

Item # 18C

**City of Carson City
Agenda Report**

Date Submitted: September 22, 2009

Agenda Date Requested: October 1, 2009

Time Requested: 45 Min.

To: Board of Supervisors

From: Larry Werner, City Manager

Subject Title: Action to appoint one member to the Planning Commission for a term ending June 2010.

Staff Summary: Carson City Municipal Code chapter 18.02.010 and NRS 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 for a term that will expire June 2010.

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 term that will end June 2010.

Explanation for Recommended Board Action: There is one opening on the Planning Commission due to members resignation. There are three applicants;

Gene Munnings
Jose Ramirez
Roger Stockton

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:

Funding Source:

Alternatives:

Supporting Material: Applications, roster, recruitment announcement, C.C.M.C. 18.02.010, and NRS 278.030.

Prepared By: Rose Gardner, Management Assistant

Reviewed By:

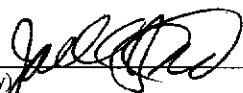
(City Manager)



Date:

9-22-09

(District Attorney)



Date:

9-22-09

Board Action Taken:

Motion:

1)

Aye/Nay

2)

(Vote Recorded By)

*Resident
Vote* *Faxed to Plomin*

Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: **Planning Commission**

Title of Position: **Commissioner**

Name: **Munnings**

Gene

E.

Last

First

Middle Initial

Address: **2445 Pinebrook Drive**
Street

Carson City
City

NV
State

89701
Zip

Occupation/Business: **Business Owner/Resident**

Telephone: Work- **775-530-0946**

Home- **775-882-6368**

Cell- **775-530-0946**

E-mail- **gemventures@sbcglobal.net**

How long have you lived in Carson City: **16 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

List any professional license(s) and or certification(s):

License/Certification

License/Certification #

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

As a small business owner and resident of Carson City, I have had many dealings with the Planning Department and understand the various requirements for the various permits that they issue and accept applications for. I am an objective person with a vision for the future of Carson City and the need for planned growth and development.

2. List the community organizations in which you have participated and describe participation.

Been members of each of these groups: Economic Vitality Committee, Chamber of Commerce, Chamber Ambassadors(went to the Oregon State Ambassadors Conventions for 4 years representing Carson City), Downtown Business Association, High Sierra MI Hummel Club (founder and president), Hosanna Handbell Choir.

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.

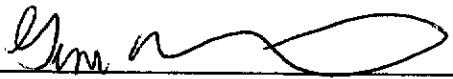
Business in Carson City Service Area: Yard & Lawn maintenance, Garden & Gift Shop

Length of time in Business: 12.5 years

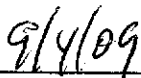
Personal/Professional References:

Name	Address	Telephone #
Bill Horne	1805 N. Carson St. Carson City, NV 89	775-884-4748
Cal Hobson	3439 Basalt Dr. Carson City, NV 89705	775-267-0189
Day Williams	3102 Oreana Dr. Carson City, NV 89701	775-885-8398

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 of Applicant



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

copy to planning

resident voter

SEP 02 2003 Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: PLANNING COMMISSION

Title of Position: PLANNING COMMISSIONER

Name: RAMIREZ JOSE M
Last First Middle Initial

Address: 6164 SALK RD, CARSON, NV 89706
Street City State Zip

Occupation/Business: GENERAL CONTRACTOR/HANDYMAN

Telephone: Work- Home 885-2426 Cell- 671-2288 E-mail-
How long have you lived in Carson City: 1942 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

List any Professional License and/or Certifications you hold.

(List license #'s with each license)

GENERAL CONTRACTOR # 37514

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

SEE ATTACHMENT

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

U.P. GONE CANYON PRESERVATION LEAGUE

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

4. Do You Anticipate Any Potential Conflicts of Interest? If Yes Please Explain

N/O

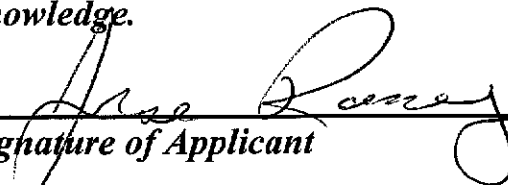
Business in Carson City Area: ACUTECH CONSTRUCTION

Length of time in Business: _____

Personal/Professional References:

Name	Address	Telephone #
<u>CRAIG MULLET</u>	<u>3710 TIMBERLINE</u>	<u>885-1777</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 of Applicant

7/9/09
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.

Return directly to: Carson City Executive Offices
201 N. Carson Street #2, Carson City NV 89701
(775)887-2100, Fax 887-2286
Email: rgardner@ci.carson-city.nv.us

Jose M. Ramirez

6164 Salk Road, Carson City, NV. 89706
Home 885-2426
Mobile 671-2288

Profile:

- Over 20 years in construction supervisory and personnel management experience in the building trades.
- Licensed General Contractor, State of Nevada, #37514.
- Knowledge of individual trade practices, codes and skills.
- Strong organizational skills.
- Effective interaction with clients, subcontractors, vendors and public entities.
- Maintain contacts to establish smooth working relationships.
- Possess strong work ethics.
- Excel when presented with challenging situations.

Experience History:

Acutech Construction, Carson City, NV. 1994 to present.

General contractor, Owner/Operator

Control all aspect of design, planning, estimation and construction of new homes, remodeling, and room additions. I do much of my own pencil and CAD-assisted drafting and design techniques for residential and commercial customers. By recognizing and understanding engineering practices, codes and client design requests I am able to incorporate these ideas into the plans from rough draft to final presentable plans. As a general contractor I preview all work to maintain plan compliance with materials, installation, budget, time restrictions as well as code compliance. I work closely with customers explaining the wide variety of building processes and materials available to them along with a thorough explanation of contracts and legal obligations both parties must meet. I also handle all problems resolving between parties focusing on a mutually agreeable conclusion. I also handle all of the bookkeeping, data entry and associated clerical duties required to maintain efficient operation of a construction company.

IJN Enterprises, Carson City, NV. 1988 to 1996

Construction Projects Manager

I delivered quality turnkey custom and semi-custom homes on time and within budget constraints. Reviewed blueprints for material takeoffs, building code compliance, pre-engineering error control and submission for customer approval and building permit. Prepared labor and material specifications to be supplied to prospective bidders. Reviewed and selected estimates for use at job sites. Established critical time lines for subcontractors and suppliers to guide contacting, scheduling and inspections of work. Maintained a complete safety program, Interacted closely with customers during all phases of construction. Performed effective problem resolution with customers, vendors and subcontractors as needed. Provided personnel management, including hiring, monitoring, training, reviewing and terminating.

Radtke Tile and Marble, Carson City, NV. 2001 to 2009

Projects Manager, Estimator, Purchasing.

I evaluated residential and commercial plan sets for consideration to bid. Projects ranged from simple tile entryways to large complex projects involving the use of tile and granite used in various levels of exposure requiring a thorough understanding of proper installation techniques. Reviewed contracts for conflicting terms outside of allowable N.R.S. Checked specifications for correct use of installation materials and installation technique. Generated material and labor costs. Wrote proposals to install product per customer plans and specifications making modifications as needed to stay within TCA and MIA standards. Arranged and submitted product samples and specifications for submittal process. Generated value engineering proposals upon request. Oversaw mechanics progress to ensure work is progressing within allocated time frame and budget. Met with clients and representatives to ensure customer satisfaction throughout the project. Follow up with billing and change order tracking for prompt payment.

Other positions held in my work history.

Gandy Dancer

Hod Carrier

Bricklayer

Heavy Equipment Operator

Vintage/Antique Goods Dealer

Warehouseman

Janitor

SEP 14 2009

Carson City Application for Appointive/Volunteer Position

Copy to Planning
Resident
Waters

Please print or type

Title of Board or Commission: Planning CommissionTitle of Position: MemberName: Stockton Roger A
Last First Middle InitialAddress: 1811 Newman Pl Carson City NV 89703
Street City State ZipOccupation/Business: OWNER / Innovative Networks Inc.Telephone: Work- 882-4108 Home- 882-4725 Cell- 313-5800 E-mail- _____How long have you lived in Carson City: 26 years 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

List any Professional License and/or Certifications you hold.

(List license #'s with each license)

FIRE INSPECTOR IIFIRE PLAN EXAMINER

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

As a resident of Carson City, I understand the challenges in protecting the quality of life here. I have a background in building construction as well as code enforcement.

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

Member, Carson City Rotary

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

Certified Fire Inspector II, ICC

Certified Fire Plans Examiner, ICC

4. Do You Anticipate Any Potential Conflicts of Interest? If Yes Please Explain

No

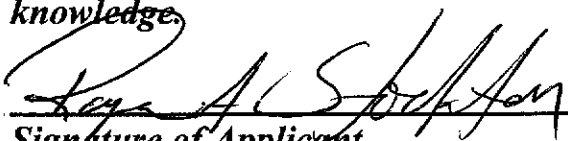
Business in Carson City Area: Yes

Length of time in Business: 15 years

Personal/Professional References:

Name	Address	Telephone #
<u>STUART STONKOFF</u>	<u>2707 ASH CANYON RD</u>	<u>883-4915</u>
<u>STACY GLOMI</u>	<u>2777 ASH CANYON RD</u>	<u>887-2210</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 of Applicant

9-14-09
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.

Return directly to: Carson City Executive Offices
201 N. Carson Street #2, Carson City NV 89701
(775)887-2100, Fax 887-2286
Email: rgardner@ci.carson-city.nv.us

PLANNING COMMISSION MEMBERSHIP

<u>MEMBERSHIP</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@yahoe.com	Partial Term 6/04 Reappt. 6/05, 07/09	6/2013 6/2013
Craig Mullet 3710 Timberline Dr. Carson City, NV 89703 885-1779 (h) 450-1870 (c) 885-0536 (f) Team1cm@sbcglobal.net	Initial Term 06/03 Reappt. 6/2007	6/2011
Mark Kimbrough (Vice Chair) 6163 Rio Vista Lane Carson City NV 89701 298-0233 (w) 885-2095 (h) 298-0013 (f) mkk@tahoerimtrail.org	Initial Term 6/02 Reappt. 6/06	6/2010
George Wendell P.O. Box 4447 Carson City NV 89702 885-7722 (w) 882-1800 (h) 412-2262 (c) vccwemdells@sbcglobal.net	Initial Term 6/07	6/2011
Malkiat Dhami 2689 Wellington South Carson City, NV 89703 283-4055 (w) 841-2177 (h) 233-4549(c) malkiatsdhami@yahoo.com		Initial Term 7/09
Connie Bisbee <i>Resigned - 8/20/09</i> 685 E. College Parkway #24 Carson City NV 89706 687-5049 x 231(w) 885-2949 (h) 220-5008 (c) 687-6736 (f) cbisbee@parole.nv.us	Partial Term 6/05 Reappt. 6/06	6/2010
Steve Reynolds 388 Pasture Drive Carson City NV 89701 887-8817 (w) 882-6749 (h) 887-8824 (f) 750-8244 (c) signpro@pyramid.net	Initial Term 6/04 Reappt 6/08	6/2012

ELECTED/APPOINTED REPRESENTATIVES

Lee Plemel
Planning Division
887-2180

Jeff Sharp
Engineering Division
887-2300

Attorney Assignment: District Attorney's Office
887-2070

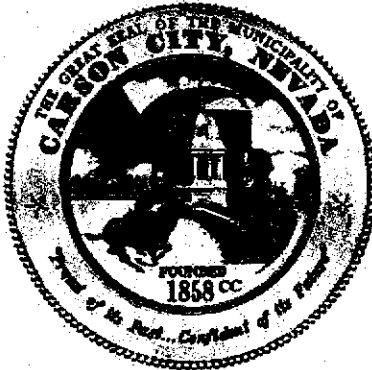
AUTHORITY: NRS 278.030 and CCMC 18.02.010 requires 4-year staggered terms with seven resident members. Terms to expire every June 30th

MEETINGS: This Commission usually meets the last Wednesday of every month at 3:30 p.m. at the Community Center, Sierra Room.

PURPOSE: To follow the requirements of the City's Charter, as well as CCMC Title 18 and NRS 278.

TYPICAL DUTIES: The approval of special use permits, variances, subdivisions, changes of land use, master plan amendments, street abandonments, etc.

Coordinator: Walt Sullivan, Planning and Community Development.



CARSON CITY PLANNING COMMISSION

The Carson City Board of Supervisors is seeking applications from persons interested in serving for about 12 to 16 hours a month 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. There is one opening for a term that will expire June, 2010.

The Board of Supervisors shall appoint qualified persons to the Commission who are residents and registered voters of Carson City.

Volunteer applications may be obtained from the Carson City Executive Offices or on our website. **Applications will be accepted until September 15, 2009.**

Let it be known that all applications submitted to this office for this position will be considered public information.

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

CCMC - 18.02.005 Short title.

1. This title shall be known and may be cited in all proceedings as the Carson City Zoning Ordinance. (Ord. 2001-23 § 2 (part), 2001).

18.02.007 Power of board of supervisors (hereinafter in Title 18 referred to as "board")- Zoning and planning.

1. The board may:
 - a. Divide Carson City into districts and regulate and restrict the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land within those districts.
 - b. Adopt master plans for Carson City which will serve as a pattern and guide for the kind of orderly physical growth and development of the city that will minimize impairment of the city's natural resources.
 - c. Establish and adopt ordinances and regulations relating to the subdivision of land.
2. The board shall carry out the provisions of subsection 1 in the manner prescribed by Chapters 278 and 278A of Nevada Revised Statutes (NRS). (Ord. 2001-23 § 2 (part), 2001).

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).

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**)