

**DRAFT MINUTES**  
**Carson City Planning Commission Regular Meeting**  
**Tuesday, December 19, 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](http://www.Carson.org/minutes).

**1. CALL TO ORDER**

(5:00:15) – Chairperson Preston called the meeting to order at 5:00 p.m.

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

(5:00:48) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Left</b>
Chairperson Teri Preston	Present	
Vice Chair Sena Loyd	Present	
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**

(5:01:08) – Commissioner Perry led the Pledge of Allegiance.

**4. PUBLIC COMMENTS**

(5:01:41) – Chairperson Preston entertained public comments. Deni French invited members of the community to respond to the survey mentioned in the Nevada Appeal to better understand the transportation needs of users on Highway 50 in Carson City and Mound House to present a “broader picture” to the transportation organizations.

**5. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – NOVEMBER 29, 2023.**

(5:04:20) – Chairperson Preston introduced the item and entertained comments and/or changes; however, none were forthcoming. She then entertained a motion.

**(5:04:35) – Commissioner Perry moved to approve the minutes of the November 29, 2023 Planning Commission meeting as presented. The motion was seconded by Commissioner Borders.**

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

**6. MEETING ITEMS**

**6.A LU-2021-0452 – FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR A ONE-YEAR TIME EXTENSION TO JANUARY 26, 2025 FOR AN APPROVED SPECIAL USE PERMIT (“SUP”) TO ALLOW ALTERNATIVE COMPLIANCE OF THE DOWNTOWN MIXED USE STANDARDS, SPECIFICALLY STANDARDS RELATED TO THE MIXED USE, SIDEWALK, WINDOW TRANSPARENCY AND BUILDING ENVELOPE STEP-BACK REQUIREMENTS IN A MULTI-FAMILY RESIDENTIAL DEVELOPMENT ON PROPERTY ZONED DOWNTOWN MIXED USE (“DT-MU”), LOCATED AT 201 E. WILLIAM STREET, ASSESSOR’S PARCEL NUMBER (“APN”) 002-161-10.**

(5:04:56) – Chairperson Preston introduced the item. Ms. Ferris gave background and presented the Staff Report, which is incorporated into the record. Brendan Murphy, Development Manager with Kingsbarn Capital and Development, introduced himself and noted his agreement to the Conditions of Approval. Commissioner Borders inquired about the site improvement and the building permit applications and Ms. Ferris believed they had been reviewed in June/July of 2023. Mr. Murphy explained that the resubmissions should be completed “by the end of this week.” Commissioner Krahn was informed that if the project is not started “a year from the date of the extension...then the project expires.” Ms. Ferris noted that an opportunity for another extension must be heard by this Commission; however, should they let the

extension expire, they must start the project all over again and get new approvals for the project. Commissioner Borders recommended the following change to Condition of Approval No. 4.

*The use for which this permit is approved shall commence by January 26, 2025. An extension of time may be requested in writing to the Planning Division at least thirty days Project location LU-2021-0452 prior expiration date. Should this permit not be initiated (~~obtain a Building Permit~~) and no extension granted, the permit shall become null and void.*

(5:11:56) – Ms. Ferris clarified that the amended Condition of Approval would mean the developer must apply for a new Special Use Permit (SUP) after this last extension is granted. Ms. Sullivan cautioned against the amendment in order not to set a precedent. She also highlighted the high interest rates and the issues related to the COVID-19 pandemic as unforeseen circumstances. Commissioner Perry was also in favor of leaving the Condition as is, citing similar unforeseen circumstances. Mr. Krahn believed that the applicant had made progress and noted his opposition to the proposed amendment to the condition. Commissioner Borders withdrew his recommended amendment. Chairperson Preston entertained public comments. Mr. French wished to see “the street-level windows considered” and recommended ensuring the type of trees planted to fit the space limitations. He also wanted the Commission to change their position and consider elevators. Ms. Ferris noted that the applicant had been working with the Department of Public Works to ensure the planting of appropriate trees without interfering with utility lines. She also noted that elevators were outside the Commission’s purview. There were no additional public comments. Mr. Murphy reconfirmed that he accepted the Conditions of Approval as written. Ms. Ferris clarified for Commissioner Perry that the original Condition No. 13 had been completed and; therefore, removed from the current Conditions. Chairperson Preston entertained a motion.

**(5:25:42) – Commissioner DeChristopher moved to approve an extension of the expiration date for LU-2021-0452 to January 26, 2025, as the approved Special Use Permit continues to be appropriate, and the activity permitted by the SUP will not adversely impact other properties in the area or the public interest. The motion was seconded by Commissioner Killgore.**

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

**6.B LU-2023-0384 – FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN APPLICATION FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW FOR THE CONSTRUCTION OF A STRUCTURE EXCEEDING 45 FEET IN HEIGHT ON PROPERTY ZONED RETAIL COMMERCIAL (“RC”), LOCATED AT 4011 NORTH CARSON STREET, ASSESSOR’S PARCEL NUMBER (“APN”) 002-761-03.**

(5:26:31) – Chairperson Preston introduced the item. Ms. Manzo presented the Staff Report and recommended approval, noting that no public comments had been received regarding the project. She also explained that the hotel use “is allowed by code.” She also explained that any structure, 45 feet or less in height would not require an SUP. Senior Engineering Project Manager Stephen Pottéy explained:

Condition of Approval No. 6 that states: *Prior to the issuance of a building permit, the Applicant must enter into a pro-rata share agreement and pay its pro-rata share of \$38,785.00, for the upgrade of 1,400 linear feet of overcapacity sewer main in College Parkway, and*

Condition of Approval No. 7 that states: *Prior to the issuance of a site improvement permit, the Applicant must enter into a pro-rata share agreement and pay its pro-rata share cost for improvements to the intersection of Silver Oak Drive and North Carson Street. The improvements will be a traffic signal or other improvements as approved by the Transportation Division of the Carson City Public Works Department ("Transportation Division") and the City Engineer. If signalization is the identified solution, the estimated cost of the signal improvements is approximately \$1,459,800. The project's share is estimated to be 6.9%, with a pro-rata share not to exceed \$100,700 must be met pending the City's conclusion to assess the need for a traffic signal or calming measure.*

(5:30:41) – Mr. Pottéy clarified for Commissioner Borders that the City's Development Standards are written in such a way that the above Conditions of Approval could not be forced to be met by the developer if the SUP was not needed; however, they would be required to “fix it,” adding that the former method worked to the advantage of the developer. Commissioner Krahn wished to understand the reason behind the requested height and the applicant offered to explain.

(5:34:28) – Applicant Jaswinder Dhama explained that the additional 10 feet on the south elevation is a brand standard as a Hilton property and would be used to screen mechanical units. Mr. Dhama also explained that he had read the Conditions of Approval and agreed with them. Mr. Krahn appreciated the room tax generated by hotels; however, he inquired whether there was a market for an additional hotel. Mr. Dhama believed that the demand was growing, adding that the new project would be an extended stay hotel with a full kitchen and hoped that a convention center in the future would benefit the project. Chairperson Preston entertained public comments. Mr. French inquired about elevators and whether the developer had considered “going into condos.” Ms. Manzo explained that elevators in hotels are a requirement of the building code and noted that a condominium project would require an SUP and a full evaluation of a conversion from a hotel building to a residential one. Commissioner Borders noted that the “decorative partition bothers me” and believed that the applicant would have accommodated the rules of other communities such as Santa Barbara. Mr. Dahmi explained that they had built “the exact same building” in Reno, near Meadowood Mall, citing the Ormsby House as an example of a building exceeding the 45-foot height limit, adding that by investing over \$20 million, he wished to “do it right.” He also clarified that the brand requirements change every two or three years. Chairperson Preston entertained a motion.

(5:42:56) – Commissioner Krahn moved to approve Special Use Permit LU-2023-0384 based on the ability to make the required findings and subject to the Conditions of Approval. The motion was seconded by Vice Chair Loyd.

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

**ITEMS 6.C AND 6.D**

(5:44:05) – Chairperson Preston introduced items 6.C and 6.D for concurrent discussion [however, both items would be acted upon separately]. Chairperson Preston and Vice Chair Loyd read into the record prepared disclosure statements, advised of disqualifying conflicts of interest, and stated that they would not participate in discussion and action. As Chair Preston and Vice Chair Loyd recused themselves, Chair Preston handed the gavel to Commissioner Borders to temporarily run the meeting. Mr. Reese clarified that the quorum for the following two items would require the presence of three members and the majority vote would be three votes.

(5:47:45) – Ms. Manzo introduced the subject property, presented both Staff Reports, and clarified that the text amendment would apply to City-wide use. She also referenced the public comments, for and against the request, which are also incorporated into the record. She stated that the east side of the project would house the employee parking area and highlighted the staggered playtime and pick-up and drop-off areas. She also responded to clarifying questions. Mr. Pottéy addressed the traffic impact study and noted that all intersections had acceptable levels of service; however, the traffic consultant had highlighted many making illegal left turns onto North Carson Street and had recommended an acceleration lane to North Carson Street which had been escalated to the Transportation Division to be addressed during improvements to North Carson Street. Mr. Pottéy also addressed the drainage issues noted in a written public comment, stating that the issue was enforcement of the City’s existing codes as the drainage areas were not properly maintained.

(6:02:01) – Boys and Girls Club of Western Nevada Chief Executive Officer (CEO) Brett Zunino noted his acceptance of the Conditions of Approval and clarified that the facility would house 100-109 children. He also outlined the pick-up and drop-off spots, noting that they would be training the families to utilize “the back alley” area. He also responded to clarifying questions by the

Commissioners. He noted that a waiting list has not been generated yet, pending approval of the project; however, he anticipated having one in the future. Commissioner Krahn pointed out the public comment regarding the support of the neighboring senior communities and Mr. Zunino clarified that they would mitigate the noise to the neighboring residences. He also highlighted the need for daycare facilities in the community, citing that for every child in daycare, three were waiting to enroll, explaining that the Boys and Girls Club was equipped to handle that need. Mr. Zunino believed that they would help the workforce by creating jobs and allowing parents to go to work due to the services they would provide. Commissioner Borders entertained public comments.

(6:11:00) – Carson City Sheriff Ken Furlong, a Boys and Girls Club Board member, spoke in support of the project, calling the daycare issue “a major impact for our community” and cited the resignation of a staff member over daycare issues. Alex Walden introduced herself as a Boys and Girls Club Board member, a single mother, and a neighbor of the facility, and spoke in favor of the project explaining the need for childcare facilities, which she believed supported low-income families. Seven-year-old Tessa DeLoach-Giomi and nine-year-old Ady Smith confirmed that the facility “is going to be great for the kids.” Mr. French thanked the Boys and Girls Club for “stepping up” and highlighted the need for quality daycare. Logan Neely, a Boys and Girls Club volunteer, agreed with the previous comments and praised the Club’s board and executive staff for their time and effort.

(6:18:57) – Kari Wilson explained that as an area resident, she was concerned about the traffic on Mountain Street and the street parking which she believed should be utilized by the service industry such as plumbers and housekeepers. She explained that many of the elderly in the neighboring care facilities were in pain and did not wish to hear a lot of noise. She also stated that the notification period was short. Carson City Chamber of Commerce Executive Director Ronni Hannaman read a prepared statement in support of the project and the Boys and Girls Club in general. She noted the importance of having a safe place for children to grow and learn. Additionally, she highlighted the need for daycare for parents reentering the workforce, with 60 percent of parents citing lack of childcare, and stated that as a resident nearby had not heard noise coming from the Club. Midge Breeden also spoke in favor of the project and called it an excellent opportunity to bring the children together with the elderly.

**6.C. ZA-2023-0426 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS (“BOARD”) CONCERNING AN APPLICATION FOR AN ORDINANCE AMENDING CARSON CITY MUNICIPAL CODE (“CCMC”), TITLE 18 TO ALLOW FOR A CHILD CARE FACILITY USE IN THE RESIDENTIAL OFFICE (“RO”) USE DISTRICT AS A CONDITIONAL USE.**

(6:26:34) – Based on the above discussion, Commissioner Borders entertained a motion.

(6:26:39) – Commissioner Killgore moved to recommend to the Board of Supervisors approval of the requested Zoning Code Amendment based on the ability to make the findings as outlined in the Staff Report. The motion was seconded by Commissioner Krahn.

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

**6.D. LU-2023-0423 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN APPLICATION FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW FOR THE ESTABLISHMENT OF A CHILD CARE FACILITY ON A PROPERTY WITHIN THE RESIDENTIAL OFFICE (“RO”) ZONING DISTRICT LOCATED AT 2805 MOUNTAIN STREET, ASSESSOR’S PARCEL NUMBER (“APN”) 001-021-12.**

(6:27:08) – Ms. Manzo responded to public comments and explained that Mountain Street, which is a public street, would be able to accommodate parking on both sides of the street and the front of the property could accommodate up to five vehicles. She also referenced the applicant’s written response, incorporated into the record, detailing the pick-up and drop-off times, based on half-hour increments. Ms. Manzo explained that the applicants planned to stagger play times and have staff outside to mitigate the noise issues. At Ms. Sullivan’s request, Mr. Zunino stated that the daycare would operate from 7:00 a.m. to 6:00 p.m. Mr. Pottéy explained to Commissioner Krahn that the expected peak hour for traffic, based on traffic study rates, would consist of 30 cars per hour or one car every two minutes at the project entrance which would mean eight cars on Mountain Street at peak traffic time. Commissioner Perry was concerned about the playground size; however, Mr. Zunino clarified that not all 100 kids would utilize the playground at the same time.

(6:33:48) – Michelle Williams, Director of Smart Start, explained that a 1,400 square-foot playground would accommodate 40 children, adding that they would have two playgrounds, one for young children and one for older ones. Ms. Sullivan noted that the hours of operations were not stated in the Conditions of Approval; however, they were in the findings. She highlighted the need for childcare and recommended specifying in the motion that the hours of operation should not be limited to that because there might be a need for earlier start times, depending on parents’ needs. Commissioner Perry requested an added Condition of Approval stating that the hours of operations be limited to 6:00 a.m. until 8:00 p.m. Mr. Zunino was in favor of the amended operating hours. Commissioner Borders entertained a motion.

(6:37:48) – Commissioner Perry moved to approve the Special Use Permit LU-2023-0423 based on the ability to make the required findings, and subject to the Conditions of Approval contained in the Staff Report with the addition of Condition No. 6 to read: the operating times for this facility shall be between 6:00 a.m. to 8:00 p.m. The motion was seconded by Commissioner Killgore.

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

(6:38:40) – Commissioner Borders recessed the meeting.

(6:46:45) – Chairperson Preston reconvened the meeting. A quorum was still present.

**6.E. MPA-2023-0408 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDATIONS TO THE BOARD OF SUPERVISORS (“BOARD”) CONCERNING THE IMPLEMENTATION OF THE MASTER PLAN AND THE ANNUAL MASTER PLAN REPORT.**

(6:47:00) – Chairperson Preston introduced the item. Ms. Sullivan reviewed the Staff Report and the accompanying document titled *Master Plan Draft Action Plan 2024* both of which are incorporated into the record. She also responded to clarifying questions. Discussion ensued on the City’s population projections versus that of the State’s and Ms. Sullivan offered to research the City’s formula and bring it back to the Board. There were no additional comments and Chairperson Preston entertained a motion.

(7:03:03) – In the form of public comment, Mr. French recommended adding an environmental component to the Master Plan. He cited the Carson Wandering Skipper butterfly as an example and wished to include the tree and insect life in the Plan. Ms. Sullivan clarified that the current presentation was the Master Plan Annual Report to the Board of Supervisors.

**(7:05:27) – Commissioner Perry moved to recommend to the Board of Supervisors acceptance of the Master Plan Annual Report as presented by Staff. The motion was seconded by Commissioner Borders.**

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

(7:06:08) – Chairperson Preston invited Commissioner Perry to say a few words as this was his last Planning Commission meeting. Commissioner Perry thanked the current and past Commissioner with whom he had served on the Planning Commission. He also expressed his gratitude to Staff for their hard work and for responding to his many inquiries. He believed that citizen dialogue was the best form of government. Commissioner Perry expressed frustration that Title 18 revisions had not been completed yet and believed nothing would be perfect and it may be revised in the future. Commissioner Krahn noted that he appreciated Commissioner Perry’s wisdom and “the thoughts that you bring to the Commission.” He also thanked him for “challenging the norm.” Chairperson Preston highlighted Commissioner Perry’s contribution to the [revocation of] the asphalt plant’s SUP and the knowledge he brought to the Commission.

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

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

(7:12:20) – Ms. Sullivan expressed Staff’s thanks to Commissioner Perry and appreciated his challenge to their thinking.

**- FUTURE AGENDA ITEMS**

(7:12:55) – Ms. Sullivan noted that the next meeting’s agenda would include SUPs for a garage and workshop/storage space, the expansion of the City’s Fleet Maintenance Building, a warehouse for the Wastewater Division, a warehouse and distribution project on Arrowhead Drive, and a marijuana dispensary on Highway 50. She also announced a planned joint meeting in January with the Board of Supervisors and the Master Plan consultant. Chairperson Preston wished to see a review of all the marijuana cultivation businesses’ water use for the Growth Management Commission meeting, as one had exceeded its water allocation. Commissioner Krahn thanked Planning Staff Member Cecilia Rice for arranging the Commissioners’ interviews with the Master Plan consultant.

**- COMMISSIONER REPORTS/COMMENTS**

**8. PUBLIC COMMENT**

(7:15:44) – Chair Preston entertained final public comments; however, none were forthcoming.

**9. FOR POSSIBLE ACTION: ADJOURNMENT**

(7:16:06) – Chairperson Preston adjourned the meeting at 7:16 p.m.

The Minutes of the December 19, 2023, Carson City Planning Commission meeting are so approved this 31<sup>st</sup> day of January 2024.