore, Chairperson Preston entertained a motion.

(7:07:12) – Commissioner Borders moved to adopt Resolution Number 2023-PC-R-4. The motion was seconded by Commissioner DeChristopher.

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

(7:07:40) – Chairperson Preston Recessed the meeting and later reconvened it to continue the discussion of item 6.B. Commissioner Killgore left at 7:07 p.m.

7. STAFF REPORTS (NON-ACTION ITEMS)

- DIRECTOR'S REPORT TO THE COMMISSION

(7:54:43) – Ms. Sullivan thanked the Commissioners for attending the workshop with the Board of Supervisors and the conference in Tahoe.

- FUTURE AGENDA ITEMS

(7:55:04) – Ms. Sullivan noted that an escape room and a hotel SUP might be agendized for the next meeting.

- COMMISSIONER REPORTS/COMMENTS

(7:56:10) – Commissioner Krahn thanked Staff for the invitation to attend the conference. Vice Chair Loyd believed that opening a business in Carson City is complicated and “not navigable.” She offered to help Staff to work through the issues and make the process easier to navigate. Discussion ensued and Ms. Sullivan noted that she was looking into Vice Chair Loyd’s request to house all enforceable documents at the Library.

8. PUBLIC COMMENT

(8:03:15) – Chair Preston entertained final public comments; however, none were forthcoming.

9. FOR POSSIBLE ACTION: ADJOURNMENT

(8:03:29) – Chairperson Preston adjourned the meeting at 8:03 p.m.

The Minutes of the October 25, 2023, Carson City Planning Commission meeting are so approved this 29th day of November, 2023.