



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: June 1, 2017

Staff Contact: Nick Marano, City Manager (nmarano@carson.org)

Agenda Title: For Possible Action: To appoint two members to the Carson City Planning Commission, each for a term that expires June 2021.

Staff Summary: CCMC 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 are two available positions due to terms expiring. New applications have been submitted by Oswald Tinsley, Candace Stowell, Zachary Hoefling and Robert Ash.

Agenda Action: Formal Action/Motion

Time Requested: 1hr

Proposed Motion

I move to appoint _____ & _____ to the Carson City Planning Commission, each for a term that expires June 2021.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 18.02.010 and NRS 278.030

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: N/A

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: N/A

Alternatives

Open the position announcement for additional applicants

Board Action Taken:

Motion: _____


- 1) _____
- 2) _____

Aye/Nay


(Vote Recorded By)




BOARD DETAILS




OVERVIEW



SIZE 7 Seats



TERM LENGTH 4 Years



TERM LIMIT N/A

The purpose of Title 18 is to promote the health, safety and general welfare of Carson City's citizens through implementation of Carson City's Master Plan and its elements. It is the intent of the board and the commission that regulatory decisions made pursuant to Title 18 shall promote orderly and appropriate use of land throughout Carson City and be consistent with the goals, policies, objectives and programs of the master plan and its elements.



DETAILS

MEETINGS

- 5:00 p.m.
- Meets on the last Wednesday of the month
- Community Center, Sierra Room
851 East William Street

POWERS & DUTIES

To follow the requirements on the Carson City Charter, Title 17 and Title 18 of the Carson City Municipal Code, and NRS 278.
The approval of special use permits and variances; advisory recommendations to the Board of Supervisors on subdivisions, rezoning of property, master plan amendments and street abandonments.

ADDITIONAL INFORMATION

[CCMC 18.02.010 Planning commission..pdf](#)

ADDITIONAL INFORMATION

N/A



Carson City, NV

PLANNING COMMISSION

BOARD ROSTER



CHARLES BORDERS

1st Term Aug 04, 2016 - Jun 01, 2018

Appointed by Board of Supervisors



PAUL ESSWEIN

1st Term Aug 06, 2015 - Jun 30, 2019

Appointed by Board of Supervisors



MONICA GREEN

1st Term May 07, 2015 - Jun 30, 2017

Appointed by Board of Supervisors



ELYSE MONROY

1st Term Aug 06, 2015 - Jun 30, 2019

Appointed by Board of Supervisors



DANIEL SALERNO

1st Term May 07, 2015 - Jun 30, 2018

Appointed by Board of Supervisors



MARK SATTLER

2nd Term Jul 05, 2012 - Jun 01, 2020

Appointed by Board of Supervisors



VACANCY

Profile

Oswald

First Name

U

Middle Initial

Tinsley

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Planning Commission

Question applies to multiple boards.

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards.

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards.

If yes, please list:

Question applies to multiple boards.

Term expiration:

Conflict of Interest

Question applies to multiple boards.

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards.

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards.

If yes, please provide contract details:

Question applies to multiple boards.

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

A.A. Orange Coast College B.A. UCLA

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

OSWALD U. TINSLEY (775) 885-1840 (775)842-8549 cell ozreno710@gmail.com Areas of Expertise Security Clearance : Top Secret • WMD Training and Exercises (FBI WMD Coordinator) • WMD Exercise Development (FBI WMD Coordinator) • WMD Course Development and Program Development • Security

Consultation • Crime Scene Response and Evidence Collection (FBI Trained) • WMD Investigations and Response Training • WMD Response Capabilities and Needs Assessment • Hostage Crisis Negotiation (Certified FBI Negotiator) • Crisis Incident Management (International Instructor) • Surveillance Coordinator (FBI Counter-Terrorism Case) • Special Weapons and Tactics (FBI- SWAT) Qualified • Sniper / Observer Qualified (FBI-SWAT) Qualified • Major Case Management (FBI Major Drug Case Agent) • Criminal Investigation (FBI Narcotics, Fugitive, Organized Crime Cases) • Infraguard Coordinator (Established FBI Northern Nevada Chapter) • Certified Police Instructor (FBI Qualified) • International Training Instructor (Multi-National Training Experience) • National Incident Management System Qualified • Fluent Spanish Speaker (Native Chilean) • Police Academy Instructor (Nevada DPS Academy, Carson City, Nevada, and Western Nevada College Adjunct Professor) • Cultural Awareness Instructor (FBI Training on Arab, Muslim and Sikh cultural awareness) • Consultant for Sierra Nevada Corporation, Electronic Systems and Integration . Professional Experience: SOLUTION: UNITECH WWW.UNITECH1.COM 2007-2008 Antiterrorism Assistance Program (ATA) Instructor: Provide training and related assistance to law enforcement and security services of qualified countries worldwide. The major objectives of the program being enhancing the antiterrorism skills of friendly countries by providing training and equipment to deter and counter the threats of terrorism. Conducted the following International training: April/May 2008 VIS (Vital Infrastructure Security), Ramallah, Palestine. Provided training to the Palestinian Presidential Guards in Ramallah, on Infrastructure Security and Instructor Training Computer Sciences Corporation WWW.CSC.COM 2006-Present Senior National Security Advisor – National Security Programs – Federal Sector – Defense Group - Department of Defense (DOD) International Counterproliferation (ICP) Program. Provide training to counter the threat of the proliferation of weapons of mass destruction (WMD). This program provides a range of law enforcement and border security training and equipment to participating countries. Conducted the following International training since my retirement: March 2007 WMD Crisis Incident Management, Sofia, Bulgaria. April 2007 WMD Crisis Incident Management, Bucharest, Romania. June 2007 WMD Criminal Investigations, Bosnia & Herzegovina. 2000 – 2006 Reno, Nevada. FBI Special Agent – WMD Coordinator, Intelligence Officer, Hostage Negotiator, Infraguard Coordinator, Counterterrorism and Counter Intelligence Agent In charge of all security matters related to the FBI office in Reno, Nevada which covers all of Northern Nevada. WMD coordinator, in charge of WMD program, management, coordination, direction, instructional content development implementation, and liaison with the Nevada National Guard, Department of Defense, local and state Hazardous Materials and Response Units. Primary Case Agent in all Northern Nevada WMD related investigations. One of only two Hostage Crisis Negotiators for Northern Nevada, have participated and assisted in training for the local and state agencies responsible for crisis negotiations. Started the first Infraguard Chapter in Reno, Nevada, which covers the northern half of the state. This chapter has approximately 120 members from the private business industry, government and community, which are all related to the protection of the infrastructure of the State of Nevada. Developed numerous human intelligence assets in the Hotel/ Casino industry as the FBI's liaison Agent with the Hotel/ Casino security and surveillance Directors. Chosen as the FBI's representative to Nevada Governor Guinn's Hazardous Material Interagency Task Force. Developed the principal liaison contacts with the local Muslim community. Indian Country Task Force Coordinator. 1988 – 2000 San Jose, CA FBI Special Agent - Organized Crime Drug Enforcement Task Force. (OCDETF) Case Agent on numerous OCDETF investigations. Principal coordinator in major drug investigations. Developed various liaisons with other federal agencies as well as with local and state law enforcement agencies. Established a successful narcotics interdiction program for San Jose. One case alone seized over 259 pounds of Black Tar heroin, 24 pounds of which were seized in the State of Colorado. This was Colorado's largest single seizure of black tar heroin in the state's history at the time. Received a Quality within Step Award for being the Case Agent on a major OCDETF investigation, which resulted in the arrest of 22 individuals, associated

with cocaine smuggling. Received 2 substantial monetary awards from FBI Director Louis J. Freeh for drug investigations. Case Agent on a major Title III investigation utilizing my fluency in Spanish as well as sophisticated electronic surveillance and human surveillance. Additionally I also developed assets in this investigation with my Spanish speaking abilities. Primary Relief Supervisor of my squad in San Jose, prior to my transfer. 1985 – 1988 San Juan Puerto Rico Federal Bureau of Investigation FBI Special Agent: Special Agent – Reactive Crimes Squad Case Agent and Co-Case Agent on numerous bank robbery, fugitive, kidnappings, and other general investigations. Additionally was involved in numerous crimes on government reservations for Puerto Rico and the US Virgin Islands. Member of the San Juan SWAT Team and received additional training to become a Sniper / Observer. Gave and participated in training for the Puerto Rican Police SWAT team, and assisted in training for Snipers given to the U.S. Virgin Island Police. 1980 – 1985 Los Angeles, CA Los Angeles Police Department Protection of Life and property through the enforcement of laws and ordinances. Investigative duties in a designated area on an assigned shift, which involved an element of personal danger. 1976 – 1980 U.S. Naval Intelligence Officer Assigned to Special Warfare Group One, Coronado, California. Attached to the Special Boat Unit as the Assistant Operations Officer and Officer in Charge (OIC) of a combat craft in support of the Navy Seals. Assigned as an Officer Agent with the Naval Criminal Investigative Service in Honolulu, Hawaii, conducting major criminal investigations within the Naval Service. Lieutenant Commander- USNR-Retired Miscellaneous Received training on Arab, Muslim and Sikh cultural awareness. Counselor for the Latin American Law Enforcements Executive Development Seminar (LALEEDS), involved in the instruction and counseling of approximately 40 Law Enforcement Executives from 12 different Latin American Countries and I received an exemplary service award for this at FBI Quantico, Virginia. Participated in Executive Crisis Management Seminars. Received Bomb Crime Scene Training. Native Chilean, born in Vina del Mar, Chile. Attended the Chilean Naval Academy until my moving to the U.S. Gained my U.S. Citizenship 1975. Education University of California at Los Angeles (UCLA), BA, Political Science, 1976 Orange Coast College, Newport Beach California, AA, General Studies, 1974

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

List your affiliation with professional or technical societies: *if required for the position.

[Oz_Tinsley.docx](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Darrell Rasner , 775-741-8560

Name, Telephone Number:

Dave Butko, 775-815-6862

Name, Telephone Number:

Steve Albertsen, 775-887-2020, ext. 1900

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Oswald U. Tinsley

P.O Box 2174

Carson City, Nevada 89702

(775) 885-1840

(775)842-8549 cell

ozreno710@gmail.com

Areas of Expertise

Security Clearance : Top Secret

- WMD Training and Exercises (FBI WMD Coordinator)
- WMD Exercise Development (FBI WMD Coordinator)
- WMD Course Development and Program Development
- Security Consultation
- Crime Scene Response and Evidence Collection (FBI Trained)
- WMD Investigations and Response Training
- WMD Response Capabilities and Needs Assessment
- Hostage Crisis Negotiation (Certified FBI Negotiator)
- Crisis Incident Management (International Instructor)
- Surveillance Coordinator (FBI Counter-Terrorism Case)
- Special Weapons and Tactics (FBI- SWAT) Qualified
- Sniper / Observer Qualified (FBI-SWAT) Qualified
- Major Case Management (FBI Major Drug Case Agent)
- Criminal Investigation (FBI Narcotics, Fugitive, Organized Crime Cases)
- Infraguard Coordinator (Established FBI Northern Nevada Chapter)
- Certified Police Instructor (FBI Qualified)
- International Training Instructor (Multi-National Training Experience)
- National Incident Management System Qualified
- Fluent Spanish Speaker (Native Chilean)
- Police Academy Instructor (Nevada DPS Academy, Carson City, Nevada, and Western Nevada College Adjunct Professor)
- Cultural Awareness Instructor (FBI Training on Arab, Muslim and Sikh cultural awareness)
- Consultant for Sierra Nevada Corporation, Electronic Systems and Integration .

Professional Experience:

SOLUTION: UNITECH

WWW.UNITECH1.COM

Oswald U. Tinsley

2007-2008 Antiterrorism Assistance Program (ATA) Instructor:

Provide training and related assistance to law enforcement and security services of qualified countries worldwide. The major objectives of the program being enhancing the antiterrorism skills of friendly countries by providing training and equipment to deter and counter the threats of terrorism. Conducted the following International training:

April/May 2008

VIS (Vital Infrastructure Security), Ramallah, Palestine.

Provided training to the Palestinian Presidential Guards in Ramallah, on Infrastructure Security and Instructor Training

Computer Sciences Corporation WWW.CSC.COM

2006-Present

Senior National Security Advisor – National Security Programs – Federal Sector – Defense Group - Department of Defense (DOD) International Counterproliferation (ICP) Program. Provide training to counter the threat of the proliferation of weapons of mass destruction (WMD). This program provides a range of law enforcement and border security training and equipment to participating countries. Conducted the following International training since my retirement:

March 2007

WMD Crisis Incident Management, Sofia, Bulgaria.

April 2007

WMD Crisis Incident Management, Bucharest, Romania.

June 2007

WMD Criminal Investigations, Bosnia & Herzegovina.

2000 – 2006 Reno, Nevada.

FBI Special Agent – WMD Coordinator, Intelligence Officer, Hostage Negotiator, Infraguard Coordinator, Counterterrorism and Counter Intelligence Agent

- In charge of all security matters related to the FBI office in Reno, Nevada which covers all of Northern Nevada.
- WMD coordinator, in charge of WMD program, management, coordination, direction, instructional content development implementation, and liaison with the Nevada National Guard, Department of Defense, local and state

Oswald U. Tinsley

Hazardous Materials and Response Units. Primary Case Agent in all Northern Nevada WMD related investigations.

- One of only two Hostage Crisis Negotiators for Northern Nevada, have participated and assisted in training for the local and state agencies responsible for crisis negotiations.
- Started the first Infragard Chapter in Reno, Nevada, which covers the northern half of the state. This chapter has approximately 120 members from the private business industry, government and community, which are all related to the protection of the infrastructure of the State of Nevada.
- Developed numerous human intelligence assets in the Hotel/ Casino industry as the FBI's liaison Agent with the Hotel/ Casino security and surveillance Directors.
- Chosen as the FBI's representative to Nevada Governor Guinn's Hazardous Material Interagency Task Force.
- Developed the principal liaison contacts with the local Muslim community.
- Indian Country Task Force Coordinator.

1988 – 2000 San Jose, CA

FBI Special Agent - Organized Crime Drug Enforcement Task Force. (OCDETF)

- Case Agent on numerous OCDETF investigations. Principal coordinator in major drug investigations. Developed various liaisons with other federal agencies as well as with local and state law enforcement agencies. Established a successful narcotics interdiction program for San Jose. One case alone seized over 259 pounds of Black Tar heroin, 24 pounds of which were seized in the State of Colorado. This was Colorado's largest single seizure of black tar heroin in the state's history at the time.
- Received a Quality within Step Award for being the Case Agent on a major OCDETF investigation, which resulted in the arrest of 22 individuals, associated with cocaine smuggling. Received 2 substantial monetary awards from FBI Director Louis J. Freeh for drug investigations.
- Case Agent on a major Title III investigation utilizing my fluency in Spanish as well as sophisticated electronic surveillance and human surveillance. Additionally I also developed assets in this investigation with my Spanish speaking abilities.
- Primary Relief Supervisor of my squad in San Jose, prior to my transfer.

1985 – 1988 San Juan Puerto Rico

Federal Bureau of Investigation

Reactive Crimes Squad

FBI Special Agent: Special Agent –

Oswald U. Tinsley

- Case Agent and Co-Case Agent on numerous bank robbery, fugitive, kidnappings, and other general investigations. Additionally was involved in numerous crimes on government reservations for Puerto Rico and the US Virgin Islands.
- Member of the San Juan SWAT Team and received additional training to become a Sniper / Observer. Gave and participated in training for the Puerto Rican Police SWAT team, and assisted in training for Snipers given to the U.S. Virgin Island Police.

1980 – 1985 Los Angeles, CA

Los Angeles Police Department

- Protection of Life and property through the enforcement of laws and ordinances. Investigative duties in a designated area on an assigned shift, which involved an element of personal danger.

1976 – 1980

U.S. Naval Intelligence Officer

- Assigned to Special Warfare Group One, Coronado, California. Attached to the Special Boat Unit as the Assistant Operations Officer and Officer in Charge (OIC) of a combat craft in support of the Navy Seals.
- Assigned as an Officer Agent with the Naval Criminal Investigative Service in Honolulu, Hawaii, conducting major criminal investigations within the Naval Service.
- Lieutenant Commander- USNR-Retired

Miscellaneous

- Received training on Arab, Muslim and Sikh cultural awareness.
- Counselor for the Latin American Law Enforcements Executive Development Seminar (LALEEDS), involved in the instruction and counseling of approximately 40 Law Enforcement Executives from 12 different Latin American Countries and I received an exemplary service award for this at FBI Quantico, Virginia.
- Participated in Executive Crisis Management Seminars.
- Received Bomb Crime Scene Training.
- Native Chilean, born in Vina del Mar, Chile. Attended the Chilean Naval Academy until my moving to the U.S. Gained my U.S. Citizenship

1975.

Education

University of California at Los Angeles (UCLA),
BA, Political Science, **1976**

Oswald U. Tinsley

Orange Coast College, Newport Beach California,
AA, General Studies, **1974**

Profile

Candace

First Name

H.

Middle Initial

Stowell, AICP

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Planning Commission

Question applies to multiple boards.

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards.

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards.

If yes, please list:

Question applies to multiple boards.

Term expiration:

Conflict of Interest

Question applies to multiple boards.

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards.

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards.

If yes, please provide contract details:

Question applies to multiple boards.

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Graduate School (University of Kansas)

Major Subject:

Urban Planning

Degree Conferred:

Master Of Urban Planning

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I have worked as a professional urban planner since 1987 and currently work part-time for a planning consulting firm at Lake Tahoe. I also maintain a sole proprietor consulting business (established in Carson City in 2013). I previously served as the Planning Manager for Douglas County and as the Planning Bureau Director for Harrisburg, PA.

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

I served as a member of the Carson City School District Board from June 2013 to December 2014 (for District 6) and served as Secretary for the Nevada APA Chapter until December 2015. I helped to establish the APA Public Schools Interest Group in 2015 (www.apapublicschools.org) and currently serve as one of the Co-Chairs.

List your affiliation with professional or technical societies: *if required for the position.

Member of the American Planning Association since 1984, AICP since 1989.

[CHStowell_Resume_March_2017.pdf](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Lyn Barnett, AICP Principal, Wells Barnett Associates 775-580-7478

Name, Telephone Number:

Tom Dallaire, P.E. Town Manager Town of Gardnerville 775-782-7134

Name, Telephone Number:

Fred Steinmann Assistant Research Professor, UNR Secretary, Nevada APA Chapter 775-784-1655

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

CANDACE H. STOWELL, AICP
833 S. Roop Street # 301
Carson City, Nevada
(775) 882-0414
Cell: 775-671-0764
Email: chstowell@icloud.com

Senior Associate, May 2014 to Present.

WELLS BARNETT ASSOCIATES (WBA)

- Review proposed development projects on behalf of public and private sector clients, including TRPA and the City of South Lake Tahoe
- Provide long-range planning assistance to public sector clients
- Currently managing the update of the Douglas County Master Plan and the update of the Douglas County Area Plans for the Tahoe Basin

Urban Planning Consultant. July 2013 to Present.

CARSON CITY, NEVADA

- Established Sole Proprietorship Urban Planning Consulting Business to provide planning and development services for public entities and private companies.
- Currently providing grant writing, CDBG grants management, and development permitting assistance for the Town of Gardnerville (Eagle Gas Station Redevelopment Project).
- Prepared Environmental Assessment and Section 106 Historic Review Application for Eagle Gas Station Redevelopment Project

Planning Manager. June 2011 to July 2013

DOUGLAS COUNTY (NV) COMMUNITY DEVELOPMENT DEPARTMENT

- Served as Manager for the Planning Division and oversaw all development review and long range planning efforts, including the Douglas County Master Plan (2011).
- Supervised five employees in the Planning Division
- Prepared annual budget for the Planning Division as well as annual staff evaluations
- Drafted amendments to Douglas County Consolidated Development Code to reorganize and update the Development Code, including a revised floodplain management chapter
- Prepared staff reports and made presentations before the Planning Commission and Board of Commissioners

Deputy Director for Planning/Planning Bureau Director. August 2008 to December 2010

CITY OF HARRISBURG (PA) - DEPARTMENT OF BUILDING AND HOUSING DEVELOPMENT

- Served as Deputy Director for Department as well as Director of the Planning Bureau.
- Supervised three city planners and managed all development review, historic preservation, and neighborhood planning activities.
- Prepared annual budget, prepared performance reviews, and clarified planner

- roles and responsibilities.
- Served as Acting Director in absence of Department Director and approved payroll for Planning Bureau and Housing Bureaus.
 - Prepared a Draft Zoning Code for the City of Harrisburg, which was approved by the Planning Commission in August 2010 and adopted by the Harrisburg City Council on July 8, 2014
 - Prepared draft floodplain regulations based on FEMA Model Regulations.
 - Served as lead City representative for Census 2010 outreach efforts.
 - Prepared Status Report and recommendations on City of Harrisburg Tax Abatement Program.
 - Made presentations to the Planning Commission and neighborhood organizations
 - Edited and finalized the Historic District Design and Preservation Guide

Community Development Planner II. December 2006 to June 2008

CITY OF RALEIGH (NC)– COMMUNITY DEVELOPMENT DEPARTMENT

- Carried out analysis and recommendations on affordable housing strategies (e.g., Community Land Trusts) as well as neighborhood revitalization strategies for City of Raleigh redevelopment areas.
- Prepared Housing and Neighborhoods Inventory Chapter for new Comprehensive Plan (*Planning Raleigh 2030*).

Supportive Housing Development Officer. November 2003 to November 2006

NORTH CAROLINA HOUSING FINANCE AGENCY

- Provided outreach and technical assistance to nonprofits and local governments that were interested in developing supportive housing.
- Reviewed applications to the NCHFA Supportive Housing Development Program and determined project feasibility.
- Carried out housing need assessments of the homeless and persons with disabilities and developed strategies to address these needs.

Housing Development Specialist. November 2001 to November 2003

DURHAM AFFORDABLE HOUSING COALITION (NC)

- Responsible for providing technical assistance to non-profit affordable housing developers and local governments.
- Prepared 2002 and 2003 Continuum of Care for City of Durham and Durham County, and 2003 Competitive HOPWA Grant for HIV/AIDS agencies in the Triangle.
- Worked with the Durham Center to develop permanent supportive housing for persons with disabilities.
- Responsible for staffing the Council to End Homelessness in Durham (CEHD).
- Obtained \$1.09 million in Continuum of Care grants for City of Durham and Durham County.

Principal. June 1999 to July 2000

THE HOUSING STRATEGIES GROUP

- Established urban planning consulting firm to assist communities with housing and community development plans.
- Prepared Five Year HUD Consolidated Plan for Lower Merion Township, PA (in partnership with S. Huffman Associates).
- Prepared 2000 Continuum of Care Homeless Assistance Plan for the City of Harrisburg and Dauphin County.
- Obtained \$1.4 million in federal housing and community development grants for Lower Merion Township and \$516,822 in Continuum of Care grants for the City of Harrisburg and Dauphin County.

Senior Long Range Planner. December 1998 to June 1999

CITY OF HARRISBURG (PA) - DEPARTMENT OF BUILDING AND HOUSING DEVELOPMENT

- Responsible for managing neighborhood revitalization plans and securing state planning grants.
- Prepared 1999 Continuum of Care Homeless Assistance Plan for the City of Harrisburg and Dauphin County.

Senior Planner. February 1996 to July 1998.

CLARK COUNTY (NV) DEPARTMENT OF FINANCE - COMMUNITY RESOURCES MANAGEMENT DIVISION

- Prepared HUD Annual Action Plans (using CPS and Community 2020 Software) and HUD Performance Reports on Housing and Community Development Grants (CAPER).
- Managed research efforts on housing conditions, community attitudes, and affordable housing needs.
- Prepared Draft Housing Element for the Clark County Comprehensive Plan.
- Participated in development of the Clark County Affordable Housing Strategic Plan (Winner of a 1998 NACo Achievement Award).
- Provided staff support to Clark County Affordable Housing Committee.
- Obtained \$9.3 million in federal housing and community development grants for Clark County.

Planner II. February 1992 to February 1996

CLARK COUNTY (NV) DEPARTMENT OF COMPREHENSIVE PLANNING - ADVANCED PLANNING DIVISION

- Carried out long range land use planning and public facilities and services planning.
- Analyzed public facilities deficiencies and worked on developing potential impact fees for public facilities.
- Provided lead staffing for Clark County Affordable Housing Committee and Clark County Growth Management Committee.

Planner II. February 1989 to March 1991

MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) TRANSPORTATION AND PLANNING OFFICE

- Assisted in the preparation of the MAG Freeway/Expressway Plan Update Process for the Phoenix area MPO. Was responsible for research and analysis on long range freeway planning, regional transit planning (Priority Treatment for

HOV's), bicycle planning (MAG Regional Bicycle Task Force), and transportation finance issues.

Long Range Planner. February 1987 to January 1989

ADAMS COUNTY (CO) PLANNING & DEVELOPMENT SERVICES

- Prepared revisions to the County Comprehensive Plan and updated population and employment statistics.
- Involved in short and long range planning for development surrounding the New Denver Airport (New Airport Environs Concept Plan).
- Prepared County Data Base Report.
- Monitored and developed recommendations on several long range transportation projects, including E-470 Highway, the proposed access plan for the New Denver Airport, mass transit legislation, and the Adams County Transportation Plan.

Planning Intern. Summer 1986

DOUGLAS COUNTY (CO) PLANNING DEPARTMENT

- Assisted with preparation of Douglas County Master Plan. Primarily responsible for updating zoning and subdivision maps.

Education

UNIVERSITY OF KANSAS

(LAWRENCE, KS)

Master of Urban Planning. May 1987.

Specialization in Land Use and Environmental Planning.

GEORGE WASHINGTON UNIVERSITY

(WASHINGTON, D.C.)

Bachelor of Arts, Political Science, September 1981.

Certifications

- American Institute of Certified Planners (AICP). AICP status is current through December 2017.
- Certified Instructor in Community Planning. Obtained certification to conduct workshops for elected officials and citizen planners. Obtained certification in April 2010 from the Pennsylvania Municipalities Education Institute.

Volunteer Activities

- Co-Chair, [APA Public Schools Interest Group](#) (September 2015 to Present)
- Editorial Board Chair, *The Western Planner* (August 2015 to September 2016)
- Board Member, Western Planning Resources (January 2014 to August 2016)
- School Board Trustee, District 6, Carson City School Board (June 2013 to December 2014)
- President, Esplanade Townhome Homeowners Association, Carson City, NV (December 2012 to June 2016)
- Secretary, Nevada Chapter of the American Planning Association (January 2012 to December 2015)
- Bookstore Clerk, Friends Place Bookstore at Burton Barr Library, Friends of the Phoenix Library (January 2011-May 2011)

- Chair, APA Housing and Community Development Division (2004-2008)
- President, Wake Housing and Homeless Coalition (2005)
- APA Housing & Community Development Division (Newsletter Editor 2001-2003)
- Wake Housing & Homeless Coalition Board of Directors (2003)
- President, Ben Franklin Academic Prep PTA, March, 2000-June, 2000
- President, Fong Elementary PTA, July 1997-June 1998
- Chaired APA Housing Task Force on a revised [APA Policy Guide on Housing](#), adopted by APA in April 2006.
- Participated in American Planning Association (APA) Task Force for a new [Policy Guide on Homelessness](#), which was adopted by APA in March 2003.
- Co-Author of American Planning Association Housing Policy Guide (with Mitzi Barker, AICP), which was adopted at the APA National Conference, April 1999.

Published Articles

- "Federal Lands in the West: A Few Facts & Figures" *The Western Planner*, April/May 2016.
- Book Reviews for *The Western Planner* October/November 2015 Issue: *All the Wild that Remains* and *The Complete Illustrated Book of Development Definitions*
- "Urban Planning in the Great Basin: An Interview with Tim Sullivan" *The Western Planner*, July/August 2014.
- "Public School Planning a Priority, *Planning*, June 2014, Volume 80, Number 6
- "Should North Carolina Cities and Counties Be Required to Have a Housing Element?" [Carolina Planning, Summer 2008, Volume 33, Issue 1](#).
- "Responding to HUD's Affordable Housing Communities Initiative, Will it Make a Difference?" with Mark Shelburne, AICP Practicing Planner, Vol. 2, No. 4, 2004.
- "New Approaches to the Housing Element: Case Studies from California, Nevada, and Washington State." *Planning 1997: Contrasts and Transitions* (Proceedings of the 1997 APA National Planning Conference). Co-authored with Karen Warner, J. Alfred Dichoso, Maureen Markham, and Michael McLaughlin, pgs 415-424.
- "Developing Affordable Housing Strategies at the Local and State Level." *The Western Planner*, Vol. 16, No. 7, 1995. Reprinted in the Urban Land Institute Information Service InfoPacket on Affordable Housing.
- "Impact Fee Statutes in Western States." *The Western Planner*, Vol 15, No. 7, 1994.
- "Local Transportation Finance: The Phoenix Experience." *The Western Planner*, Vol. 13, No 7, 1992.

Profile

Zachary

First Name

N

Middle Initial

Hoefling

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

Planning Commission

Question applies to multiple boards.

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards.

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards.

If yes, please list:

N/A

Question applies to multiple boards.

Term expiration:

N/A

Conflict of Interest

Question applies to multiple boards.

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards.

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards.

If yes, please provide contract details:

N/A

Question applies to multiple boards.

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I have served as a public employee for nearly fifteen years and I believe that my knowledge and expertise through my public service and education, can be an asset to this board. I have been a resident of Carson City for almost 40 years and would like to volunteer my abilities to this position.

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

Double Tree Home Owner's Association: Manage, manipulate, and prepare balance sheet, income statement, and all other financial statements required by the homeowner's association. Record and transcribe all minutes from association board meetings. All required mailings, electronic and physical, required to keep homeowners informed. Quarterly board meetings, executive board meetings, and all required training/school required to fulfill my elected duties.

List your affiliation with professional or technical societies: *if required for the position.

N/A

[ZNH_Resume.docx](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Mitchell Varner | (775) 684-4836

Name, Telephone Number:

Venus Fajota | (775) 887-3219

Name, Telephone Number:

Janet Hardy | (775) 887-3333

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

ZACHARY NEVADA HOEFLING

1844 Pyrenees St. Carson City NV, 89703 | (775) 883-7356 |

zhoefling@gmail.com

OBJECTIVE

My goal is to broaden my career in public service in which I can utilize both my training and skills developed through my education and experience. At this point in my career my goal is to serve in my community through volunteer efforts and my current career in public service as an employee of the State of Nevada.

EXPERIENCE

Nevada Department of Motor Vehicles

Management Analyst II | November 2016 - Present

Compiling and keeping detailed case records, entering and extracting information from databases; creating analytical reports; and preparing accurate and grammatically correct letters and reports. Make recommendations to management based on findings to enhance the prevention and detection of fraud, waste, abuse and improper payments. Recommended changes may include improvements to the agency's policies and procedures and/ or modifications to the claims-processing system.

Conduct research and analysis of departmental operations, legislative impact, statistical information, and technical requirements. Writes, reviews and revises policies and procedures, forms and manuals for use by staff and industry including first-time licensing requirements, licensing renewals, tax collection, office workflow, delinquency collection and audit functions. Conducts statistical and investigative studies, compiles and analyzes data and presents reports to summarize study results, draws conclusions and makes recommendations regarding policy/procedures and the department's position on issues governing certain programs. Develops new programs or services based upon research conducted. Plans, organizes and coordinates the implementation of new policies, procedures and workflow changes.

Conducting financial, statistical or investigative studies; compile and analyze data; prepare and present reports summarizing study results/conclusions; may make recommendations regarding policies, procedures, the department's position on issues or future course of action, and the development of new programs or services based upon study findings. Plan, organize and coordinate the development and implementation of revised operating procedures/methods for the work unit by analyzing work flow, space allocation, staffing and other factors to improve effectiveness and efficiency of operations; coordinate the development of new forms, work methods and automated systems used to process information related to assigned programs.

Preparation, monitoring and maintenance of the work unit's biennial budget and/or program budget(s) by estimating future expenditure levels based on historical data; making projections for future costs; monitor fiscal transactions to ensure expenditures are in conformance with State and department policies, regulations and budgetary limits. Developing comprehensive narrative and financial reports for presentation to management, commissions and other entities. Develop, monitor and review complex contracts and grants; recommend approval or modification to contracts based on governing laws and regulations.

Nevada Department of Corrections

Program Officer II/Purchasing Manager | February 2015 – November 2016

Responsible for providing direction, leadership, training, and oversight for all Purchasing staff. Develop and maintain current Work Performance Standards (WPS) for all staff under supervision. Prepare and review all Employee Appraisal and Development Reports. Promote department and division decisions and objectives,

teamwork, and employee morale, analyze services and processes; make suggestions to improve effectiveness and efficiency of Purchasing group. Ensure requests for information are responded to in an accurate and timely manner.

Program oversight and operations: Monitor operations daily and audit performance on a monthly ongoing basis. Assist staff in completing the annual fixed asset report; elevate delays and/or errors as needed. Manage and continue responsibilities for the department's cellular phone program.

Budget management: Monitor and approve all Purchasing group's expenditures. Identify potential problems related to Purchasing group's budget. Provide timely and accurate support for budget documentation and or other materials needed for our budget.

Food Management: Manage quarterly food bid/award program. Send for, receive, and update all food items prices and pack sizes, quarterly, to sustain all institutional menus including; regular, Kosher, and special nutritional diets. Update and revise all menus, quarterly, to fit the needs of all institutions. Ensure all religious holiday meal needs are met and guidelines are followed.

Nevada Department of Public Safety

Administrative Assistant IV | June 2014 – February 2015

Researching offender's criminal histories using various methods and databases and compiling a file to determine what an offenders tier level will be based on offenses. Supporting staff and law enforcement as needed, to help handle over 10,000 registered offenders, offenders wishing to visit our state, and offenders leaving our state. Includes filing, answering phone calls, researching and tracking data, and attending hearings as support staff. Managing a revolving caseload of over 10,000 offenders between twelve caseworkers (when at full staff).

Nevada Department of Corrections

Purchasing Technician II | August 2012 – June 2014

Creating, maintaining, and manipulating electronic spreadsheets using MS Excel to record, analyze, track, manipulate, and report data. Research and interpret financial data to prepare reports and respond to budget and accounting related inquiries. Inventory control and asset management of food inventory programs for all NDOC warehouses in the state. Process purchase orders from beginning to end, including: finding the lowest cost per value from qualifying vendors, receiving invoice(s) and receivers once items are received, reconciling invoices to match quoted costs/getting approval when necessary to increase or modify a purchase order depending on the circumstances, and preparing all final paperwork to send for payment.

Review requisitions for items purchased from open term contracts, determine the best pricing and availability, maintain and update Notification of Award information. Prepare legal ads, records and formal invitations to bid, witness bid openings to verify vendor's name, bid price, terms, delivery and special conditions, submit bids as needed to preferred vendors and validate bid pricing from required vendors.

Double Tree Homeowner's Association

Secretary/Treasurer (volunteer) | April 2010 – August 2012

Manage, manipulate, and prepare balance sheet, income statement, and all other financial statements required by the homeowner's association. Record and transcribe all minutes from association board meetings. All required mailings, electronic and physical, required to keep homeowners informed. Quarterly board meetings, executive board meetings, and all required training/school required to fulfill my elected duties.

Legislative Counsel Bureau

Storeroom Clerk II/General Services | June 2002 – May 2012

Leader in the planning, coordinating, and administering of updated database for the warehouse fixed asset inventory program. Tasked with creating a new database, updating and coordinating all inventory, coordinating with staff and all end users, and training staff on use of the new system. Project manager of this update.

Inventory and asset control of all related products. Working with various vendors, service providers, and many other outside agencies to determine best value and quality to fit the end user's needs. Procurement of supplies and maintaining associated budget accounts.

Program manager for the Public Bill Room including: training all staff, managing staff, and creating a successful and knowledgeable team capable of handling a fast-paced environment with skill and excellent customer service.

EDUCATION

Western Nevada College

Associates of Science Degree | Business | May 2015

3.57 GPA – 79 credits earned

Dean's Honor List

AWARDS AND ACKNOWLEDGEMENTS

State of Nevada Certified Contracts Manager | May 2013 – Present

Public Service Employee for fifteen years, and counting.

Over 130 hours of training through State of Nevada Human Resource Management (transcripts available upon request)

REFERENCES

Mitchell Varner | (775) 684-4836 | mvarner@dhhs.nv.gov

Administrative Services Officer I | Nevada Department of Health and Human Services

Venus Fajota | (775) 887-3219 | vfajota@doc.nv.gov

Administrative Services Officer III/Chief of Purchasing and Inmate Banking | Nevada Department of Corrections

Janet Hardy | (775) 887-3333 | jahardy@doc.nv.gov

Management Analyst II/Contracts Manager | Nevada Department of Corrections

Profile

Robert

First Name

J.

Middle Initial

Ash

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Which Boards would you like to apply for?

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Term expiration:

Conflict of Interest

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Yes No

Question applies to multiple boards.

If yes, please provide contract details:

Question applies to multiple boards.

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

California State University at Fullerton, CA Santa Ana College at Santa Ana, CA University of California at Irvine, CA

Major Subject:

Business, Management, Finance

Degree Conferred:

AA, BA, MPA, Post Graduate Studies

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

Retired College Business Professor, Board of Directors & Chairman of Finance Committee - Del Webb HOA, Planning & Development - Rancho Santiago Community College District

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

Carson City Chamber of Commerce Presenter, Leadership Program & Professional Workshop Program, Carson City High School Senior Project Judge

List your affiliation with professional or technical societies: *if required for the position.

[Full - Resume - Professional.doc](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Ronni Hannaman, Executive Director, Carson City Chamber of Commerce, 775 - 882-1565

Name, Telephone Number:

Mary Jo Brummer, ReMax, Carson City, 775 - 721-5905

Name, Telephone Number:

Tom Henderson, Healthy Trees, Carson City, 775 - 224-3827

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Robert J. Ash

610 Elm St.

Carson City, NV 89703

(775) 434-7466

robertash11@yahoo.com

PROFESSIONAL QUALIFICATIONS

■ **ACADEMIC**

- Santa Ana College, Santa Ana, CA, 1968 - 1970, AA Degree, Liberal Arts
- California State University, Fullerton, CA, 1970 - 1972, BA Degree, Political Science
- California State University, Fullerton, CA, 1973 - 1976, MPA Degree, Public Administration and School Administration
- University of California, Irvine, CA, 1980 - 1990, post-graduate, business and management, refresher courses.

■ **PROFESSIONAL EXPERIENCES**

- Mount San Jacinto College, San Jacinto, CA, 2011 - 2015, part-time presenter/teacher, business and management topics for Continuing Education and Workplace Training Department
- Santiago Canyon College, Orange, CA, 1993 - present, full-time professor, retired 2006 and continue to teach six units each semester as an online adjunct faculty, taught various business, supervision, marketing, and personal finance classes
- Western Nevada College, Carson City, NV, 2007 - 2008, part-time adjunct faculty, taught business courses at the Main Campus and at the Nevada State Prison - Men's, and the Nevada State Prison - Women's
- Santa Ana College, Santa Ana, CA, 1973 - 1993, full-time professor, taught various business, supervision, marketing, and personal finance classes in both college credit and non-credit modes
- Rancho Santiago Community College District, Santa Ana, CA, various instructional and institutional activities to include:
 - Faculty Senator and Faculty Senate Treasurer
 - Negotiator - Faculty Bargaining Unit
 - Chairman of the SCC Bond Committee - a three hundred million dollar bond was passed by the voters to expand and build the college.
- Carson City Chamber of Commerce, Carson City Leadership Program Presenter, 2016 – present; Professional Workshop Presenter on business topics, 2017
- Carson City High School Senior Project Judge, 2016 to present
- KnowledgeCity, Carlsbad, CA, 2010, Adjunct Faculty, produced training tapes on various business and management topics
- Solera Diamond Valley Homeowners Association, Hemet, CA, Chairman Finance Committee, elected Board Member and Treasurer
- Training Consultant - *Ash & Associates* Management, Supervision and Employee Training for public organizations and private industry
- Repeat presenter for the following organizations:
 - Hispanic Leadership Development of Orange County

- American Assoc. for Auditors/Appraisers
- Various City Chambers of Commerce
- Children's Hospital of Orange County
- Numerous Orange County Cities - Brea, Orange, Santa Ana, Whittier and others
- Orange County Superior Court
- W.I.C. - State of California
- West Coast Arborists, Inc., Anaheim, California
- International Society of Arborists
- California Environmental Health Association
- Orange County Assessors Office

RECOGNITIONS AND HONORS

- *Commencement Speaker* - Santiago Canyon College, 2001
- *Teacher Of The Year* - Santiago Canyon College, 2001
- *Teacher Of The Year* - City of Santa Ana, 1992
- *Annual Distinguished Faculty Award* - Santa Ana College, 1991
- *Commencement Speaker*, Santa Ana College, 1990
- Nominated for Community College Teacher of the Year - State of California, 2002.

ACADEMIC COURSES TAUGHT

- Personal Finance - lecture and online
- Small Business Management - lecture and online
- Introduction to Business - lecture and online
- Principles of Management - lecture and online
- Human Relations & Organizational Behavior
- Elements of Supervision - lecture and online
- Human Resources Management
- Business Communications
- Labor Relations/Contract Negotiations
- Organizational Behavior
- Small Business Marketing/Advertising
- Business Plan for Small Business - lecture and online
- Security Investments
- Updating Management Skills
- Elements of Supervision
- Time Management
- Quality Customer Service
- Problem Solving-Decision Making
- Understanding Motivation - Preventing Burn-Out/Peak-Out
- Effective Leadership and Situational Leadership
- Team Building
- Planning and Organizing Your Staff

- Effective Communications
- Employee Discipline and Staying in Control
- Empowerment and Participatory Management
- Basic Human Relations Skills
- Steps in Personal Success
- Managing Personal Finances

CARSON CITY
PLANNING COMMISSION
BYLAWS

I. GENERAL POLICIES AND PROCEDURES

A. Planning Commission established.

There is established in the City and County of Carson City a Planning Commission. The Planning Commission is established as set forth in Nevada Revised Statutes (NRS) 278.040 and Chapter 18.02 of the Carson City Municipal Code. Planning Commission is referred to herein as "Commission" and its members are referred to as "Commissioners" or "members" of the Commission.

1. The terms and membership of the commission shall be as established in Carson City Municipal Code §18.02.010. A term shall be four years or until a successor is appointed. Terms shall expire on June 30 of each Commissioner member's fourth year. It is the policy of the Board of Supervisors that appointment term limits shall be 12 years, or three full terms. For the purposes of term limits, an appointment of less than two years made to fill an unexpired term shall not be considered as a full term.
2. The Commission shall have the authority to establish administrative procedures, operating policies, and other orders necessary to carry out the policy direction and powers vested in the Commission by the Board of Supervisors, State law, and local ordinance (Titles 17 and 18)
3. Commissioners shall inform themselves concerning the laws, policies, and legal precedents related to planning, zoning, and subdivision laws, regulations, plans, and ordinances.
4. Commissioners shall make a diligent effort to attend all meetings, arrive promptly, and be properly prepared to discuss the issues calendared for the meeting.
5. Failure to attend meetings shall be considered justifiable cause for a majority of the Commission to request that the Board of Supervisors remove a Commissioner. Attendance requirements are specified in §II.G of these By-Laws.
6. Commissioners may not serve on any other City appointed board, committee, or commission while serving as a Planning Commissioner, except that a Commissioner may serve another appointment for a position expressly created with certain specific representative memberships, at the discretion of the Board of Supervisors.

B. Ethics of the Commissioners

1. Conflict of interest.

- a. Commissioners are subject to and shall comply with State and City regulations related to conflict of interest.
- b. All members of boards, committees, or commissions must avoid any conflict of interest. No individual may use an official position to gain personal advantage. If a member of a board, committee, or commission concludes that they have a conflict of interest or an appearance of fairness issue with respect to a matter pending before the board, committee, or commission, they must disqualify themselves from participating in the deliberations and decision-making process for the matter under consideration. A member so disqualifying himself or herself shall have no personal presence before or direct communication with the other members regarding the matter at issue. Failure of a member to disclose that he or she has a conflict of interest on a matter under consideration by the Commission may be cause for removal from the Commission.
- c. In the event of a pending matter for which a Commissioner wishes to be disqualified, the policy of the Commission shall be that if it is an actual conflict of interest as described in §I.B.1.b, the Commissioner shall leave the proscenium and may join the audience or leave the meeting room until the matter has been decided. A Commissioner shall announce any conflict prior to the opening of the public hearing that he or she will be abstaining from this matter.

2. Discretion. Commissioners shall be discreet in the discussion of pending matters outside of the meeting forum. No commitments or prejudicial comments shall be made prior to a public hearing in advance of any official action.

3. Violations of planning regulations. No commissioner shall intentionally set forth to participate in, be a party to, or cause to take place any land use action which is in violation of the codes over which the Commission is the administrator. These codes include Titles 17 and 18 of the Carson City Municipal Code. Such intentional action shall be grounds for the Commission to request the Board of Supervisors to consider removal of that Commissioner.

4. Public and private life. Commissioners should remember that actions taken in their personal lives also reflect on the public image of the Planning Commission.

5. Representations in public. At public and private functions at which a Commissioner is present as an individual, each Commissioner shall be

careful to indicate when he is representing the Commission or acting as a private citizen.

6. Gifts, gratuities. Commissioners shall not accept any gifts from applicants, representatives of applications, or other persons, institutions, associations, or organizations concerned with matters which have either been or are before the Commission. Even a well intentioned, innocent action has the appearance of a conflict of interest.
7. Lobbying. Unless expressly authorized by the Board of Supervisors, no member of the Commission shall engage in lobbying on legislative or political matters on behalf of the Commission. Nothing in this policy precludes individual appointees from lobbying or providing information as a private citizen provided the appointee specifically clarifies that while he or she holds an appointed position, the appointee is acting in a private capacity and not in his or her capacity as an appointed member of the Commission or on behalf of the City. In that regard, individual appointees should refrain from lobbying as a private citizen in a way that implies authority to speak on behalf of the City or the Commission.

C. Public meetings and records.

1. Regular meetings of the Commission shall be open to the public and subject to the provisions of the Nevada Open Meeting law. (NRS 241)
2. The Commission may cause to be kept tape recordings of the meetings together with or separate from a minute record of the meetings containing each of the items before the commission and the vote taken on each item.
3. Commission files shall be public documents, and shall be available for review by Commissioners or any member of the public within a reasonable period of time following a request to view such a document in accordance with the Open Meeting Law.

D. Public process (Open Meeting Law).

It is the responsibility of every member of the Commission to understand the requirements of the Open Meeting Law and to assure that they individually and the Commission as a whole operates within the letter and spirit of the law. The City, through the District Attorney's Office, provides annual training on the Open Meeting Law and the Nevada Ethics requirements to assist the members of a board, commission, or committee in understanding the requirements of the law. Additionally, the District Attorney, on his or her own, or at the request of the Commission chairperson may provide a short course on the Open Meeting Law at any scheduled meeting of the Commission. Chairpersons are encouraged to request a presentation on the Open Meeting Law at least annually or more often if the circumstances warrant (e.g. turnover in members). Members are required to attend either the annual training course or the short course at the Commission level within 12 months of appointment.

E. Communications with the Board of Supervisors.

Expressions of Commission's position, recommendation, or request for any action shall be in the form of a resolution, motion or other written communication, setting forth the reasons, facts, policies, and/or findings of the body supporting the communication and shall be directed to the Board of Supervisors and the City Manager. It should be emphasized that when a member of the Commission who is present at a Board of Supervisors meeting is asked to address the Board of Supervisors on a matter, the member should take care to represent the viewpoint of the Commission as a whole and to avoid expressing his or her personal opinion unless clearly stated as such.

II. MEETINGS OF THE COMMISSION

A. Regular meetings.

The Commission, pursuant to NRS 278.050(1), shall hold its regular meeting on the last Wednesday of each calendar month with the exception that the Commission shall hold its November meeting the week prior to the Thanksgiving holiday if the last Wednesday of the month falls on the same week as the holiday, and the Commission shall hold its December meeting the week prior to the Christmas holiday.

B. Any meeting may be recessed to a specified date, time and place by a majority of members present.

C. Special meetings.

Special meetings may be scheduled as necessary. The primary purpose of special meetings is to discuss matters related to the Planning Commission and its powers and authorities. Public hearings may be incorporated, provided that any notice requirements of law or ordinance are satisfied. Other special meetings may be held upon call of the Chairperson, acting Chairperson, or upon call signed by not less than three members of the Commission.

D. Annual meeting for election of officers.

1. At its regular meeting in July of each year, the Commission shall, as its first order of business following completion of scheduled public hearings, elect its officers for the upcoming year beginning at the Commission's August meeting.

2. The election of an officer shall be by affirmative vote of not less than four members of the Commission. The Commission shall elect a Chairperson and a Vice-Chairperson. The Executive Secretary of the Commission shall be the Director of Planning or his designee.

3. The terms of the Chairperson and Vice-Chairperson shall be one year. A Commissioner may only serve as Chairperson for two consecutive years. A Commissioner who previously served as Chairperson will qualify to be

nominated for Chairperson when two or more years have passed since the member last served as Chairperson.

4. In the absence of the Chairperson and Vice-Chairperson, the quorum present shall appoint a Chairperson Pro-tempore by majority vote.

E. Duties of the Chairperson.

1. The Chairperson shall be responsible for the conduct of all Planning Commission meetings. The Chairperson is the hub of the Planning Commission process and is key to the operation and effectiveness of the Commission. The Chairperson must make every attempt to run the meeting by the rules of procedure while at the same time ensuring that a fair democratic process is provided to all members of the group and to the public at large. The Chairperson should take care to ensure the Commission deliberations and discussion stay focused on the issue at hand. The most important part of being Chairperson lies in the ability to find common ground and to achieve compromise, if appropriate. The Chairperson must be able to represent the entire group to the Board of Supervisors and community groups.
2. The Chairperson will work with the Planning Division staff liaison to review agendas for appropriate timing and placement of items. Except as otherwise provided herein, the chairperson does not have the authority to remove items from the agenda or to prevent placement of items on an agenda.
3. The Chairperson may request that items be calendared for a Commission meeting. If other Commissioners wish to calendar an item, such request shall be made to the Chairperson.
4. In the absence of the Chairperson, these duties shall be assumed by the Vice-Chairperson; then Chairperson pro-tempore.

F. Notice of meetings.

1. Notice of meetings shall be as set forth in Nevada's Open Meeting law, NRS §278 and §241, and Title 18 of the Carson City Municipal Code.
2. Notices of all meetings or the meeting agenda shall be posted on the City's website and posted at the site of the meeting, the Planning Division office, and three other municipal office locations.
3. Notices of all meetings or the meeting agenda shall be made available to each Commissioner and the general public at least three business days prior to the meeting.
4. Should Planning Commissioners be invited to other meetings or events, the Planning Division staff shall poll the members of the Commission to determine which Commissioners would like to attend the function. Should a majority of the Commissioners respond affirmatively then staff shall

prepare the necessary notice requirements for a quorum of the Planning Commission attending a meeting or function. Should there not be enough time for staff to prepare the proper notice then three (3) or less Planning Commissioners shall be the maximum number that can attend a function. The preference to what Commissioners can attend a meeting or function will be on the basis of who has responded in a timely fashion.

G. Attendance.

In any calendar year, Commissioners shall attend a minimum of 75 percent of the scheduled regular Planning Commission meetings, and shall exercise due diligence in attending special meetings, public hearings, workshops, and study sessions. No differentiation is made between excused or unexcused absences of Commission members. Members of the Commission may be removed from the Commission by the Board of Supervisors for violation of the attendance policy.

H. Quorum.

1. A quorum shall be four members of the Commission.
2. To be considered an approved motion, a vote of a simple majority of the Commission present shall be required, unless a two-thirds vote is required for the action. A requirement for a two-thirds vote shall mean that five Commissioners vote aye on the motion for the motion to pass.

I. Conduct of the meetings.

1. Commissioners shall attend the meetings in appropriate attire to represent the image and authority of the Planning Commission.
2. Commissioners shall arrive in a timely manner prior to the opening gavel.
3. There shall be no smoking or consumption of alcoholic beverages in the Commission chambers during the Commission meeting.
4. Commission meetings shall not take place without a representative of the Planning Division present.
5. It shall be the policy of the Commission that a representative of the District Attorney should be present for all public hearings.

J. Order of business.

1. Call to order. The Chairperson shall gavel the meeting to order at the designated time.
2. The order of business.
 - a. Roll call and determination of a quorum. The roll call shall be a call of members by the Recording Secretary to the Commission.

- b. Public comment. Public comment on general matters pertaining to the Commission is provided for before any action is taken by the Commission and also before adjournment of the meeting, in accordance with State law. Public comment shall be limited to a maximum of three minutes per person or ten minutes per topic. Generally, the public is encouraged to comment on Public Hearing items that are on the agenda when the item comes up for discussion. The Commission may not take action or have any deliberations during these public comment periods.
- c. Consideration of the minutes of prior meetings. Review, correction, or approval is to be by majority vote of Commissioners present at the meeting for which the minutes were prepared. Commissioners absent at the meeting are to abstain from voting. Following adjournment of the meeting, the Chairperson shall sign the minutes.
- d. Modifications to the agenda. Modifications, except for continued public hearings, may be by direction of the Chairperson without a vote of Commissioners. Continued public hearings require a motion, second, and majority vote to approve the new hearing date and time.
- e. Disclosures. Any member of the Commission may wish to explain any contact with the public regarding an item on the agenda or business of the Commission.
- f. Public hearings. Each project shall be announced by the Chairperson as listed on the Agenda. The order of the project hearing shall be:
 - (1) presentation of the staff report;
 - (2) questions by the Commission of staff;
 - (3) presentation by the applicant or applicant's representative.
 - (4) questions of the Commissioners of the applicant;
 - (5) opening of the public testimony portion of the hearing;
 - (6) comments by members of the public in support or opposition to the proposed project;
 - (7) questions of Commissioners of the public;
 - (8) a rebuttal period with a time limit established by the Chairperson;
 - (9) closure of the public hearing;

- (10) Commission deliberations;
- (11) Commission motion and action;
- (12) announcement of the date for the Board hearing, the requirements for an appeal, and the last date to file an appeal (if applicable).

g. Consent agenda.

- (1) Pursuant to Resolution No. 1993-R-28 and as a component of the Commission's public hearings, the Commission may establish a section entitled Consent Agenda, which may be placed on the agenda prior to other public hearing items.
- (2) Consent agenda matters may include street and easement dedications and abandonments, review of previously approved special use permits and other matters deemed appropriate by the Commission. Only routine noncontroversial items should be placed on the consent agenda and it must never be used to stifle discussion or comment on any subject.
- (3) Under Consent agenda matters, all recommendations from staff shall be summarily approved "en masse" unless removed from the Consent agenda.

Any member of the Commission or any citizen may request before or during a meeting that one or more items be removed from the Consent agenda for full consideration and a separate action.

- (4) The public notice for a meeting at which a Consent agenda will be used must contain a statement substantially in the form of the following:

All matters listed under the Consent agenda are considered routine and may be acted upon by the Commission with one action and without an extensive hearing. Any member of the public may request that an item be taken from the Consent agenda, discussed and acted upon separately during this meeting.

3. Adjournment to the Growth Management Commission. Periodically, the Planning Commission may serve as the Growth Management Commission for review of Growth Management items pursuant to CCMC 18.12. The order of the hearing shall be as follows:

a. Recess of the Planning Commission.

- b. Call to order and determination of a quorum of the Growth Management Commission.
 - c. Staff briefing.
 - d. Public comments, which are presented under the same terms as public hearing §II.J.2.d.
 - e. Recess of the Growth Management Commission.
 - f. Signature session and execution of documents by the Chairperson of applicable documents from the current or prior meetings.
4. Rules of Order. When there is doubt as the certainty of a procedure, the procedure of Rules of Order shall apply. Other procedural matters are at the judgment of the Chairperson, but the Planning Commission must not violate particular Rules of Order that apply to Carson City's Board of Supervisors.
5. Continuance.
 - a. The Commission may, with the agreement of an applicant, continue an item to a specific time, date, and place.
 - b. If the continuance is requested by the applicant, the Commission may, at its option accept testimony from any persons present, which shall be part of the record for the continued hearing.
 - c. The Commission may also, at its option, elect to deny the continuance and to hold the hearing and consider action with or without the applicant's consent.
 - d. The Commission shall not continue an item without the applicant's consent if such continuance will cause the application's hearing process to exceed the timeliness established in the Nevada Revised Statutes or Carson City Municipal Code.
6. Commission action. The Commission may, depending on the authority vested in it, approve, conditionally approve, or deny any proposal before it. If final action requires the confirmation of the Board of Supervisors, the Commission's action shall be a recommendation to the Board.
7. The progression of the meeting shall be at the discretion of the Chairperson.
8. All meetings shall be adjourned by a quorum of the Commission.

K. Requests to calendar items on the agenda.

Matters within the scope of the Commission's authority desired to be heard by an individual citizen or outside entity shall be submitted by said individual citizen or outside entity in the form of a letter of request to appear before the Commission no less than 14 days prior to the next scheduled Commission meeting. The letter should be addressed to the Planning Division and should describe the item to be considered, whether it is a discussion or action item, and the approximate time needed. Any supporting documents must be submitted no less than seven working days prior to the meeting date. The Planning Division will submit the request to the chairperson who will timely advise the Planning Division whether to place the matter on the agenda or otherwise advise the requester that the chairperson will not place the matter on the agenda unless requested to do so by another member of the Commission, the department director, the City Manager, or any member of the Board of Supervisors. Agenda items requested by anyone other than the Planning Division shall be attributed to the individual or outside entity on the agenda.

III. RECORDS AND DOCUMENTS.

A. Office files.

All records and files of the Commission shall be maintained in the office of the Planning Division.

B. Minutes.

1. The minutes of Planning Commission meetings shall be kept by the Recording Secretary to the Commission.
2. The minutes shall consist of a listing of the item under consideration, including any identifying file numbers, applicable assessor parcel numbers and a brief description of the topic, an indication of the staff report being incorporated into the public record, an indication (name) of persons who spoke in favor and in opposition and their position on the matters. The minutes shall also show the motion of the Commission, the names of Commissioners making the motion and second, and the vote. The record of the vote shall identify Commissioners voting "no" or disqualified from participating in the action.
3. Incorporated into the minutes of the meeting may be a verbatim tape recording which will be retained pursuant to the policies of the City Recorder.
4. The Director of Planning shall maintain a Case Record for each public hearing item before the Commission. A case record shall be in the form and content as determined by the Director, but in any case shall provide an outline of the Commission's hearing on the matter.

C. Copies of minutes.

Copies of minutes shall be provided to Commissioners prior to the meeting in which action is proposed to be considered to approve such minutes.

D. Recorded meetings.

All Commission meetings may be recorded.

E. Commissioner records.

The Planning Commission is covered under the public records statutes of Nevada. Procedural compliance with the law is a function of staff liaison support in most instances. However, from time to time, members of the Commission will receive communications regarding matters within their scope of activities. All types of communications, including email, constitute a public record and the City is obligated to retain it in accordance with guidelines and policies prescribed by law. Similarly, communications to members, to citizens, officials and staff are public records as well. Members of boards, committees, and commissions should provide a copy of all communications to the Planning Division for inclusion in the public record.

IV. REPORTS AND MEETING PACKETS.

A. Staff reports.

1. The Director of Planning shall cause to be prepared reports of the Planning Staff for each item which a public hearing is scheduled.
2. Each staff report shall be in the form and style as determined by the Director. At a minimum, the report shall recommend to the Commission the necessary legal findings required to consider an action on a project; recommended language for a motion supporting the proposed action and recommended conditions to ensure conformance of the proposed project with City policy and regulations.
3. The Director may present reports either orally or with written background materials for any other topics that are not scheduled as public hearings before the Commission. Such items shall be identified as non-action items on the meeting agenda.

B. Record of staff reports.

All staff reports shall be maintained in a master file for the specific Planning Commission meeting and in the applicable project file.

C. Availability of staff reports.

1. Staff reports are public documents, and are to be made available to the applicant or public at no charge.

D. Submittal of materials with applications.

1. It shall be the policy of the Planning Commission that its staff is directed not to schedule a matter before the Commission until such time that Staff has determined that all required information has been submitted in a form and manner consistent with the policies of the Commission and the requirements of NRS and the Carson City Municipal Code.
- E. Major revisions to projects occurring between the Planning Commission application submittal date and the date of the Commission hearing.
1. It shall be the policy of the Planning Commission that if a project applicant makes major changes to the scope or content of an application after the submittal date for receipt of application materials and prior to the Planning Commission hearing, the Director of Planning shall request correspondence from the applicant for a continuance of the matter to the following month's meeting to adequately review the nature of the revisions.
 - a. Any changes proposed by the applicant are to be considered "major" if it would result in a change in design, site plan, or supporting documentation in the application submitted to the City that warrants the materials to be redistributed to reviewing agencies or to be re-noticed.
 - b. The Director of Planning shall determine whether the revisions are "major changes to the scope or content of an application" or only the submittal of additional information which satisfies issues or questions raised by a reviewing agency.
 2. In the event that an applicant does not agree to a continuance, the Director shall recommend denial, based on inadequate time to review the submitted materials to determine appropriate findings as required by NRS and the Carson City Municipal Code.

V. AMENDMENT TO BYLAWS.

1. Commission Bylaws may only be amended by approval of a two-thirds majority of the Commissioners.
2. Commission Bylaws shall not become effective until reviewed and confirmed by the Board of Supervisors.

VI. SEVERANCE CLAUSE.

In the event of a conflict of any individual policy or portion thereof between this document and State law, County ordinance, or policy of the Board of Supervisors, the preeminent law, ordinance, or policy shall be in force.

The Planning Commission of the Carson City Consolidated Municipality does amend its Policies and Procedures as adopted on July 26, 1988. Revisions were approved on action of the

Planning Commission on May 30, 1989, April 27, 1993, July 26, 1994, August 29, 1995, December 3, 1997, October 27, 1999, and September 26, 2007.

The policies and procedures of the Carson City Planning Commission supersede all previous rules, regulations, and procedures adopted by the Commission. On a motion by Commissioner Esswein, with a second by Commissioner Dhami, these policies and procedures are adopted this 31st day of July, 2013, by a vote of 6 ayes and 0 nays, 1 absent.

These policies and procedures were confirmed and approved by the Board of Supervisors on September 5, 2013, by a vote of 5 ayes and 0 nays.