



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** May 17, 2018

**Staff Contact:** Nancy Paulson, npaulson@carson.org

**Agenda Title:** For Possible Action: To appoint two members to the Carson City Planning Commission, each for a four year term set to expire January 2022.

**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 open positions due to term expiration. Reappointment requests were received from Charles Border and Daniel Salerno. New applications have been submitted by Dave Pierson, Alexander Dawers and Teri Green-Preston.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 1 hour

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## **Proposed Motion**

I move to appoint \_\_\_\_\_ & \_\_\_\_\_ to the Carson City Planning Commission, each for a four year term that set to expire January 2022.

## **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)




# PLANNING COMMISSION


## 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](#)



Carson City, NV

# PLANNING COMMISSION

## BOARD ROSTER



**CHARLES BORDERS**

1st Term Aug 04, 2016 - Jan 31, 2018

**Appointing Authority** Board of Supervisors

**Office/Role** Vice Chair



**PAUL ESSWEIN**

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

**Appointing Authority** Board of Supervisors



**ELYSE MONROY**

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

**Appointing Authority** Board of Supervisors



**DANIEL N SALERNO**

1st Term May 07, 2015 - Jan 31, 2018

**Appointing Authority** Board of Supervisors



**MARK SATTLER**

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

**Appointing Authority** Board of Supervisors

**Office/Role** Chair



**CANDACE H. STOWELL, AICP**

1st Term Jun 01, 2017 - Jun 30, 2021

**Appointing Authority** Board of Supervisors



**HOPE A TINGLE**

1st Term Aug 03, 2017 - Jun 30, 2021

**Appointing Authority** Board of Supervisors

### Profile

Charles

First Name

Borders

Last Name

Middle Initial

[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: Appointed

Question applies to multiple boards

### Why would you like to serve of this Board/Committee/Commission?

I have been serving on this Board and would like to continue to serve the Carson City Community.

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:

Planning Commission

Question applies to multiple boards

**Term expiration:**

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June 2018

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**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)?**

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Yes  No

Question applies to multiple boards

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

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Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

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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

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**Education**

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

**College, Professional, Vocational or Other Schools attended:**

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Texas Tech University, BS Mechanical Engineer University of Southern California, MS System Management

**Major Subject:**

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Mechanical Engineering Systems Management

**Degree Conferred:**

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BS, Mechanical Engineering MS, System Management

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

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Planning Commission, Port Aransas Texas - 9 Years - 6 years Chairman Parks & Rec Department, Port Aransas Texas - 6 Years - 2 Years Chairman City Council - 13 Years - Mayor Pro Tem - 6 Years Port Aransas Independent School District Trustee - 8 Years - 2 Years President

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

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Carson City Rotary - President 2018-19 Carson Tahoe Continuing Care Hospital Board of Directors, Vice President 2018-19 Carson City School Bond Advisory Committee - 3 Years Wellington Crescent Property Owners Association - 4 Years as Treasurer

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

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[CWBorders\\_Resume\\_2018.docx](#)

Upload a Resume

---

**Personal/Professional References**

**Name, Telephone Number:**

---

Barbara D'Anne. 775-721-9525

**Name, Telephone Number:**

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Larry Messina, 775-315-0141

**Name, Telephone Number:**

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Genevieve Frederick, 775-841-7163

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 \*



# CHARLES W. BORDERS, JR

1622 Wellington West  
Carson City, NV 89703  
775-887-0166  
cwbordersjr@gmail.com

## RESUME

### EMPLOYMENT HISTORY

**Dec 2012-Present:** Retired. Currently serving as Vice President, Carson Tahoe Continuing Care Hospital Board of Directors, the Treasurer, Wellington Crescent HOA; President-Elect and Treasurer, Carson City Rotary Club; and Member, Facilities Master Plan Committee, Carson City School District. Appointed to the Carson City Planning Commission in August 2016.

**Jan 2004-Dec 2012:** Owner, Mustang Island Enterprises LLC, Port Aransas, TX.

Provided financial management and supervision of resort condominium projects, subdivisions, and RV parks in the Port Aransas, TX area. Developed startup and annual operating budgets. Supervised the daily maintenance and operations of the complexes. Prepared and conducted monthly, quarterly, and annual meetings of Boards of Directors and Homeowner Associations. Hired and fired employees, contractors and vendors. The portfolio consisted of 17 properties and over 1200 units.

**Jan 1981-Jan 2004:** President and Chief Financial Officer of Wes-Tex Management Company, Inc., Port Aransas, TX.

Provided management and financial management for resort condominiums in the Port Aransas area. Provided operational support and development for all major high-rise and large-scale condominiums in Port Aransas during construction and initial operation phases. Developed startup and annual operating budgets. Supervised the daily maintenance and operations of the complexes. Mediated owner problems and complaints. Developed and implemented 5-year and life cycle replacement programs for major capital items.

**Apr 1980-Dec 1980:** Rockwell International. Marketing Representative for the Global Position System Satellite Component and Shuttle integration of the Phase II GPS Satellite. Seal Beach, CA.

Developed strategic business plans and satellite replacement strategies for the Global Position System.

**Jul 1969-Apr 1980:** Officer in the United States Air Force. Weapon Systems Operator F-4, Da Nang, Viet Nam. Navigation Instructor, Sacramento, CA. Engineer/Program Manager, Los Angeles, CA.

Trained Weapon Systems Operator and concurrently served as Squadron Administration Officer in Viet Nam. Flew 181 Combat Missions in the F-4D/E. Wrote and developed the Fighter Lead-In Syllabus (graduate level) for the Air Force Undergraduate Navigation Training School in Sacramento, CA. Taught graduate level courses in Navigation in the classroom, lab and in the air. Was a member of the Initial Operational Testing and Evaluation Team for the introduction of the T-43 (Boeing 737) aircraft into the Air Force Inventory. Was the Ground Station Program Manager for the Navstar, Global Positioning System (GPS) in the Department of Defense Joint Program Office. Supervised a staff of six including two contract engineers and developed the Request For Proposal (RFP) for the ground station and its software that is currently in operation worldwide. Responsible for developing the Defense Department Budget for this project (\$300 Million in 1980\$) and provided testimony to the Pentagon and Congress to defend the funding for this program. Presented a paper on a new telemetry system at an annual IEEE Symposium on Space. Developed and conducted a site survey for the ground station facilities and construction.

## **EDUCATION**

Bachelors of Science in Mechanical Engineering, Texas Tech University, May 1969

Masters of Science in Systems Management, University of Southern California, Aug 1975

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Top Secret SI/SAO Security Clearance (expired)

Instructor and Flight Test Navigator, Instructor and Flight Test Weapon Systems Operator, F-4, T-37, T-29 and T-43 Aircraft. Air Force Survival School, Air Force Jungle Survival School, Air Force Water Survival School. Air Force Instructor Training School. Squadron Officers School.

Four years of graduate level teaching experience including classroom instruction, lab, and fieldwork. This includes faculty advising and counseling of students as well as all academic and administrative matters such as grading and ranking of the student body normally associated with a university teaching position.

I have written talking papers, reports, technical reports, budgets, budget narratives, proposals, RFP's, RFQ's, Statements of Work, Source Selection guidelines, letters, reprimands, performance reports, ordinances, and citations and certificates.

I have supervised Engineers, CPA's, Officers, NCO's, Property Managers, Maintenance Supervisors, Technicians, Service providers, Contractors, Vendors, Desk Clerks, Housekeepers, and Maintenance men.

I have 31 years of experience dealing with the maintenance and operation of large facilities. I also have 35 years of executive and financial experience.

## **HONORS AND AWARDS**

- o Distinguished Flying Cross
- o Air Medal with nine Oak Leaf Clusters
- o Air Force Unit Citation with four Oak Leaf Clusters
- o Air Force Outstanding Unit Citation with Valor Device
- o Presidential Unit Citation
- o Vietnam Gallantry Cross with Device
- o Vietnam Campaign Medal with four Devices
- o Air Force Organizational Excellence Award
- o Company Grade Officer of the Quarter
- o IEEE Certificate of Merit
  
- o Boy Scouts of America Silver Beaver Award
- o Elected Port Aransas Mayor Pro Tem 6 times
- o Elected School Board President (2 Years)
- o Rotary Club President (4 Times)
- o Rotarian of the Year (2 Times)
- o Paul Harris Fellow
- o Citizen of the Year 2007, Port Aransas, TX

## **OTHER INFORMATION**

My wife, Jeri and I have three grown children (Lawyer, Doctor, and Rancher). I am a community volunteer. I was elected to the Port Aransas City Council for thirteen years, and appointed to the Planning and Zoning Commission for nine years (6 as Chairman), Park & Recreation Board for six years, and the Charter Review Commission three times. I have experience in the bureaucracy of government and governmental agencies. In my profession as well as my terms as an elected official and Trustee, I have worked with the Port of Corpus Christi, Army Corps of Engineers, Texas General Land Office, the Texas Senate and House of Representatives, and U.S. Senators and Congressmen from Texas in Washington D.C. on local issues and local projects ranging from coastal management, tourism, and BRACC to Fishery Management. I have been involved with every major capital program in The City of Port Aransas from 1983-2010 either as a member of the Council, a Commissioner, or as an active citizen.

I was elected to the Port Aransas Independent School District Board of Trustees for 8 years, two as President.

Since moving to Carson City I was selected to the Planning Commission in 2016 and am currently the Vice Chairman. I also serve at the Vice President of the Carson Tahoe Continuing Care Hospital Board of Directors and have been serving as citizen-at-large on the Carson City School District Bond Planning and Oversight Committee. Finally, I continue to serve at the Treasurer of the Wellington Crescent HOA.

I have always been involved with youth. I was a Scoutmaster and Scout Leader for 14 years with 12 Eagle Scouts, a Certified Soccer Coach for 8 years, a Little League Baseball Manager for 5 years, and a Little League Baseball Commissioner for 2 years, and was the original sponsor's representative to the Port Aransas High School Interact Club.

After a two year search, Jeri and I selected Carson City as the place to retire and spend the remainder of our lives. We did not make this decision lightly and we have not regretted it for one instant. We love our new home and want to continue to give back to our community for as long as we can.

## **PERSONAL REFERENCES**

Steve Bilyeu  
20 Madison  
Carson City, NV 89706  
775-721-2505

Barbara D'Anneo  
1721 Andora Dr  
Carson City, NV 89703  
775-721-9525

Larry Messina  
1866 Wellington East  
Carson City, NV 89703  
775-315-0141

Genevieve Frederick  
2255 Waterford Place  
Carson City, NV 89703  
775-841-7163

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**Profile**

Daniel

First Name

N

Middle Initial

Salerno

Last Name

  
Email Address  
Street Address

Suite or Apt

Carson City


City

NV

State

89703

Postal Code

  
Primary Phone  
Alternate Phone**Which Boards would you like to apply for?**

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Planning Commission: Appointed

Question applies to multiple boards

**Why would you like to serve of this Board/Committee/Commission?**

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I curenly serve on the Planning Commission. With my architectural experience and previous service of 15 years as a Planning Commisioner it is my best way of giving my time to this Community where we live and love. I have extensive experience in housing of all types and can bring common scense and professional experience to our affordable housing needs.

Question applies to multiple boards

**Are you currently a registered voter in Carson City?**

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 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:**

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June 2018

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**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:**

---

USC (University of Southern California) National University Please see my attached resume

**Major Subject:**

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Architecture and Planning Please see my attached resume

**Degree Conferred:**

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B. of Architecture MBA (Master of business with a specialty in Real Estate)

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

---

When I started my office of Architect in Del Mar CA, in 1965, I wanted to design homes which would be attractive, functional and affordable. I started as a sole practice, and in 3 years had an office of 65 employees. We specialized in housing of all types including condo's, apartments, town houses, planned unit developments and mid-rise condo's.

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

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Please see my attached resume Additionally, I am a Volunteer Sheriff in Carson City and work approx. 10 hours per week , assisting at crashes, doing house watch's and becoming very familiar with the City.

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

---

Currently a member of APA

[Daniel Salerno Resume.pdf](#)

Upload a Resume

---

**Personal/Professional References**

**Name, Telephone Number:**

---

Hope Sullivan, 775-283-7078

**Name, Telephone Number:**

---

William Tincup, 775-815-5558

**Name, Telephone Number:**

---

Glen Webb, 775-824-7151

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 \*



**Daniel N. Salerno, Architect, Emeritus**  
**140 Cogorno Way**  
**Carson City, NV 89703**

E-mail: [dansalern@aol.com](mailto:dansalern@aol.com)

Phone: 775-830-8064

EDUCATION:

Compton College, Associate of Arts Degree, 1952  
University of Southern California, Bachelor of Architecture, 1957  
National University, Masters in Business Administration, 1977

CURRENT PROFESSIONAL REGISTRATION:

State of Nevada, Architect #2995, Emeritus

PREVIOUS PROFESSIONAL REGISTRATION NOT RENEWED:

Hawaii, Architect; Arizona, Architect; Colorado, Architect; Texas, Architect; Utah, Architect  
California Architect & Building Contractors License

PAST PROFESSIONAL ORGANIZATIONS:

American Institute of Architects, San Diego Chapter  
San Diego Building Contractors  
Associated Builders and Contractors, Past National Vice Pres.

CIVIC:

City of Del Mar, Planning Commission, 1966-1968  
Land Development Advisory Board, City of San Diego, 1971-1975  
Building Construction Appeals Advisory Board, 1982-1983  
City of San Diego Housing Advisory Board, 1982-1983  
Washoe County Planning Commissioner, 1996-2006  
Washoe County Design Review Board, 1998-2006  
Planning Commissioner Carson City, NV presently  
Volunteer Sheriff-Carson City, NV presently

AWARDS:

Dept. of Defense and American Institute of Architects Award, 1967  
Strategic Air Command, U. S. Air Force, 3 Awards 1983  
Pacific Coast Builders/NAHB Gold Nugget Awards, 5 Awards  
Sam Sales and Marketing Award, 1976  
American Architecture State of Art in the Eighties, Cert. Of Distinction

PERSONAL

Wife: Virginia; One Son and two Daughters; Seven Grandchildren; Lives in Nevada since 1991

GENERAL:

Served as City Architect for the City of San Diego, from 1961 to 1964. Served as Division Architect for Sunset International, Real Estate Division. Under his direction were 5 major developments in California, including housing, apartments, recreation centers, shopping centers and retirement communities.

In 1965, he opened his own office in Del Mar, California. In 1967 the office was relocated to the San Diego City area. Retired in April of 1988 as Founding Partner and General Manager of Salerno/Livingston & Partners, a 30+ person firm and also as a Founding Partner of Building Analysts. The Architectural firm has been heavily involved in Housing Development, Commercial and Military Architecture. After retiring from the firms, relocated to Nevada.

U.S. Navy, Korean Conflict, Honorable Discharge.





Question applies to multiple boards

**Term expiration:**

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## **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:**

---

**Major Subject:**

---

**Degree Conferred:**

---

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

---

**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.**

---

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Upload a Resume

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## **Personal/Professional References**

**Name, Telephone Number:**

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**Name, Telephone Number:**

---

**Name, Telephone Number:**

---

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 \*

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**Profile**

Theresa "Teri"

First Name

L

Middle Initial

Green-Preston

Last Name

  
Email Address  
Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

  
Primary Phone  
Alternate Phone**Which Boards would you like to apply for?**

Planning Commission: Submitted

Question applies to multiple boards

**Why would you like to serve of this Board/Committee/Commission?**

My family came to Carson City in the late 1950's. My father and his brothers were general contractors who built residential, multifamily and commercial space throughout Carson City and Northern Nevada from the 60's thru the mid 1980's. I began working in the family business as a teenager and continued until I moved out of state in the 80's and started my own general construction, real estate and property management firm in Washington State. I returned to Carson City in 2005 due to my strong ties to Northern Nevada. I now have the time and experience to give back to my community.

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:**

---

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:**

---

n/a

**Major Subject:**

---

n/a

**Degree Conferred:**

---

n/a

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

---

I have over 40 years of extensive experience as a principal manager and owner of private companies as a developer, general contractor and real estate broker/sales and property manager in Nevada, Washington and California. Ten of those years was in the public sector here in Nevada.

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

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• Professional Saleswomen Network- Member 2018 • Carson City Chamber of Commerce – Member 2017- present • Business Network International I Carson City Chapter-Member 2017-present • Northern Nevada Multiple Listing Service – NNMLS- Member 2017-present • National Association of Realtors - Member- 2017- present (1987 initial membership) • Carson Open Space Advisory Committee Appointed Member - 2009-2013 • Stewart Indian School Advisory Board- Appointed Member 2006-2010 • Governors' SAGE Blue Ribbon Committee- Appointed Staff- 2010 • Olympia & Thurston County Realtors & National Assoc. of Realtors- Member HUD and Equal Opportunity Chair- Membership Chair- Appointed Realtor Representative Thurston County Sewer and Groundwater Taskforce 1987-2005 • Olympic Multiple Listing Service (MLS) – Member 1987-2005 • Olympia Rental Association; Thurston Rental Owners Association –Member 1990-2005 • Olympia 5 Star Contractors Association – Member Chair Marketing & Membership Committee 1991-2005 • Olympia-Thurston County Professional Business Women –Member 1988-1991 - President 1988 • National Association of Real Property Managers (NARPM) Thurston County Chapter Sec/Treasurer 1989-2005 • Olympia Yacht Club- 1990- 2006 Member Secretary 1994-1999; Chair- Olympia Lighted Ship Parade1991- 2003 ; Chair Junior Youth Sailing 1994-2003

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

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• Nevada Real Estate Salesperson License 10/2015-Current • Nevada Property Manager Permit 10/2015-Current • Nevada Provisional Community Manager 3/2017- Current • Washington Real Estate Broker 10/1987-10/2005 • Washington General Contractor 10/1990-10/2005 • Washington Collection Agent 10/1987-10/2005

[Theresa\\_Teri\\_Green\\_Preston\\_resume.docx](#)

Upload a Resume

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**Personal/Professional References****Name, Telephone Number:**

---

Terry Yeager (775) 882-3211



**Name, Telephone Number:**

---

Rhonda Freih (775) 224-3819

**Name, Telephone Number:**

---

Maurice White (775) 297-6484

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 \*

## TERESA (TERI) PRESTON

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### SUMMARY

Diligent and dedicated professional, successful in Real Estate Business Management career. Managed and oversaw Leasing and Contracts Services program for the State of Nevada Public Works Buildings and Grounds Division. Created, owned, and operated independent, full-service Real Estate, Property Management, and General Construction companies. Diplomatically works well with a diversity of people. Effective leadership to use manpower, time, budget, and resources to achieve goals. Energetic, focused, safety-conscious, accurate, thorough person.

### PROFESSIONAL CAREER

**Four decades** of experience in public and private sector real estate asset services, property management, client relations, new construction, capital improvement projects, building and common area maintenance, tenant improvements, infrastructure restoration expansion, remodeling, trails and parks enhancement, real estate acquisition, leasing and sales. Works with property owners and tenants to resolve issues and find solutions. Coordinates space use consolidations and separations. Renegotiate existing contracts for savings. Skilled in the preparation, implementation and review of operating budgets and general business administrative duties. Implements and develops policy and procedures. Ability to effectively analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. Proven aptitude for clear, concise written, oral, and computer communications.

Negotiates real estate transactions: acquisitions, sales, leases, easements, tenant improvements and authorizations for land use. Contracts for, analyzes, and evaluates real property appraisals. Provides expert property management services including general oversight and maintenance of properties, marketing, lease preparation, and negotiation, tenant screening, preparation of reports and correspondence, and researching and responding to questions from owners, tenants and others. Maintains historical data for all properties and related duties. Responds to and resolves difficult, sensitive public inquiries and complaints.

Manages offices, retail, warehouse, homeowner, community, and condominium associations including direct supervision of professional, technical and clerical staff providing responsible and complex support to numerous government agencies, elected and appointed officials, non-profit boards of trustees, partnerships, and individual investors. Experienced in the conduct of meetings by parliamentary procedures. Makes presentations before governing bodies, neighborhood or community groups, and government officials to provide information, respond to questions, and collect information on needs, concerns, and interest in proposed projects. Knowledgeable in processes pertaining to inspections, insurance, and possible legal issues that may arise in negotiations and management of real property. Investigates complaints, writes reports and correspondence, notifies noncompliant property owners or tenants of violations, and follows up with appropriate actions as determined by the boards and governing documents.

Analyzes, reviews, project need, space plans, costs of capital/tenant improvements and projects life term of onsite improvements and determines costs of replacement and required funding reserves. Oversees the management, construction, remodeling, and maintenance of space, buildings and grounds; including but not limited to building structural components, streets, sidewalks, street lamps, trail systems, parks, wet and dry storm retention ponds, irrigation, waterfront access. Drafts scope of work, contracts, schedules, plans, directs, and coordinates the work of vendors and subcontractors with the ability to establish and maintain cooperative working relationships. Reviews and interprets designs, plan specifications, estimates, and reports related to projects. Inspects residential, industrial, and commercial buildings during various stages of construction and remodeling to ensure compliance with plans, codes, and applicable regulations using knowledge of methods, practices and equipment used in electrical, plumbing, carpentry, and HVAC maintenance and repair services and activities.

Correctly interpreted and applied federal, state, and local policies, procedures, laws, and regulations, Articles of Incorporation, By-Laws, and CC&Rs (Covenants, Conditions, Rules & Regulations). Knowledgeable in Universal Building Code for: ADA, Electrical, Plumbing, and Mechanical. Applied federal, state, local zoning and environmental regulations in planning and executing projects. Coordinated permit process functions with local governments.

## **THERESA (TERI) PRESTON**

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**Coldwell Banker Select Commercial Division, Northern Nevada – 2017 to Present**  
**Prime Locations Nevada, LLC**  
**Senior Commercial Property Manager, Leasing, and Sales**

**Basin Street Properties, Reno Nevada - 2016**  
**Senior Commercial Property Manager**

**Ribeiro Companies, Reno, Nevada – 2015 to 2016**  
**Senior Commercial Property Manager**

**Department of Administration, Public Work Division, Buildings and Grounds, State of Nevada – 2006 to 2015**  
**Manager- Leasing and Contract Services**

**Pacific West Companies, Reno, Nevada - 2005**  
**Developer's Homeowner Association and Customer Care Latent Defect Liaison**

**ResCom Properties, Inc., Olympia, Washington - 1987 to 2005**  
**Owner, Realtor, Broker, General Contractor, Property Manager**

**Triune Corporation, Olympia, WA – 1985 to 1987**  
**Senior Property Manager**

**Robert McNeil Corporation, San Mateo, CA – 1981 to 1985**  
**Regional District Property Manager**

**R & B Development Washington, and California – 1980 to 1981**  
**Senior Property Manager**

**Bill M. Green Construction -Nevada, Washington, and California – 1975 to 1980**  
**Vice President of Operations**

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### Profile

Alexander

First Name

E

Middle Initial

Dawers

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

Suite or Apt

Carson City

City

NV

State

89706

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

### Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

### Why would you like to serve of this Board/Committee/Commission?

As owner of Superior Door & Window in Carson City, it is part of my company's mission statement to "work together to build a proud, sustainable, and safe community." I believe this position will allow me to contribute to the responsible and sustainable growth of our community.

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:**

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## 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:**

---

Western Nevada College

**Major Subject:**

---

Political Science

**Degree Conferred:**

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Associates Degree

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

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With over 10 years of experience in the Northern Nevada building industry, I have extensive knowledge of what is necessary for sustainable growth in our region. I have been a registered lobbyist with the Nevada Legislature, and while I did not register as a lobbyist to officially lobby any representatives, I used that experience to gain knowledge on how local and state level government operates.

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

---

Carson City School District - volunteer; Nevada Builders Alliance - contributing member; Carson City High School Debate Team - donor

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

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Nevada Builders Alliance - contributing member; NFIB - contributing member

[reference\\_letterresume.pdf](#)

Upload a Resume

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**Personal/Professional References**

**Name, Telephone Number:**

---

Michael W Lawson, 775.741.0932 (personal and professional)

**Name, Telephone Number:**

---

Steve Jenkins, 775.343.8919 (professional)

**Name, Telephone Number:**

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Daniel Castle, 775.430.3167 (personal)

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.**

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I Agree \*

Dear selection committee member,

My name is Michael Lawson and I have been employed as a professional planner for 34 years in the public sector and 8 more in the private sector. I am currently employed as a senior planner for Atkins North America in Reno, I am a member of APA, and I am privileged to serve on the Washoe County Planning commission.

I am writing on behalf of Alex Dawers in support of his candidacy for appointment to the Carson City Planning Commission. I have known Alex for several years and have witnessed his intelligence, character, and compassion in action. He is that rare individual with whom you can disagree and still engage in civil discourse. He is open minded, thoughtful, and an excellent listener. He considers any proposition or point of view in the context in which it is presented, then is thoughtful enough to consider multiple perspectives before taking a position.

He is a Navy combat veteran who served his country honorably. He is a loving husband and father and an upstanding member of the Carson City business community. He is a well intended individual interested in giving back to his community and will serve your community well as a planning commissioner. I am grateful to have him as a friend and I hope you agree that Carson City would be blessed to have him serve on the planning commission. I can be reached at 775-741-0932 to discuss this matter further if you like. Thank you for considering my recommendation. Kindest regards,



Michael W Lawson  
3065 Brenda Way  
Washoe Valley Nv 89704

**ATKINS**

**Michael W. Lawson**  
Senior Planner II

Atkins North America, Inc.  
10509 Professional Circle, Suite 102  
Reno, Nevada 89521

Telephone: +1.775.828.1622  
Direct: +1.775.789.1856 | Cell: +1.775.741.0932 | Fax: +1.775.851.1487

[Michael.Lawson@atkinsglobal.com](mailto:Michael.Lawson@atkinsglobal.com)  
[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)



**WASHOE COUNTY**  
COMMUNITY SERVICES DEPARTMENT

**MICHAEL W. LAWSON**  
PLANNING COMMISSION

[MLAWSON@WASHOECOUNTY.NV](mailto:MLAWSON@WASHOECOUNTY.NV)

1001 F 9TH STREET  
RENO, NEVADA 89520-0027  
[WWW.WASHOECOUNTY.NV/CSU](http://WWW.WASHOECOUNTY.NV/CSU)

PHONE: 775.741.0932

INTEGRITY COMMUNICATION SERVICE



# Alex Dawers

Owner & President at Superior Door & Window

alex@superiordoорandwindow.com

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## Summary

A forward looking individual, with extensive experience in construction material supply. As GM of Superior Door & Window, I utilized forecasting and land use planning to successfully expand from our tradition of custom home supply, and enter the multi-family and commercial fields as well. As owner I plan to continue our mission to help our community grow using healthy, safe, and sustainable practices. Highly experienced in purchasing, quoting, sales, production, and meeting deadlines.

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## Experience

### Owner/President

January 2018 - Present

Run all daily operations and head up forecasting for future opportunities in the Northern Nevada and Northern California regions.

### General Manager

January 2016 - January 2018 (2 years 1 month)

- Manage all employees - company wide
- Responsible for all company growth & meeting monthly company quota
- Hiring & Firing - company wide
- See all work-orders through delivery stage, manage all employee sales through delivery
- Purchasing material for production and sales
- Meet budgets for purchasing
- In charge of multiple regular accounts
- Completing building projects, from blueprint take-off to completion
- Manage all quoting & sales for walk-in customers
- Manage receivables
- Manage returns of defective material
- Maintain multiple vendor relationships
- Maintain online advertising
- Showroom building and organization
- Warehouse building & logistics

### Production Manager /Outside Salesman

November 2012 - January 2016 (3 years 3 months)

- Manage all production/delivery employees

- See all work-orders through delivery stage
- Purchasing material for production and sales
- Meet budgets for purchasing
- In charge of multiple regular accounts
- Completing building projects, from blueprint take-off to completion
- Quoting & sales for walk-in customers
- Manage receivables
- Manage returns of defective material
- Maintain multiple vendor relationships
- Maintain online advertising
- Showroom building and organization
- Warehouse building & logistics

#### First Officer

April 2010 - October 2012 (2 years 7 months)

Managing day to day operations on-board the vessel, maintaining ship's engines, maintaining ships sewer/water/electrical systems, conduct rescue operations in case of emergency, and manage deckhands throughout cruises

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**1CARSON 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 January 1 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 31<sup>st</sup> 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.