

CARSON CITY PLANNING COMMISSION

Minutes of the April 27, 2011 Meeting

Page 1

DRAFT

A regular meeting of the Carson City Planning Commission was scheduled for 5:00 p.m. on Wednesday, April 27, 2011 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Mark Kimbrough
Vice Chairperson Craig Mullet
Commissioner Malkiat Dhami
Commissioner Mark Sattler
Commissioner Jim Shirk
Commissioner William Vance

STAFF: Lee Plemel, Planning Division Director
Jennifer Pruitt, Principal Planner
Randal Munn, Chief Deputy District Attorney
Tamar Warren, Deputy Clerk / Recording Secretary
Transcribed by: Deputy Clerk / Recording Secretary Kathleen King

NOTE: A recording of these proceedings, the commission's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

A. CALL TO ORDER, DETERMINATION OF A QUORUM, AND PLEDGE OF ALLEGIANCE (5:00:59) - Chairperson Kimbrough called the meeting to order at 5:00 p.m. Roll was called; a quorum was present. Commissioner Sattler arrived at 5:20 p.m. Commissioner Wendell was absent. Commissioner Shirk led the pledge of allegiance.

B. COMMISSION ACTION ON APPROVAL OF MINUTES - March 30, 2011 (5:01:45) - Vice Chairperson Mullet moved to approve the minutes. Commissioner Vance seconded the motion. Motion carried 5-0.

C. MODIFICATION OF AGENDA (5:02:13; 5:11:02) - At Mr. Plemel's request, Chairperson Kimbrough modified the agenda to address items H-2(A) and (B) together.

D. PUBLIC COMMENTS (5:02:19) - None.

E. STAFF PUBLIC SERVICE ANNOUNCEMENTS (5:03:12) - None.

F. DISCLOSURES (5:03:19) - None.

G. CONSENT AGENDA (5:03:26) - None.

H. PUBLIC HEARING MATTERS:

H-1. SUP-11-021 ACTION TO CONSIDER A SPECIAL USE PERMIT APPLICATION FROM ALLYSON WONG (PROPERTY OWNER: PETER TOMAINO) TO ALLOW A RESIDENTIAL DWELLING (MULTI-FAMILY APARTMENT) ON PROPERTY ZONED RETAIL COMMERCIAL (RC), LOCATED AT 1206 NORTH ROOP STREET, APN 002-142-17 (5:04:37) - Chairperson Kimbrough introduced this item, and Mr. Plemel reviewed the agenda materials in conjunction with displayed slides. In reference to the public noticing process, outlined in the agenda materials, Mr. Plemel advised of having received no written or verbal responses from any of the surrounding property owners. He further advised that the applicant's representative was present in the

CARSON CITY PLANNING COMMISSION

Minutes of the April 27, 2011 Meeting

Page 2

DRAFT

meeting room. In response to a question, he advised that Engineering Division staff is aware that the existing building is not situated entirely within the parcel. He acknowledged that the matter would likely be resolved with an encroachment permit.

(5:09:01) Allyson Wong acknowledged her agreement with the conditions of approval as outlined in the staff report. Chairperson Kimbrough entertained questions or comments of the commissioners and public comments. When none were forthcoming, he entertained a motion. **Commissioner Vance moved to approve SUP-11-021, a special use permit application to allow a multi-family dwelling of four units within the retail commercial zoning district, located at 1206 Roop Street, APN 002-142-17, based on the findings and subject to the conditions of approval contained in the staff report. Commissioner Dhami seconded the motion. Motion carried 5-0.**

H-2(A) SUP-11-022 ACTION TO CONSIDER A SPECIAL USE PERMIT APPLICATION FROM THE CARSON CITY SCHOOL DISTRICT (PROPERTY OWNER: CARSON CITY SCHOOL DISTRICT AND CARSON CITY PARKS AND RECREATION) TO ALLOW THE CONSTRUCTION OF NEW CLASSROOM ADDITIONS AT EMPIRE ELEMENTARY SCHOOL IN PUBLIC (P) ZONING, LOCATED AT 1260 MONTE ROSA DRIVE AND 1407 LA LOMA DRIVE, APNs 010-436-01 AND 008-342-31; and H-2(B) VAR-11-023 ACTION TO CONSIDER A VARIANCE REQUEST FROM THE CARSON CITY SCHOOL DISTRICT (PROPERTY OWNER: CARSON CITY SCHOOL DISTRICT AND CARSON CITY PARKS AND RECREATION) TO ALLOW THE LOWER NUMBER OF PARKING SPACES IN CONJUNCTION WITH NEW CLASSROOM ADDITIONS AT EMPIRE ELEMENTARY SCHOOL IN PUBLIC (P) ZONING, LOCATED AT 1260 MONTE ROSA DRIVE AND 1407 LA LOMA DRIVE, APNs 010-436-01 AND 008-342-31 (5:11:16) - Chairperson Kimbrough introduced these items, and Ms. Pruitt reviewed the agenda materials in conjunction with displayed slides. She reviewed the public noticing process, as outlined in the agenda materials, noting that questions from an adjacent property owner were telephonically addressed yesterday.

(5:19:27) Carson City School District representative Mike Mitchell commended Ms. Pruitt's presentation, and expressed agreement with the conditions of approval as outlined in the staff report. Mr. Mitchell advised of "pretty extensive meetings with the staff and there's been public that have shown up at our meetings ... Everybody's pretty much very enthusiastic about the improvements that are going to be accomplished at that site ..." In response to a question, Mr. Mitchell provided background information on the subject property and the project. In response to a further question, he discussed current enrollment at the subject school site. He responded to additional questions of clarification regarding classroom space, the play structure, and disposition of the portable units. In response to a question, Mr. Plemel advised that the project concept and land transfer were previously submitted to the Board of Supervisors. Mr. Mitchell responded to additional questions of clarification relative to parking and project cost.

Chairperson Kimbrough entertained public comment and, when none was forthcoming, a motion. **Commissioner Dhami moved to approve SUP-11-022 and VAR-11-023, a special use permit for modifications to the existing Empire Elementary School and a variance to reduce the number of required parking spaces, as requested by the applicant, subject to the conditions and based on the findings contained in the staff report. Commissioner Sattler seconded the motion. Motion carried 6-0.**

CARSON CITY PLANNING COMMISSION

Minutes of the April 27, 2011 Meeting

Page 3

DRAFT

H-3. ZCA-11-019 ACTION TO MAKE A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING A ZONING CODE AMENDMENT, AN ORDINANCE AMENDING THE CARSON CITY MUNICIPAL CODE, TITLE 18, ZONING, CHAPTER 18.06, HISTORIC DISTRICT, SECTION 18.06.025, QUALIFICATIONS OF MEMBERSHIP, TO CHANGE THE CURRENT HISTORIC RESOURCES COMMISSION QUALIFICATIONS FOR MEMBERSHIP (5:38:20) - Chairperson Kimbrough introduced this item, and Ms. Pruitt reviewed the agenda materials. In response to a question, Ms. Pruitt provided background information on the ordinance which established the Historic Resources Commission. In response to a comment, Ms. Pruitt provided additional background information on the requirement to own property in the historic district. Commissioner Shirk suggested that previous historic district property owners could qualify just as well as current property owners. Ms. Pruitt offered to present the suggestion to the Historic Resources Commission. In response to a question of clarification, she advised that new construction located within the historic district would qualify.

Chairperson Kimbrough noted there were no citizens present for public comment. Ms. Pruitt reiterated the offer to present to the Historic Resources Commission the suggestion of previous historic district property ownership as a qualification for membership. Chairperson Kimbrough entertained a motion. **Commissioner Vance moved to recommend to the Board of Supervisors approval of ZCA-11-019, an ordinance amending the Carson City Municipal Code, Title 18, Zoning, Chapter 18.06, Historic District, Section 18.06.025, Qualification of Membership, to expand the Historic Resources Commission qualifications to allow for more flexibility in filling vacant membership seats, based on the findings contained in the staff report. Commissioner Sattler seconded the motion. Motion carried 6-0.**

I. STAFF REPORTS

I-1. DIRECTOR'S REPORT TO THE PLANNING COMMISSION AND FUTURE AGENDA ITEMS (5:48:45) - Mr. Plemel reported on the Medical Parkway and Silver State Charter School zoning map amendments which were recently forwarded to the Board of Supervisors. He reviewed the tentative agenda for the June Planning Commission meeting, and responded to corresponding questions of clarification.

I-2. COMMISSIONER REPORTS / COMMENTS (5:55:03) - Discussion took place regarding the importance of conceptual photographs relative to the visual impacts of a project. Relative to the Growth Management Commission, Vice Chairperson Mullet suggested agendaizing discussion regarding the possibility of reducing building division fees and "duplication of processes, especially in renewable energy ..." A brief discussion followed. Commissioner Sattler advised of having recently attended a water renewal / conservation seminar in Reno. Mr. Plemel advised that a number of Public Works Department staff also attended the seminar.

J. ACTION TO ADJOURN (6:09:06) - Commissioner Sattler moved to adjourn the meeting at 6:09 p.m. Vice Chairperson Mullet seconded the motion. Motion carried 6-0.

The Minutes of the April 27, 2011 Carson City Planning Commission meeting are so approved this _____ day of May, 2011.

MARK KIMBROUGH, Chair