



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: September 6, 2018

Staff Contact: Nancy Paulson, Interim City Manager

Agenda Title: For Possible Action: To appoint one member to the Carson City Planning Commission, for an unexpired term created by a vacancy and which will expire in January, 2021

Staff Summary: CCMC Section 18.02.010 and NRS 278.030 and 278.040 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There is one open position due to the resignation of Commissioner Candace Stowell. New applications were submitted by Jill Davis, Alexander Dawers and Joseph Spencer.

Agenda Action: Formal Action/Motion

Time Requested: 1 hour

Proposed Motion

I move to approve the Mayor appoint _____ to the Carson City Planning Commission for an unexpired term that will expire January 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 and 278.040

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

- [PC Duties and Responsibilities FINAL 12.7.17.pdf](#)
- [CCMC 18.02.010 Planning commission..pdf](#)



Carson City, NV

PLANNING COMMISSION

BOARD ROSTER



CHARLES BORDERS

2nd Term May 17, 2018 - Jan 01, 2022

Appointing Authority Board of Supervisors



PAUL ESSWEIN

1st Term Aug 06, 2015 - Jan 01, 2019

Appointing Authority Board of Supervisors



THERESA "TERI" L GREEN-PRESTON **Appointing Authority** Board of Supervisors

1st Term May 17, 2018 - Jan 01, 2022



ELYSE MONROY

1st Term Aug 06, 2015 - Jan 01, 2019

Appointing Authority Board of Supervisors

Office/Role Vice Chair



MARK SATTLER

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

Appointing Authority Board of Supervisors

Office/Role Chair



HOPE A TINGLE

1st Term Aug 03, 2017 - Jan 01, 2021

Appointing Authority Board of Supervisors



VACANCY

Profile

Jill

First Name

C

Middle Initial

Davis

Last Name

nyuusc@hotmail.com

Email Address

609 Bath Street

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

Mobile: (702) 413-2368

Primary Phone

Home: (702) 413-2368

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?

I want to contribute to the economic well-being of Carson City. I have lived here for 4 1/2 years and enjoy the renovations and changes made to downtown. I think the changes benefit the citizens of Carson City and the renewed charm brings in new residents and tourists to the community. I want to assist Carson City in planning its growth to match the newly invigorated city center.

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:

Question applies to Planning Commission

How long have you lived in Carson City?

I have lived in Carson City since December of 2013.

Question applies to Planning Commission,Capital Improvements Advisory Committee

Describe any experience you have in dealing with Planning or Development?

None.

Question applies to Planning Commission,Capital Improvements Advisory Committee

In your opinion, describe Carson City's best and worst land development decisions.

The best decision was clearly revitalizing downtown. I am not sure what would be the worst land development decision specifically; however, I am concerned that Carson City is growing without considering the future needs of the population. For example, are there adequate educational facilities to meet the demands of the approved developments, are there enough fire departments to cover the area etc...

Question applies to Planning Commission

Describe your vision for Carson City in ten years.

Planned growth, wherein there is housing for all income levels, adequate educational opportunities and social services available to the citizens of Carson City. I lived in Las Vegas for over a decade and witnessed both the good and the bad of growth. The City of Henderson has managed its growth and has created a pleasant city to live in. There are adequate green spaces, wonderful community centers, walking paths and decent schools. Carson City would do well to learn from the City of Henderson as well as the mistakes of the City of North Las Vegas. The ideal would be to keep the core of Carson City a hip and happening place, that has the charm of the old west in combination with the power and prestige that comes with being the state capital, all within a short distance natural beauty.

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:

University of Southern California Gould School of Law New York University

Major Subject:

Graduate - Law Undergraduate - Liberal Arts

Degree Conferred:

JD BA

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

I am a lawyer who understands how to read the laws and codes, and I watched Las Vegas turn into a mini Los Angeles, which is not a good thing. This combination of legal skills and being a witness to poor urban growth provides me with a background to assist Carson City in addressing its future growth.

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

Animal Law Society - Founding member Public Lawyers Section - Member-at-Large Inns of Court - educate other lawyers regarding changes to the law

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

I am a lawyer and know how to interpret statutes and the law.

[2018-07-01_resume_.pdf](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Edward Magaw [REDACTED]

Name, Telephone Number:

Paul Yohey [REDACTED]

Name, Telephone Number:

Marc Fox [REDACTED]

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 *

Jill C. Davis, Esq.

5008 Wright View Drive, Las Vegas, NV 89120 and 609 Bath Street, Carson City, NV 89703
(702) 413-2368 nyuusc@hotmail.com

Legal Experience

Associate General Counsel, State of Nevada Commission on Judicial Discipline

Attorney for the Commission- October 2015- current

- Perform initial investigations of allegations of judicial misconduct, including: conducting research, issuing subpoenas and analyzing documents and court filings.
- Present findings from investigations of alleged judicial misconduct and make recommendations for discipline based on such findings to the Commission.
- Advise the Commission regarding all filed complaints, and litigation against the Commission.
- Trial counsel to the Commission during judicial discipline proceedings.
- Draft all orders and decisions issued by the Commission.
- Provide informal ethics guidance to judges on matters of judicial conduct.
- Strategize and prepare briefs with outside counsel regarding writs against the Commission.
- Revise policies and procedures for public discipline cases.

Associate Counsel, State of Nevada Commission on Ethics

Prosecuting Attorney for the Commission – August 2013 – October 2015. Duties ranged from:

- Organizing and leading investigations of complaints regarding the conduct of Nevada's public officers and public employees within statutory deadlines, including collecting evidence, analyzing it in relation to statutes and case law for "just and sufficient cause" to recommend a full hearing, and presenting the evidence and analysis to the Executive Director in writing.
- Representing the public trust in presenting argument and evidence before the Commission in open public administrative hearings.
- Negotiating, memorializing & proposing settlements and stipulations.
- Facilitating public access and education through distilling statutes and cases into digests or easily understood terms and incorporating them in community education presentations throughout the state and through print and online materials.
- Researching support for and developing written and oral arguments in civil litigation in which the Commission is a party in district court and on the appellate level.
- Drafting opinions, editing and proofreading legal arguments.
- Assisting in the coordination of legislative regulations and bill drafts.

Legal Aid of Center of Southern Nevada

Attorney for Consumer Rights Project – April 2011 – August 2013. Duties ranged from:

- Protecting consumer rights by filing civil actions against payday lenders, car dealerships, debt collection agencies, predatory lenders, unscrupulous landlords, bail bonds companies, and a variety of other defendants that have violated various consumer protection laws. Furthermore, litigated cases regarding homeowner's rights in judicial and homeowners association foreclosures. Supervised the Self-Help Center at the Regional Justice Center.
- Providing counsel, advice and legal representation to Nevadans for Equal Access, a non-profit organization, that strives to ensure that the Americans with Disabilities Act is complied with in Nevada through negotiation and litigation.
- Participating in community outreach and advocacy by working with various service agencies regarding consumer fraud issues.
- Working on legislation to protect consumers in the State of Nevada.

State of Nevada Office of Attorney General, Las Vegas, Nevada

Deputy Attorney General; Senior Deputy Attorney General - February 2006 – March 2011

Rookie of the Year for 2006, L.E.A.D.E.R. of the Year 2009. Duties ranged from:

- Supervising four attorneys, one legal researcher, and numerous law clerks.
- Providing daily legal advice, counsel, opinions, and litigation support to the Director of the Nevada Department of Corrections, and the 8th Judicial District Court. This entailed advising both entities on interpretation and compliance with state and federal laws.
- Handling the section's most complex civil cases including battery, false imprisonment, wrongful death, medical malpractice, and civil rights actions encompassing employment, Title VII, A.D.A., First Amendment, Fourth Amendment, Eighth Amendment, Fourteenth Amendment, and R.L.U.I.P.A. claims from initial complaint through discovery, trial and appellate process.
- Providing training to Nevada Department of Corrections employees regarding legal issues.
- Successfully defending the State of Nevada in four federal trials: two employment jury trials, one failure to protect jury trial, and one R.L.U.I.P.A. bench trial.
- Negotiating numerous settlements on behalf of the State in a variety of matters.
- Investigating and responding to citizen complaints regarding an array of matters.
- Litigating and arguing matters in the 8th Judicial District Court of the State of Nevada, Nevada Supreme Court En Banc, United States District Court District of Nevada, United States District Court Central District of California, United States Bankruptcy Court District of Nevada, 9th Circuit Court of Appeals, and the Supreme Court of the United States.

Nevada District Court, Eighth Judicial District, Las Vegas, Nevada

Judicial Law Clerk to the Honorable Mark R. Denton 2003-2004 – civil

- Researched and drafted bench memoranda on a variety of complex civil matters.

Nevada District Court, Eighth Judicial District, Las Vegas, Nevada

Judicial Law Clerk to the Honorable Valorie J. Vega 2001-2002 – civil and criminal

- Drafted bench memoranda on both civil and criminal matters. Assisted the Judge in all aspects of case preparation through trial. Cases ranged from general civil litigation to a first degree murder trial.

Education

University of Southern California Gould School of Law, Los Angeles, California

Juris Doctor May 2001

- Articles Editor of SOUTHERN CALIFORNIA REVIEW OF LAW AND WOMEN'S STUDIES
- Federal Externship with U.S. Magistrate Robert J. Johnston.
- Law clerk at Marquis & Aurbach

New York University, New York, New York

Bachelor of Arts, Liberal Arts, May 1993

Memberships: State Bars of Nevada and California, Inns of Court, TIP Mentor for Nevada State Bar, and Secretary of the former Animal Law Section and Member at Large for the Public Lawyers Section of the Nevada State Bar.

Profile

Alex

First Name

E

Middle Initial

Dawers

Last Name

alex@superiordoорandwindow.com

Email Address

7 Bullion Dr

Street Address

7 Bullion Dr

Suite or Apt

CARSON CITY

City

NV

State

89706

Postal Code

Mobile: (775) 790-4247

Primary Phone

Business: (775) 884-1400

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:

Question applies to Planning Commission

How long have you lived in Carson City?

16 years

Question applies to Planning Commission,Capital Improvements Advisory Committee

Describe any experience you have in dealing with Planning or Development?

I have worked in the building industry for 15 years. I utilize planning and forecasting consistently in my business. I have also worked hand in hand with developers for my entire career, giving me a unique perspective on sustainable vs. unsustainable building and development.

Question applies to Planning Commission,Capital Improvements Advisory Committee

In your opinion, describe Carson City's best and worst land development decisions.

Many of these answers, such as this one, will remain the same as on my previous application from May of this year, not out of lack of effort, but because I truly believe in them: In my opinion the worst land development decision in the history of Carson City has been the decision to terminate the 580 freeway at the HWY 50 intersection, as opposed to terminating slightly further south, or at least in a north/south orientation. There are roughly 40k vehicles that travel north and south along that corridor every day, whereas approximately 8k vehicles travel up and down Spooner. This alone would seem to dictate the necessity of a north/south orientation. While going too far south may have essentially funneled traffic out of town, the decision to terminate the freeway at the current location (and in an east/west orientation) was, in my opinion, flawed. Considering the freeway was recently completed, and travelers are already having to wait through two traffic signal cycles on a fairly common basis in order to exit the freeway and head south, there doesn't seem to be much room to support the growth of the region in terms of traffic flow. As far as best land development decisions go, I strongly agree with most of the downtown rejuvenation project. I think providing a pedestrian friendly environment will lead to a stronger retail and food presence, which will in turn help boost the local economy. The area is also more desirable to local small businesses. In all honesty, however, even without the potential economic benefits, I believe that the benefit to the quality of life for Carson City residents was well worth the cost. Another great development decision was moving the hospital to its current location in North Carson. The old hospital was in a residential area, and moving it to a more removed, but still easily accessible location, was the perfect decision for the community. Not only was traffic flow unsustainable in the old location, but it was quite honestly dangerous. Along with traffic flow came noise and general disturbance for the surrounding community. Also unsustainable was the size of the old building. While we could have added on to that building and perhaps built in more parking, none of those decisions would have benefitted the surrounding neighborhoods. All of the problems were solved by building the new hospital in the new location, and for that reason, I believe that was a highly beneficial decision.

Question applies to Planning Commission

Describe your vision for Carson City in ten years.

In ten years, I would like to see that Carson City has continued to develop public lands within the city limits. I hope to see neighborhoods developed with a healthy mix of multi-family housing, single family dwellings, and light-commercial zoning. I would like to see the downtown area developed to house more businesses and multi-family buildings(such as the current project between Curry and Nevada Streets), while maintaining the historic nature of the area. Walking paths, bike paths, parks, and public transportation for residents should be, in my opinion, of the utmost importance. It is my belief that every household in Carson City should be within reasonable walking distance from schools, parks, public services, restaurants, and recreational areas. I believe that commuting across town for work, should be an easy process. Through proper land development, we can help to ensure that process remain easy. Additionally, more development of industrial areas, potentially in the northwest portion of the valley, could be greatly beneficial to the local economy. Being a father of 3, safety is incredibly important to me as well. Through efficient land development, not only can we help to maintain safe traffic conditions for everyone, but we can also maintain an upscale community, which will help keep crime, and especially violent crime, out of our neighborhoods. Beyond my personal agenda, however, I believe that public opinion should carry great weight in the planning commission's decision making process. I believe the people of Carson City have excellent ideas and plans of their own, and as a member of the planning commission I plan to take the people's opinion into account for every decision I make, as well as every vote I cast.

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:

Associates Degree

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

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.

Nevada Builders Alliance - contributing member; NFIB - contributing member

[resume_letter.pdf](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Michael W Lawson, [REDACTED] (personal and professional)

Name, Telephone Number:

Steve Jenkins, [REDACTED] (professional)

Name, Telephone Number:

Daniel Castle, [REDACTED] (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.

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

Michael W. Lawson
Senior Planner II

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ATKINS



WASHOE COUNTY
COMMUNITY SERVICES DEPARTMENT

MICHAEL W. LAWSON
PLANNING COMMISSION

MLAWSON@WASHOECOUNTY.US

1001 F 9TH STREET
RENO, NEVADA 89520-0097
WWW.WASHOECOUNTY.US/CSU

PHONE: 775.741.0932

INTEGRITY COMMUNICATION SERVICE

Alex Dawers

Owner at Superior Door & Window

alex@superiordoорandwindow.com

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 have continued our mission to help our community grow using healthy, safe, and sustainable practices. Highly experienced in purchasing, quoting, sales, production, and meeting deadlines.

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

Profile

Joseph

First Name

Middle Initial

Spencer

Last Name

joespencer19@gmail.com

Email Address

1725 Chaise Drive

Street Address

1725 Chaise Drive

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

Home: (775) 781-1566

Primary Phone

Home:

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?

I've been involved in planning at a statewide level as part of my time with NDOT Planning. I've seen the benefits of connecting community partners and want to bring my expertise to my local 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:

Question applies to Planning Commission

How long have you lived in Carson City?

10 Years, Native Nevadan, Grew up in Douglas County

Question applies to Planning Commission,Capital Improvements Advisory Committee

Describe any experience you have in dealing with Planning or Development?

Working with the Nevada Department of Transportation (NDOT) for over 13 years has provided me with a great deal of experience and insight to transportation, planning and project execution. I now know that new roads or improvements to roads take a great deal of planning, research and collaboration between many internal and external partners and agencies. Specifically, the last five years as I've managed the NDOT Statewide Transportation Improvement Program (STIP) I've gained the critical experience needed to be a successful board member. I've worked closely with my Metropolitan Planning Organization (MPO) partners to contribute, develop, review, and ultimately approve their Transportation Improvement Programs (TIP), Regional Transportation Programs (RTP), Congestion Mitigation and Air Quality Projects (CMAQ), and Surface Transportation Block Grant (STBG) sub-allocations all ensuring project eligibility and fiscal constraint of their programs and the overall STIP. I've provided guidance and estimated apportionments of fund sources and interpretations of CFRs and represented NDOT on the various groups and committees to develop these resources. As the State's STIP Manager I lead a widely represented team to develop NDOT's new eSTIP platform that is recognized as one of the leading eSTIP platforms in the nations, regularly providing live demonstrations to other States, MPOs and FHWA representatives across the nation. I've also worked with my internal and external partners to have meaningful conversations for project prioritization and the funding of those projects in a thoughtful nature. I believe all this experience as well as my time leading non-profits in the community, a District 39 Toastmaster Administrator and my well-established relationships in the community makes me the best qualified candidate for the Planning Commission.

Question applies to Planning Commission,Capital Improvements Advisory Committee

In your opinion, describe Carson City's best and worst land development decisions.

Narrowing decisions down to a singularity does not benefit us as a community. We need to look at the overall benefits of the region and the decisions that go with it. When you look across it is more than just approving one type of land use or another, we need to ensure that the community services are capable in supporting these decisions. In addition, we need to be mindful of how all the services interconnect with one another. Example is if we approve a new residential development will our areas transportation needs be able to support that, or will our decision have a negative impact to our transportation. This could be, and should be, applied to all our regional services.

Question applies to Planning Commission

Describe your vision for Carson City in ten years.

We need to continue to be forward thinking and encourage the recruitment of new businesses and diversify the services available to our community members, but at the same time we need to be mindful of the business that are here and not forget the commitments they make and continue to make for the community. We have the TESLA boom going on which is creating an unprecedented housing demand on our community, but at the same time we need to remember the single families that are living here and struggling to find affordable housing. These single families are the back bone to the services provided in our community that we all rely on, if we continue to price them out of affordable housing, we could see a massive crash if that boom vanishes beneath us. We've experienced something like that before in the past. We need to have a well balanced approach to the planning of our community.

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.

[JSpencer_Resume_8-17-2018.pdf](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Rudy Malfabon Director Nevada Department of Transportation [REDACTED]

Name, Telephone Number:

Robert Nellis Assistant Director, Administration Nevada Department of Transportation [REDACTED]
[REDACTED]

Name, Telephone Number:

Daniel Doenges Planning Manager, RTC Washoe [REDACTED]

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 *

Professional Profile

As the NDOT STIP Manager, a Non-Profit Executive, a Toastmasters International District Executive, and an experienced administrator, I possess the skills to be an advocate for my staff members, and to successfully balance the demands keeping Nevada in the forefront of a rapidly changing transportation industry.

Skills

- Public Speaking
- Professional Presentations
- Leadership
- Managerial
- Mediation and Conflict Resolution
- Microsoft Office Products
- Budgeting
- Statistical Analysis

Professional Skills & Accomplishments

Technical

- Accurate funding assignment to statewide projects in the NDOT STIP.
- Accurate budget forecasting, detailed analyzing of project financial plans and agency budgets.
- Advanced Microsoft Word, Excel and eSTIP programs.
- Intermediate Microsoft Access and SharePoint.
- Intermediate ESRI Arc Desktop programs.
- Detailed report writing and executive presentations to various statewide boards with in depth question and answer knowledge.

Leadership

- Led the NDOT in the development of the transparent, efficient, and dynamic eSTIP. Organized and facilitated team meetings with Federal, MPO and Executive staff.
- Singular point of contact for the NDOT's statewide MPOs in guidance of CFRs, project and funding eligibility, and fund transfer requests.
- Trained, guided, and led 8 Division Governors, 38 Area Governors, 171 Club Presidents and 513 Club Vice Presidents across Northeastern California and Northwestern Nevada to various levels of recognized Distinguished Status.

Organizational

- Reviewed the departments major projects financial plans for accuracy and provided edits and feedback to improve accuracy before federal approval.
- Developed five fiscally constrained four-year STIPs for NDOT.
- Managed the current eSTIP and STIP program for NDOT.

Education

Associate of Science Mathematics	Western Nevada College Carson City, NV	5/2010
Associate of Arts	Western Nevada College Carson City, NV	5/2007

Work History

Joseph T. Spencer

Carson City, Nevada

July 2013 - Present

Nevada Department of Transportation

Transportation Planner/Analyst 1-3

- Compiled, developed, amended, and prepared a prioritized and fiscally constrained project listing of all federally-funded transportation projects throughout the State of Nevada in cooperation with Nevada's Metropolitan Planning Organizations (MPOs), Regional Transportation Commissions (RTCs), the Federal Highway Administration (FHWA), local government agencies, and NDOT Financial Management Section for approval by NDOT Director and approval by FHWA and FTA.
- Developed and managed eSTIP system with secure login for all users, with various levels of access for MPO, State and Federal users. Electronic signature approval of all changes. Fiscal Constraint
- Liaised between the consultant, local public agencies, MPOs, NDOT staff and federal partners to troubleshoot funding and prioritization of transportation projects across the state of Nevada.

Carson City, Nevada

July 2014 - May 2018

Friends of the Carson City Library

Vice President, Non-Profit

- Chaired fundraising events to raise capital funds to support the Carson City Library.
- Managed Membership and Public Relations Committees to develop a new multi-tiered membership program, expanding benefits for members and increasing membership contributions.
- Managed Browsers Corner Bookstore Manager, providing direction and evaluations when needed.

Carson City, Nevada

Jan 2006 - July 2013

Nevada Department of Transportation

Photogrammetrist/Cartographer 1-2

- Executed and planned aerial photography missions and managed post-processing georeferencing of photo mosaics utilizing Erdas LPS while conforming to established policies and meeting requested deadlines.
- Created, plotted and mounted displays for court hearings, legislative and public meetings using Micro Station J/V8i.
- Maintained and populated ArcGIS Flight databases using ESRI Arc Desktop.

Nevada and California

June 2011 - July 2012

Toastmasters International

District 39 Club Growth Director, Non-Profit

- Lead 1,243 club, area, division and district officers.
- Recruited, trained and managed a strong Club Building Team and a Member Retention Team.
- Established a weekly reporting system showing the past, current and future analysis of membership growth, retention and future recruitment needs for the whole District (continued during chairmanship as District Statistician).
- Managed all new club development and club and member retention for the 175 District clubs.

References available upon request.

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 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 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.

Candace H. Stowell, AICP
833 S. Roop St. # 301
Carson City, NV 89701
(775) 882-0414
Cell Phone: 775-671-0764
chstowell@icloud.com

RECEIVED

AUG 02 2018

CARSON CITY
EXECUTIVE OFFICES

August 1, 2018

Lee Plemel, AICP, Director
Carson City Community Development Department
108 E. Proctor Street
Carson City, NV 89701

RE: Resignation from Carson City Planning Commission

Dear Lee:

I will need to resign my position on the Carson City Planning Commission, effective today. I apologize for not being able to complete my term on the Commission, but I am relocating to the City of South Lake Tahoe to start a new planning job.

It has been a great honor to serve on the Carson City Planning Commission for the past year. I have so enjoyed working with you, Hope, and all the members of the Planning Commission.

I will return the Planning Commissioner Binder and other materials to you later this week. Please let me know if you need any additional information.

Best Regards,



Candace H. Stowell, AICP

Summary: An ordinance making various changes to the organization of the Carson City Planning Commission.

BILL NO. 104

ORDINANCE No. 2017 - __

AN ORDINANCE RELATING TO ZONING; AMENDING TITLE 18 (ZONING) OF THE CARSON CITY MUNICIPAL CODE, CHAPTER 18.02 (ADMINISTRATIVE PROVISIONS), SECTION 18.02.010 (PLANNING COMMISSION) TO AMEND THE PROCESS OF APPOINTING MEMBERS TO THE CARSON CITY PLANNING COMMISSION; MAKING VARIOUS TECHNICAL AND STRUCTURAL CHANGES TO THE EXISTING PROVISIONS OF SECTION 18.02.010; AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

The Board of Supervisors of Carson City do ordain:

SECTION I:

That Title 18 (Zoning), Chapter 18.02 (Administrative Provisions) is hereby amended (**bold, underlined** text is added, ~~stricken~~ text is deleted) by adding thereto a new section 18.02.010 as follows:

18.02.010 – Planning Commission: Creation; duties; appointment, terms and removal of members; compensation.

1. There is hereby created in Carson City the Carson City Planning Commission pursuant to NRS 278.030.

2. In accordance with NRS 278.010 to 278.630, inclusive, and the provisions of CCMC, the Commission shall perform all duties that are required and may exercise all powers which have been granted.

3. The Commission must be composed of seven members, appointed by the Mayor from Carson City at large with the approval of the Board as required by NRS 278.030 and in accordance with the Policies and Procedures of the Carson City, Nevada Boards, Committees, and Commissions adopted by the Board, as may be amended.

4. The term of each member is four years, or until his or her successor takes office. A vacancy on the Commission that occurs other than through the expiration of a member’s term must be filled for the unexpired term in the same manner provided in subsection 3.

5. Each member appointed to the Commission pursuant to this section must continuously reside and be registered to vote in Carson City throughout his or her term in office.

6. The members of the Commission shall elect a Chair and Vice Chair by majority vote each year. Pursuant to NRS 278.060 and subject to any additional limitations set forth in the *Policies and Procedures of the Carson City, Nevada Boards, Committees, and Commissions* adopted by the Board, as may be amended, each term of Chair and Vice Chair is one year, with eligibility for reelection.

7. A member of the Commission may be removed, after a public hearing, by a majority vote of the Board for just cause, including, without limitation, for any of the following conduct:

- a. Inefficiency;**
- b. Neglect of duty;**
- c. Malfeasance; or**
- d. Violation of any provision set forth in the *Policies and Procedures of the Carson City, Nevada Boards, Committees, and Commissions* adopted by the Board, as may be amended.**

8. The members of the Commission shall serve without compensation.

SECTION 2:

That Title 18 (Zoning), Chapter 18.02 (Administrative Provisions) is hereby amended (**bold, underlined** text is added, ~~stricken~~ text is deleted) by adding thereto a new section 18.02.011 as follows:

18.02.011 – Meetings; records.

The Commission shall:

- 1. Hold at least one regular meeting in each month;**
- 2. Adopt bylaws and rules for the transaction of business; and**
- 3. Keep a complete record of its resolutions, transactions, findings and determinations, all of which constitute a public record and must be maintained at the Department.**

SECTION 3:

That Title 18 (Zoning), Chapter 18.02 (Administrative Provisions) is hereby amended (**bold, underlined** text is added, ~~stricken~~ text is deleted) by adding thereto a new section 18.02.012 as follows:

18.02.012 – Commission actions; appeal to Board; attendance of Director.

1. On any matter properly before the Commission and on which the Commission has:

a. Taken final action, the action may be appealed to the Board by the proponent of the action, any party aggrieved by the action and any member of the Board pursuant to CCMC 18.02.060.

b. Made a recommendation for action to the Board, the approval or denial of the matter by majority vote of the Board shall be deemed to be the final action, unless the matter is remanded to the Commission by the Board for further consideration.

2. The Director or his or her designee shall attend each meeting of the Commission.

SECTION 4:

That Title 18 (Zoning), Chapter 18.02 (Administrative Provisions), Section 18.02.010 (Planning Commission) is hereby repealed.

TEXT OF REPEALED SECTIONS

~~18.02.010 – Planning commission.~~

- ~~1. Purpose. The purpose of this ordinance is to specify the establishment and authority of the Carson City Planning Commission (hereinafter in Title 18 referred to as "commission").~~
- ~~2. Authority; powers; duties; review by the board.~~
 - ~~a. The commission is hereby created, pursuant to NRS 278.030.~~
 - ~~b. The commission shall perform all duties and functions delegated to a County Planning Commission by the terms of NRS 278.010 to 278.630, inclusive, and CCMC Title 2 (Planning Commission).~~
 - ~~c. The commission shall take action to approve, conditionally approve or deny special use permits, variances, and appeals of administrative decisions. The commission shall hear applications and recommend to the board action on changes to the Master Plan, zoning districts, amendments to Title 18 ordinances, amendments to the Development Standards, and all other appropriate subjects.~~

- d. ~~On matters where the commission takes final action, the proponent, any aggrieved party, or member of the board may appeal the decision to the board.~~
 - e. ~~On matters where the commission makes a recommendation to the board, the board by majority vote may affirm, deny, or return to the recommendation to the commission for further consideration of any proposed recommendations.~~
3. ~~Membership; terms of office; vacancies; removal; attendance by director.~~
- a. ~~There shall be seven (7) members of the commission.~~
 - b. ~~The terms of the members shall be four (4) years or until a successor takes office and all terms shall expire on June 30th of their respective years.~~
 - c. ~~Vacancies occurring before the expiration of a commissioner's term shall be filled for the remaining unexpired portion of the term.~~
 - d. ~~Members may be removed, after a public hearing, by a majority vote of the board for inefficiency, neglect of duty, or malfeasance of office.~~
 - e. ~~The Planning and Community Development Director (hereinafter in Title 18 referred to as director) or his designee shall be in attendance at all commission meetings.~~
4. ~~Qualifications.~~
- a. ~~The mayor shall appoint, with the approval of the board, the members of the commission.~~
 - b. ~~The members shall be residents of Carson City and registered voters therein at the time of their appointment and continuously throughout their term.~~
5. ~~Compensation. All members of the commission shall serve without compensation.~~
6. ~~Meetings and Records.~~
- a. ~~The commission shall hold at least one (1) regular meeting in each month.~~
 - b. ~~The commission shall adopt by laws and rules for the transaction of their business and shall keep a record of its decisions and findings. This record shall be a public record.~~
 - c. ~~Complete records of official actions of the commission shall be kept on file in the office of the planning and community development department.~~
7. ~~Chairman and Other Officers.~~

- a. ~~The commission shall elect yearly its chairman from among the appointed members.~~
- b. ~~The commission shall elect yearly other offices as it may determine necessary.~~

END OF TEXT OF REPEALED SECTIONS

SECTION IV:

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

PROPOSED on _____, 2018.

PROPOSED by _____.

PASSED _____, 2018.

VOTE: AYES: SUPERVISORS: _____

NAYS: SUPERVISORS: _____

ABSENT: SUPERVISORS: _____

 Robert Crowell, Mayor

ATTEST:

 SUE MERRIWETHER
 CLERK/RECORDER

This ordinance shall be in force and effect from and after the ____ day of _____, 2018.



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: February 15, 2018

Staff Contact: Lee Plemel, Community Development Director

Agenda Title: For Possible Action: To amend the Board of Supervisors' *Boards, Committees, and Commissions Policies and Procedures* to amend the process of appointing members to the Carson City Planning Commission. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Board of Supervisors approved new policies related to Planning Commissioner duties and responsibilities on October 19, 2017, and directed staff on December 7, 2017, to develop a process whereby newly elected Board members would recommend individuals for appointment to the Commission. The proposed Policies and Procedures amendments and associated ordinance and Commission Bylaws amendments would implement this process.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve amending the Board of Supervisors' Boards, Committees, and Commissions Policies and Procedures to establish the appointment process for Planning Commissioners, with the alternative that Mayor [will/will not] recommend individuals for appointment to the Commission.

Board's Strategic Goal

Efficient Government

Previous Action

The Board of Supervisors approved new policies related to Planning Commissioner duties and responsibilities on October 19, 2017, and directed staff on December 7, 2017, to develop a process whereby newly elected Board members would recommend individuals for appointment.

Background/Issues & Analysis

The purpose of this item is to implement the policies and procedures for Board members to be able to recommend individuals for appointment to the Planning Commission. This item is presented in conjunction with the associated ordinance and Planning Commission Bylaw amendments to implement the Board's direction. Refer to the staff report with the ordinance for more information on the background and analysis related to this item.

The current staggered Commissioner terms coincide with the terms of four of the five Board members. However, in 2021 and every four years thereafter, there are three new or re-elected Board members, including the Mayor, and only two Planning Commissioner terms that come up for appointment. Staff recommends two alternatives for the Board to consider to address this issue while complying with NRS and substantively implementing the Board's policy direction:

- 1) The Mayor recommends an individual for the commission in the year after he/she takes office; or
- 2) The Mayor never recommends an individual for the commission.

In the attached document showing the added verbiage to the policies and procedures, the second paragraph would be included for Alternative 1. The second paragraph would be deleted to implement Alternative 2. The Board of Supervisors should select they preferred alternative as identified in the Proposed Motion for this item.

Following are tables showing the current terms of Planning Commissioners and how the proposed policy changes would be implemented:

Schedule of Elected Supervisors Taking Office and Planning Commissioner Term Expiration:

2018		2019		2020		2021	
BOS	PC	BOS	PC	BOS	PC	BOS	PC
	Salerno (1) Borders (1)	Ward 1 Ward 3	Monroy (1) Esswein (4)		Sattler (3)	Mayor Ward 2 Ward 4	Tingle (2) Stowell (4)

(Ward in which the Planning Commissioner lives in parenthesis)

Board Recommendation Schedule (continuing through subsequent years):

2018 / 2022	2019 / 2023	2020 / 2024	2021 / 2025
At Large #1 Mayor <u>OR</u> At Large #2	Ward 1 Ward 3	At Large #3	Ward 2 Ward 4 (New Mayor, no nominee)

Upon adoption of the ordinance and amendments to the *Boards, Committees, and Commissions Policies and Procedures* and Planning Commission Bylaws, the City Manager's office will open Planning Commission applications to fill the terms expiring in 2018, in accordance with the Board of Supervisors' action on these items.

If you have questions regarding this item, please contact Lee Plemel at 283-7075 or lplemel@carson.org.

Attachments

Added Section to the adopted Board of Supervisors' Boards, Committees, and Commissions Policies and Procedures

Applicable Statute, Code, Policy, Rule or Regulation

NRS 278.030 (Planning Commission); CCMC 18.02.010 (Planning Commission)

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number:

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Provide other direction to staff regarding the implementation of Planning Commissioner appointments

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Proposed language concerning the process of appointing members to the Planning Commission, for inclusion in the *Policies and Procedures of the Carson City, Nevada Boards, Committees, and Commission*:

Nominations of Planning Commission members by Individual Members of the Board of Supervisors

Notwithstanding any other provision of these policies and procedures, each member of the Board of Supervisors, excluding the Mayor, shall recommend one person from Carson City at large for consideration and approval, by majority vote, of the Board for appointment by the Mayor to the Planning Commission. Recommendations and appointments must be made during the first meeting of the year in which new or re-elected members of the Board are sworn in. If the recommendation of a Board member is not approved for appointment by the Mayor, the recommending Board member may make successive recommendations of other persons until approval and appointment.

[This paragraph, alternative to allow the Mayor to recommend an applicant:] The Mayor shall recommend one person from Carson City at large for consideration and approval, by a majority vote, of the Board for appointment by the Mayor to the Planning Commission in the first year after the new or re-elected Mayor is sworn in.

In accordance with NRS 278.040 and Title 18 of CCMC, the term of each member appointed to the Planning Commission is four years. Vacancies occurring before the expiration of an appointed member's term and vacancies occurring in years between elections for the Board of Supervisors must be filled by the Mayor from the City at large, with the approval of the Board, through the acceptance and consideration of applications submitted by interested applicants in the same manner provided for in these policies and procedures.