

Item # 6B

**City of Carson City
Agenda Report**

Date Submitted: November 27, 2007

Agenda Date Requested: December 6, 2007

Time Requested: 5 minutes

To: Mayor and Board of Supervisors

From: Development Services - Planning Division

Subject Title: Action to adopt Bill No. 140, on second reading, Ordinance No. ____ an ordinance amending Carson City Municipal Code Title 18 Zoning, Chapter 18.02, Administrative Provisions, Section 18.02.035, Commissions and Board Applications, modifying the application submittal deadline date for Planning Commission Applications, and modifying the time limits for obtaining a complete application for Planning Commission review, and other matters properly related thereto. (File ZCA-07-159)

Staff Summary: This proposed amendment to the Zoning Ordinance would modify the deadline date for Planning Commission applications and modify the time limits for obtaining a complete application for Planning Commission review.

Type of Action Requested:

☐ Resolution

☒ Ordinance -Second Reading

☐ Formal Action/Motion

☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Planning Commission Action: Recommended approval October 24, 2007 by a vote of 6:0:1.

Board of Supervisors Action: First Reading Approved 5:0 at the November 15, 2007 meeting.

Recommended Board Action: I move to adopt Bill No. 140, on second reading, Ordinance No. __, an ordinance amending Carson City Municipal Code Title 18 Zoning, Chapter 18.02, Administrative Provisions, Section 18.02.035, Commissions and Board Applications, modifying the application submittal deadline date for Planning Commission Applications, and modifying the time limits for obtaining a complete application for Planning Commission review, and other matters properly related thereto.

Explanation for Recommended Board Action: The Board of Supervisors, pursuant to the Carson City Municipal Code, is required to take final action on all code amendments.

Applicable Statute, Code, Policy, Rule or Regulation: CCMC Title 18 Zoning, Chapter 18.02, Section 18.05.035.

Fiscal Impact: N/A

Explanation of Impact: N/A

Alternatives: 1) Refer the matter back to Planning Commission for further review.
2) Deny

Supporting Material: 1) Ordinance

Prepared By: Donna Fuller, Administrative Services Manager

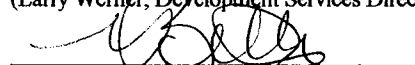
Reviewed By:


(Walter Sullivan, Planning Director)

Date: 11-16-07


(Larry Werner, Development Services Director/City Engineer)

Date: 11/27/07


(Linda Ritter, City Manager)

Date: 11-27-07


(Melanie Panketta, District Attorney's Office)

Date: 11-27-07

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

AN ORDINANCE AMENDING CARSON CITY MUNICIPAL CODE TITLE 18, ZONING, CHAPTER 18.02, ADMINISTRATIVE PROVISIONS, SECTION 18.02.035, COMMISSION AND BOARD APPLICATIONS, MODIFYING THE APPLICATION SUBMITTAL DEADLINE DATE FOR PLANNING COMMISSION APPLICATIONS AND MODIFYING THE TIME LIMITS FOR OBTAINING A COMPLETE APPLICATION FOR PLANNING COMMISSION REVIEW, AND OTHER MATTERS PROPERLY RELATED THERETO.

Fiscal effect: None

The Board of Supervisors of Carson City, do ordain:

SECTION I:

That Chapter 18.02 (Administrative Provisions), Section 18.02.035 (Commission/Board Applications) of the Carson City Municipal Code is hereby amended as follows (**bold, underlined** text is added, [stricken] text is deleted):

18.02.035 Commission/Board Applications.

1. Application Deadline. ~~[Should a person wish to apply]~~ **An application** for a Variance, a Special Use Permit, a Zoning Map Amendment, a Master Plan Amendment, Zoning Code Amendment, an abandonment of street or easement, an amendment to this Title, a tentative subdivision or PUD map, or an appeal of an administrative decision~~[, a complete application for such]~~ shall be filed with the Director no later than ~~[42 days]~~ **12:00 p.m. on the Thursday of the sixth week** prior to the Planning Commission meeting at which the application will be heard.
2. Determination of a Complete Application. Within three working days after the Commission or Board application deadline, the Director shall determine whether the application is complete and forward written notice to the applicant of the determination. If it is determined that the application is not complete, the written notice shall specify the application's deficiencies and describe the additional information required. The Director shall take no further action on the application unless the deficiencies are remedied. An incomplete application shall only be scheduled for Commission or Board review upon the submittal of a complete application pursuant to the provisions of this section. **An application may only be scheduled for Planning Commission review if the Director deems the application complete no later than 12:00 p.m. 33 days prior to the Planning Commission meeting.** If the Director fails to make a determination of completeness within three working days **after the Commission or Board application deadline** without the written concurrence of the applicant, the application is deemed complete. A determination of completeness shall not constitute a determination of compliance with other requirements of this title or NRS.

3. Processing of an Application. Following the determination of completeness of an application, the applicant shall tender the application fee. The Director shall review the application and prepare a report for the Commission or Board, as applicable, recommending approval, conditional approval, denial, or continuance for re-design. The Director shall schedule the application for public hearing within the time and in the manner required by this title, NRS, and administrative guidelines.
4. Official Filing Date. The time for processing and acting on Commission and Board applications as established by NRS or this title shall commence on the date that the application is deemed complete and the fees are paid. Material modifications of any application by the applicant following the filing of the application shall reestablish the time for processing and acting on the application upon the Director's determination that the modified application is complete.

SECTION II:

That no other provisions of Title 18 of the Carson City Municipal Code are affected by this ordinance.

PROPOSED on November 15, 2007.

PROPOSED BY Supervisor Richard S. Staub

PASSED _____, 2007.

VOTE: AYES: _____

NAYS:

ABSENT:

MARV TEIXEIRA, Mayor

ATTEST:

ALAN GLOVER, Clerk-Recorder

This ordinance shall be in force and effect from and after the _____ day of the month of _____ of the year 2007.