

**Carson City
Agenda Report**

Date Submitted: July 10, 2012

Agenda Date Requested: July 19, 2012

Time Requested: 50 minutes

To: Mayor and Supervisors

From: Larry Werner, City Manager

Subject Title: For possible action: To appoint one member to the Carson City Planning Commission for a 4-year term that will expire in June 2016.

Staff Summary: C.C.M.C. Chapter 18.02.010 and N.R.S. 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There is one vacancy due to a member's term expiring. There are three new applicants and one reappointment request. The applicants are Romaine Gilliland, Donna Gray, and Mary Sanada. The reappointment request is from Mark Sattler.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to appoint _____ to the Carson City Planning Commission for a 4-year term that will expire in June 2016.

Explanation for Recommended Board Action: See staff summary

Applicable Statute, Code, Policy, Rule or Regulation: C.C.M.C. 18.02.010, N.R.S. 278.030

Fiscal Impact: None

Explanation of Impact: n/a

Funding Source: n/a

Alternatives: Reopen the position announcement for additional applicants.

Supporting Material: Recruitment Announcement, Current Roster, Applications,
Reappointment Request, C.C.M.C. Chapter 18.02.010, NRS 278.030


Prepared By: Laura A. Banks, Executive Offices

Reviewed By:



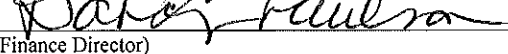
(City Manager)

Date: 7/10/12



(District Attorney)

Date: 7/10/12



(Finance Director)

Date: 1/10/12

Board Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

Planning Commission
Incumbent Attendance Record

Mark Sattler

Initial appointment: January 2011

15 meetings held since appointment; 1 absence



CARSON CITY PLANNING COMMISSION

The Carson City Board of Supervisors is seeking applications from persons interested in serving on the Carson City Planning Commission. This Commission oversees all matters pertaining to Carson City's planning and zoning, land use and growth management. Meetings are the last Wednesday of every month at 5:00 p.m. at the Community Center, Sierra Room.

Applicants must be willing to serve approximately 12 to 16 hours a month. All members will serve without compensation. Applicants must be Carson City residents and registered voters to qualify.

There is one (1) position open for a term that will expire in June 2016.

Volunteer applications may be obtained from and returned to the Carson City Executive Offices. *Let it be known that all applications submitted to this office will be considered public information.*

Applications will be accepted until May 18, 2012. Interviews for this volunteer position are tentatively planned to be held at the regularly scheduled Board of Supervisors meeting on Thursday, June 7, 2012.

Thank you for your interest in assisting Carson City.

CARSON CITY EXECUTIVE OFFICES
201 N. Carson Street #2
Carson City, Nevada 89701
(775) 887-2100 FAX 887-2286
E-Mail: lbanks@carson.org
Web Page: <http://www.carson.org/volunteer>
AN EQUAL OPPORTUNITY EMPLOYER

PLANNING COMMISSION

<u>MEMBER</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
William Vance 205 S. Ormsby Blvd. Carson City, NV 89703 882-4764 (h) 220-7929 (c) vancenv@yahoo.com	Initial Appt. 06/04 Reappt. 06/05; 07/09	06/2013
Paul Esswein 1148 W. Fifth St. Carson City, NV 89703 246-6220 (w) 882-4754 (h) 443-7338 (c) pge2@sbcglobal.net	Initial Appt. 10/11	06/2015
Mark Kimbrough (Chair) 6163 Rio Vista Ln. Carson City, NV 89701 885-2095 (h) 720-4732 (c) washozephyr@pyramid.net	Initial Appt. 06/02 Reappt. 06/06; 06/10	06/2014
George Wendell PO Box 4447 Carson City, NV 89702 885-7722 (w) 882-1800 (h) 412-2262 (c) vccwendells@sbcglobal.net	Initial Appt. 06/07 Reappt. 10/11	06/2015
Malkiat Dhami 2689 Wellington S. Carson City, NV 89703 283-4055 (w) 841-2177 (h) 233-4549 (c) malkiatsdhami@yahoo.com	Initial Appt. 07/09	06/2013
Mark Sattler 1408 Fremont St. Carson City, NV 89701 853-4663 (w) 882-2895 (h) 530-8990 (c) mmcc@sbcglobal.net	Initial Appt. 01/11	06/2012
Jim Shirk #5 Arizona Cir. Carson City, NV 89701 884-0163 (h) 720-5761 (c) wehavegreatnews@yahoo.com	Initial Appt. 07/10	06/2014

Continued next page...

Elected/Appointed Representatives

Lee Plemel
Planning Division
108 E. Proctor St.
Carson City, NV 89701
283-7075 (w)
lplemel@carson.org

Jeff Sharp
Engineering Division
3505 Butti Way
Carson City, NV 89701
887-2355 x 30084 (w)
jsharp@carson.org

AUTHORITY: NRS 278.030 states that “the governing body of each city whose population is 25,000 or more and of each county whose population is 40,000 or more shall create by ordinance a planning commission to consist of seven members.” CCMC 18.02.010 established such an ordinance and provides details of the Planning Commission. The terms of the members are 4-years (reappointment OK).

MEETINGS: Last Wednesday of each month

PURPOSE: CCMC 18.02.010, Paragraph 2 “The commission shall perform all duties and functions delegated to a County Planning Commission by the terms of NRS 278.010 to 278.630, inclusive, and CCMC Title 2 (Planning Commission).” Typical duties include approving special use permits, variances, subdivisions, changes of land use, master plan amendments, street abandonments, etc.

Liaison: Lee Plemel, Planning Director 283-7075 lplemel@carson.org

Attorney Assignment: Moreen Scully 283-7571 mscully@carson.org

- END DATA -

Romaine E. Gilliland, CPA
1441 Empire Ranch Road
Carson City, NV 89701
774-884-2083
regcpa@nvbell.net

RECEIVED

MAY 15 2012

**CARSON CITY
EXECUTIVE OFFICES**

May 14, 2012

RE: Volunteer Position, Carson City Planning Commission

Dear Search Committee,

Enclosed please find my application for a volunteer position on the Planning Commission.

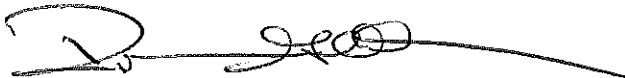
I have been a resident of Carson City since 1987 with the exception of a six year period from 1994 to 1999. My wife (Elva) and I have 5 children, two residing in Carson City with their spouses and children.

I have prior experience as a planning commissioner for Greene County Virginia and have received formal Planning Commissioner training from Virginia Polytechnic Institute and State University (Virginia Tech).

Having recently retired from the State of Nevada serving as the Administrator for the Division of Welfare and Supportive Services, I am now looking for an opportunity to give back to the community. This volunteer position appears to be just such an opportunity.

~~Please note, I will be traveling early June to attend our grand-daughters high school graduation in Chaska, Minnesota and will be unable to attend the regularly scheduled June 7, 2012 Board of Supervisors meeting. I can be available by telephone and hope this could be accommodated.~~

Thank you for your consideration.



Romaine Gilliland

Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: PLANNING COMMISSION

Title of Position: COMMISSIONER

Name: GILLILAND ROMAINE E
Last First Middle Initial

Address: 1441 EMPIRE RANCH ROAD CARSON CITY NV 89701
Street City State Zip

Occupation/Business: RETIRED (LICENSED CPA)

Telephone: Work- N/A Home- 775-884-1347 Cell- 775-884-2083 E-mail- REQCPA@NV.BEY.NET

How long have you lived in Carson City: 19 YRS Are you an active Carson City Registered Voter: YES
1987 TO 1993 1994-1999 VIRGINIA 2000 TO PRESENT

NOTE: ONLY COMPLETE IF A DEGREE IS REQUIRED FOR THIS POSITION

College, professional, vocational or other schools attended	Major Subject	Degree Conferred

1. Briefly Describe the Qualifications You Possess Which You Feel Would Be An Asset to this Board/Commission/Committee.

ATTACHED

2. List the Community Organizations in Which You Have Participated and Describe Participation.

ATTACHED

3. List Your Affiliation With Professional or Technical Societies. (if required for the Position)

ATTACHED

4. Do You Anticipate Any Potential Conflicts of Interest? NO If Yes Please Explain.

Business in Carson City Service Area: ATTACHED

Length of time in Business: ATTACHED

Personal/Professional References:		
Name	Address	Telephone #
<u>ATTACHED</u>		

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

[Signature]
Signature of Applicant

5/11/02
Date

You May Attach More Information

All Applications are Public Information

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices

Carson City Executive Offices, 201 N. Carson Street #2, Carson City NV 89701
Phone (775)887-2100 Fax (775) 887-2286

Romaine E. Gilliland, CPA
1441 Empire Ranch Road
Carson City, NV 89701
774-884-2083
regcpa@nvcbell.net

May 10, 2012

Planning Commission Application – Supplemental Information

1. Qualifications which would be an asset to the Planning Commission

- **Served as a Planning Commissioner for Greene County Virginia**
- **Attended formal Planning Commission Training -- Virginia Tech Three Day Training Institute for Planning Commissioners**
- **Active participate in developing the 1997 Greene County Comprehensive Plan update**
<http://www.angelfire.com/va2/greenefuture/CompPlan.html#CONTENTS>
Link to Comprehensive Plan, Vision Statement and Executive Summary
- **Graduate The University of Nevada Reno, Bachelor of Science in Business Administration**
- **Certified Public Accountant:**
 - **Currently Licensed Nevada (inactive)**
 - **Previously Licensed Commonwealth of Virginia**

2. Community Organizations

- **Carson City Health and Human Services Medical Reserve Corp: actively participate as a volunteer in four Points of Dispensing (POD's) for Carson City, Douglas County and Lyon County**
- **Nevada Public Health Foundation: Volunteer Vice President and Board Member**
- **Governors Workforce Investment Board: Past Board Member**
- **Children's Cabinet: Past Board Member**
- **Served as the Administrator Division of Welfare and Supportive Services: 2008 to 2012 (Retired February 25, 2012)**

3. Affiliations with Professional Societies

- **Past member America Institute of CPA's**
- **Past member Virginia Society of CPA's**
- **Past member Nevada Society of CPA's**

Business in Carson City Area

- **Principal 1987 – 1990 Sierra Aerospace Technology**
- **Licensed Certified Public Accountant**

- **Nevada Financial Disclosure Statement filed December 2011 in connection with position as Administrator, Division of Welfare and Supportive Services**

Personal/Professional References

- **Marena Works, Director**
Carson City Health and Human Services
775-887-2190
mworks@carson.org

- **Rota Rosaschi, Executive Director**
Nevada Public Health Foundation
3579 Hwy 50 East, Suite C
Carson City, NV 89701
(775) 884-0392
rota@nphf.org

- **Mary Liveratti, Deputy Director**
Nevada Department of Health and Human Services
775-864-4000
mliveratti@dhhs.nv.gov<mliveratti@dhhs.nv.gov

RECEIVED

MAY 17 2012

Carson City Application for Appointive/Volunteer Position

CARSON CITY EXECUTIVE OFFICES

Please print or type

Title of Board or Commission: Planning Commission

Title of Position: Commissioner

Name: GRAY, DONNA M.

Address: 6061 Rio Vista Lane Carson City NV 89701

Occupation/Business: retired attorney/diplomat (US foreign service)

Telephone: Work- _____ Home- 884-2835 Cell- _____ E-mail- donnamgray@aol.com

How long have you lived in Carson City: 7 yrs. Are you an active Carson City Registered Voter: yes

NOTE: ONLY COMPLETE IF A DEGREE IS REQUIRED FOR THIS POSITION

College, professional, vocational or other schools attended	Major Subject	Degree Conferred

1. Briefly Describe the Qualifications You Possess Which You Feel Would Be An Asset to this Board/Commission/Committee.

I am ethical, hardworking and educated. I have an appreciation for the responsibilities of the commission and the potential impact its decisions can have on the community. I work well in a team setting. I have the time to devote to commission issues. Finally, I am not male. The commission could be more representative of the public if it had a qualified member that was able to provide a female perspective.

2. List the Community Organizations in Which You Have Participated and Describe Participation.

Treasurer of the Mexican Dam Property Owners' Association

3. List Your Affiliation With Professional or Technical Societies. (if required for the Position)

4. Do You Anticipate Any Potential Conflicts of Interest? no If Yes Please Explain.

Business in Carson City Service Area: _____

Length of time in Business: _____

Personal/Professional References:

Name	Address	Telephone #
Mark Kimbrough	6163 Rio Vista Lane, Carson City, NV 89701	885-2095
John Peterson	5980 Rio Vista Lane, Carson City NV 89701	883-8298

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Donna M. Gray
Signature of Applicant

May 17, 2012
Date

You May Attach More Information

All Applications are Public Information

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices

Carson City Executive Offices, 201 N. Carson Street #2, Carson City NV 89701
Phone (775)887-2100 Fax (775) 887-2286

Carson City Application for Appointive/Volunteer Position

RECEIVED

Please print or type

Title of Board or Commission: <u>Planning Commission</u>	MAY 04 2012
Title of Position: _____	CARSON CITY EXECUTIVE OFFICES
Name: <u>Sanada</u> <u>Mary</u> <u>C</u>	
Last First Middle Initial	
Address: <u>2832 Table Rock Dr</u> <u>Carson City</u> <u>NV</u> <u>89706</u>	
Street City State Zip	
Occupation/Business: <u>Accountant</u>	
Telephone: Work- <u>N/A</u> Home- <u>885-7962</u> Cell- _____ E-mail- <u>mcsanada@stglobal.net</u>	
How long have you lived in Carson City: <u>8 yrs</u> Are you an active Carson City Registered Voter: <u>yes</u>	

NOTE: ONLY COMPLETE IF A DEGREE IS REQUIRED FOR THIS POSITION

College, professional, vocational or other schools attended	Major Subject	Degree Conferred

1. Briefly Describe the Qualifications You Possess Which You Feel Would Be An Asset to this Board/Commission/Committee.

Served 8 years on Washoe County Planning

Commission, including 4 years on Truckee Meadows

Regional Planning Commission.

2. List the Community Organizations in Which You Have Participated and Describe Participation.

May 01, 2012

To: Carson City Executive Offices
Attn: Laura Banks
201 N Carson St, Suite #2
Carson City, NV 89701

Subject: Planning Commission

RECEIVED
MAY 02 2012
CARSON CITY
EXECUTIVE OFFICES

Dear Ms. Banks,

I was selected by the Board of Supervisors to complete a unexpired term on the Planning Commission starting in January 2011 - June 2012. The normal term is four years, so in June I will have served 18 months of a four year term. If it is the Boards desire to reappoint me, I would like very much to continue to my service on the Planning Commission.

I have found my time serving in this capacity to be very rewarding, interesting and enjoyable. The Staff does an excellent job of preparing the information for our commission meetings. After studying this information, and visiting the sites when applicable, I enter each meeting with an open mind and a common sense approach to each issue.

I want to thank the Board of Supervisors for selecting me and allowing me to serve. I believe I have been a benefit to both the Planning Commission and our community and if reappointed I will continue to do this to the best of my ability.

Sincerely,



Mark E. Sattler
Planning Commissioner

1408 Fremont St.
CC, NV 89701

18.02.010 - Planning commission.

1. Purpose. The purpose of this ordinance is to specify the establishment and authority of the Carson City Planning Commission (hereinafter in Title 18 referred to as "commission").
2. Authority; powers; duties; review by the board.
 - a. The commission is hereby created, pursuant to NRS 278.030.
 - b. The commission shall perform all duties and functions delegated to a County Planning Commission by the terms of NRS 278.010 to 278.630, inclusive, and CCMC Title 2 (Planning Commission).
 - c. The commission shall take action to approve, conditionally approve or deny special use permits, variances, and appeals of administrative decisions. The commission shall hear applications and recommend to the board action on changes to the Master Plan, zoning districts, amendments to Title 18 ordinances, amendments to the Development Standards, and all other appropriate subjects.
 - d. On matters where the commission takes final action, the proponent, any aggrieved party, or member of the board may appeal the decision to the board.
 - e. On matters where the commission makes a recommendation to the board, the board by majority vote may affirm, deny, or return to the recommendation to the commission for further consideration of any proposed recommendations.
3. Membership; terms of office; vacancies; removal; attendance by director.
 - a. There shall be seven (7) members of the commission.
 - b. The terms of the members shall be four (4) years or until a successor takes office and all terms shall expire on June 30th of their respective years.
 - c. Vacancies occurring before the expiration of a commissioner's term shall be filled for the remaining unexpired portion of the term.
 - d. Members may be removed, after a public hearing, by a majority vote of the board for inefficiency, neglect of duty, or malfeasance of office.
 - e. The Planning and Community Development Director (hereinafter in Title 18 referred to as director) or his designee shall be in attendance at all commission meetings.
4. Qualifications.
 - a. The mayor shall appoint, with the approval of the board, the members of the commission.
 - b. The members shall be residents of Carson City and registered voters therein at the time of their appointment and continuously throughout their term.
5. Compensation. All members of the commission shall serve without compensation.
6. Meetings and Records.
 - a. The commission shall hold at least one (1) regular meeting in each month.
 - b. The commission shall adopt by-laws and rules for the transaction of their business and shall keep a record of its decisions and findings. This record shall be a public record.
 - c. Complete records of official actions of the commission shall be kept on file in the office of the planning and community development department.
7. Chairman and Other Officers.
 - a. The commission shall elect yearly its chairman from among the appointed members.
 - b. The commission shall elect yearly other offices as it may determine necessary.

(Ord. 2001-23 § 2 (part), 2001).

PLANNING COMMISSIONS

*** NRS 278.030 Creation by cities and counties; number of members.**

1. The governing body of each city whose population is 25,000 or more and of each county whose population is 40,000 or more shall create by ordinance a planning commission to consist of seven members.

2. Cities whose population is less than 25,000 and counties whose population is less than 40,000 may create by ordinance a planning commission to consist of seven members. If the governing body of any city whose population is less than 25,000 or of any county whose population is less than 40,000 deems the creation of a planning commission unnecessary or inadvisable, the governing body may, in lieu of creating a planning commission as provided in this subsection, perform all the functions and have all of the powers which would otherwise be granted to and be performed by the planning commission.

[Part 3:110:1941; A 1947, 834; 1943 NCL § 5063.02]—(NRS A 1973, 914; 1989, 1917; 2001, 1967)

NRS 278.040 Members: Appointment; qualifications; compensation and expenses; terms; removal; vacancies.

1. The members of the planning commission are appointed by the chief executive officer of the city, or in the case of a county by the chairman of the board of county commissioners, with the approval of the governing body. The members must not be members of the governing body of the city or county. The majority of the members of the county planning commission in any county whose population is 400,000 or more must reside within the unincorporated area of the county.

2. In Carson City, the members of the planning commission established as provided in NRS 278.030 are appointed by the Mayor from the city at large, with the approval of the Board of Supervisors.

3. The governing body may provide for compensation to its planning commission in an amount of not more than \$80 per meeting of the commission, with a total of not more than \$400 per month, and may provide travel expenses and subsistence allowances for the members in the same amounts as are allowed for other officers and employees of the county or city.

4. Except as otherwise provided in this subsection, the term of each member is 4 years, or until his successor takes office. If applicable, the term of each member of a county or city planning commission in any county whose population is 400,000 or more is coterminous with the term of the member of the governing body who recommended his appointment to the appointing authority. If the recommending member resigns his office before the expiration of his term, the corresponding member of the planning commission may continue to serve until the office is next filled by election. If the office of the recommending member becomes vacant before the expiration of the term for any other reason, the corresponding member of the planning commission may continue to serve for the duration of the original term.

5. Except as otherwise provided in this subsection, members of a county or city planning commission may be removed, after public hearing, by a majority vote of the governing body for just cause. In a county whose population is 400,000 or more, members of a county or city planning commission serve at the pleasure of their appointing authority.

6. Vacancies occurring otherwise than through the expiration of term must be filled for the unexpired term.

[Part 3:110:1941; A 1947, 834; 1943 NCL § 5063.02]—(NRS A 1959, 13; 1969, 328; 1971, 1115; 1973, 914; 1979, 529, 1385, 1386; 1983, 1246; 1985, 22; 1989, 1917; 1991, 248; 1995, 198; 2001, 2804; 2003, 1733)