

ADMINISTRATIVE HEARING EXAMINER MEETING
Minutes of the Wednesday, February 28, 2024 Meeting
Carson City Community Development Conference Room A
108 East Proctor Street, Room A, Carson City, Nevada

An Administrative Hearing Examiner meeting was scheduled for 1:30 p.m. on Wednesday, February 28, 2024 in the Carson City Community Development Conference Room A, 108 East Proctor Street, Carson City, Nevada.

PRESENT

APPLICANT: Maddison Banfield – Applicant

STAFF: Heather Ferris, Planning Manager
Lena Reseck, Assistant Planner
Stephen Pottéy, Public Works Senior Project Manager
Briana Munoz, Public Meetings Clerk

NOTE: A recording of these proceedings and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours. The hearing materials are on file in the Planning Division and are available for review during regular business hours.

1. CALL TO ORDER

Ms. Ferris called the meeting to order at 1:30 p.m.

2. PUBLIC COMMENT

Ms. Ferris entertained public comments; however, none were forthcoming.

3. PUBLIC HEARING: ACTION ITEM

3.A For Possible Action: Discussion and possible action regarding an Administrative Permit to allow for the construction of an accessory structure with a cumulative square footage totaling 66.22 percent of the size of the primary structure on property zoned Single Family 1 Acre (“SF1A”) located at 4028 Via Grant Drive, Assessor’s Parcel Number (“APN”) 007-501-03.

Ms. Ferris introduced the item. Ms. Reseck indicated that there were no changes to the Staff Report, which is incorporated into the record.

The Applicant, Maddison Banfield, said she had reviewed the Staff Report and agreed with the Conditions of Approval “except the water connection fee.” Ms. Ferris clarified that the separate water connection fee was not constituted in the Conditions of Approval dealing with the

Administrative Permit. She explained that the separate water connection fee was triggered with the Building Permit.

Mr. Pottéy explained that the water connection fee was required through the Carson City Municipal Code and noted the possibility of an exception through working with the city engineer. Ms. Banfield said she had been in contact with Carson City Engineer Randall Rice.

Ms. Banfield expressed concerns regarding the requirement and associated costs of a water meter for the guest house, stating that the guest house would only be used for family and non-paying guests and not as a rental.

Ms. Ferris clarified that the Administrative Permit includes six conditions of approval and none of them related to the water meter. She explained that the Administrative Permit grants approval for construction of the guest house, with the subsequent Building Permit ensuring compliance with building codes. Ms. Ferris recommended that Ms. Banfield address concerns regarding the additional requirements during the Building Permit process.

Ms. Banfield said she agreed with all six of the Conditions of Approval.

Ms. Ferris asked Ms. Banfield to confirm that the guest house would serve as the primary dwelling unit until the larger house is completed, at which point it would transition to being the guest house and Ms. Banfield confirmed.

In response to Ms. Ferris, Ms. Banfield provided a timeline of approximately 18 months for both the guest house and larger house to be completed.

Ms. Ferris reminded Ms. Banfield to monitor the Special Use Permit for the guest house and ensure that it is kept active until the primary structure is built. She explained the process for maintaining the permit active and advised Ms. Banfield to reach out to Ms. Reseck for administrative extensions as needed.

PUBLIC COMMENT

Ms. Ferris entertained public comments.

Olgierd Downarowicz, a Carson City resident, inquired about the planned location of the access road to the property. Ms. Banfield confirmed that the access road would be located to the west, tapping off the existing easement.

ACTION: Ms. Ferris approved the Administrative Permit based on the findings and subject to the Conditions of Approval contained in the Staff Report.

4. PUBLIC COMMENT

Ms. Ferris entertained public comments; however, none were forthcoming.

5. FOR POSSIBLE ACTION: ADJOURNMENT

Ms. Ferris adjourned the meeting at 1:41 p.m.

The Minutes of the February 28, 2024 Administrative Hearing Examiner meeting are respectfully submitted on this 28th day of March 2024.

William Scott Hoen, Clerk-Recorder

By:



Briana Munoz, Public Meetings Clerk