



# STAFF REPORT

**Report To:** Board of Supervisors **Meeting Date:** February 20, 2020

**Staff Contact:** Nancy Paulson, City Manager

**Agenda Title:** For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Planning Commission for a four-year term set to expire in January, 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Pursuant to NRS 278.030 and 278.040, the Carson City Planning Commission was created by ordinance, codified as CCMC 18.02.010, and consists of seven members who are appointed by the Board of Supervisors. Under Carson City's Boards, Committees, and Commissions Policies and Procedures, appointments to the Planning Commission during the first meeting of the year in which new or re-elected members of the Board of Supervisors are sworn in are made through a recommendation and appointment process whereby each Supervisor may make recommendations for appointment by majority vote. 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 of applications submitted by interested applicants. There is one open position due to the expiration of a term, and this vacancy is in between election years for the Board of Supervisors. New applications were submitted by Maxine Nietz, Richard Perry and Lorraine Entner.

**Agenda Action:** Formal Action / Motion **Time Requested:** 45 mins

**Proposed Motion**

I move to appoint \_\_\_\_\_ to the Carson City Planning Commission for a term set to expire in January, 2024.

**Board's Strategic Goal**

Quality of Life

**Previous Action**

N/A

**Background/Issues & Analysis**

N/A

**Applicable Statute, Code, Policy, Rule or Regulation**

NRS 278.030 and 278.040; CCMC 18.02.010; Planning Commission Bylaws; Boards, Committees and Commissions Policies and Procedures

**Financial Information**

Is there a fiscal impact? No

**If yes, account name/number:**

**Is it currently budgeted?**

**Explanation of Fiscal Impact:**

**Alternatives**

Open the position announcement for additional applicants.

**Attachments:**

[PC Backup - Feb 20.pdf](#)

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


\_\_\_\_\_  
(Vote Recorded By)



## Board Details

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.

## Overview

 **Size** 7 Seats

 **Term Length** 4 Years

 **Term Limit** N/A

## Additional

### 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

[Amendment to BCC Policy-Procedure 02-15-18.pdf](#)

[PC Duties and Responsibilities FINAL 12.7.17.pdf](#)



Carson City, NV

# Planning Commission

## Board Roster



**Charles Borders**

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

**Appointing Authority** Board of Supervisors

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**Alex E Dawers**

**1st Term** Sep 06, 2018 - Jan 01, 2021

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**Paul Esswein**

**2nd Term** Feb 07, 2019 - Dec 31, 2022

**Appointing Authority** Board of Supervisors

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**Theresa "Teri" L Green-Preston**

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

**Appointing Authority** Board of Supervisors

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**Hope A Tingle**

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

**Appointing Authority** Board of Supervisors

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**Jay Wiggins**

**1st Term** Jan 17, 2019 - Dec 31, 2022

**Appointing Authority** Supervisor Lori Bagwell

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**Vacancy**

**Profile**

Maxine

First Name

Hauser

Middle Initial

Nietz

Last Name

nevadamax@usa.com

Email Address

1005 W. Long Street

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

Home: (775) 887-1294

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 on this Board/Committee/Commission?**

I believe that Carson City's citizens and taxpayers are not fully represented on the Commission. Changes need to be made to the system of getting developers and neighbors together early in the process to better protect our city. Changes are also needed to CCMC so that developers do not run rough-shod over our beautiful city. I have experience on boards and commissions. I understand the amount of time and work involved. I have always tried my best to help the city improve without sacrificing the character of our town. I also have a bachelor of science in civil engineering, and understand that point of view, as well.

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?**

Since 1981. That makes it 39 years.

Question applies to Planning Commission, Capital Improvements Advisory Committee

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

I have served on the PC before. I have a bachelor's degree in Civil Engineering. I serve as chair of SaveOpenSpace - Carson City Chapter. I have been involved with development here for many, many years.

Question applies to Planning Commission, Capital Improvements Advisory Committee

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

Worst: Approval of CCMC 17.10 Best: ??

Question applies to Planning Commission

**Describe your vision for Carson City in ten years.**

Quality over quantity. Developers should pay for all impacts of their projects.

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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

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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:**

The Cooper Union for the Advancement of Science and Art

**Major Subject:**

Civil Engineering

**Degree Conferred:**

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Bachelor of Science

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

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I am NOT a realtor or developer. I understand the CCMC. I would represent the people of Carson City.

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

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Chamber of Commerce, Mainstreet, Library Board,

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

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Upload a Resume

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**Declaration to Accept Terms & Conditions**

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.**

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

I Agree \*

Capital City Computing	1990 to Present
<i>Principal.</i> Computer consulting service specializing in custom programming and training. Programming in Access Visual Basic, SQL language, WordPerfect, DOS, dBase, and FoxPro as well as macros in Excel and Lotus. On-site customized training for large or small groups in all the above programs and Windows, Quicken, Word, and QuattroPro, and others. Custom graphics and websites. Adjunct Instructor at Western Nevada College.	
Carson Mall Shopping Center	2017 to 2018
<i>Mall Promotions Manager.</i> Promoting, advertising, event creation/coordination and Facebook updates for the Carson Mall Shopping Center.	
Arlington Group	1997 to 2014
<i>Partner.</i> Event planning and coordination service, specializing in craft fairs and historical and community events.	
AT&T	1981 to 1989
<i>Market Analyst.</i> Provided technical support for sales of advanced services.	
<i>Project Coordinator.</i> Implemented a new office featuring new technology and served as Office Administrator.	
<i>Private Line Supervisor.</i> Supervised 10 technicians in the San Francisco central office, including training and field support.	
<i>Engineering Supervisor</i> for facilities in the Mountain and Pacific Northwest states areas.	
Lockheed Missiles & Space Company	1979 to 1981
<i>Satellite Operations Planner-Analyst.</i> Tracking, commanding and monitoring four Department of Defense satellites.	
Jet Propulsion Laboratory	1976 to 1979
<i>Project Voyager Operations Planner/Scheduler.</i> Determined and negotiated for radio tracking and data processing up and downlink requirements for two Voyager spacecraft.	
<i>Mission Operations Controller.</i> Directly responsible for tracking station, command, and telemetry data up and downlinks for Voyager, Viking, Pioneer, and Helios NASA spacecraft. First woman to do so.	
New York City Police Department	1973 to 1976
<i>Police Administrative Aide.</i> Under Model Cities Program, assigned to the 24 <sup>th</sup> Precinct. Duties included dispatch, communications, crime reports and record keeping.	
<i>Community Activities</i>	
Chamber of Commerce, Member	2007 to Present
SaveOpenSpace – Carson City, Chair	2013 to Present
Nevada Business Connections, Advisory Board	2008 to 2017
Carson City Library Board of Trustees	2007 to 2013
Western Nevada Community College Carson City Advisory Board Chair	1996 to 2014
Downtown Carson City Business Association, Facilitator	2002 to 2004
Carson Advocates for Cancer Care	1996 to 2007
Carson City Mainstreet/Downtown Mainstreet Council	1990 to 1994, 1997 to 2001
Carson City Regional Planning Commission	1991 to 1996
Candidate for Nevada State Assembly	1994
Leadership Carson City	1992
Bernal Heights East Slope Design Review Board	1988 to 1989
Girl Scout Troop Leader	1980s
<i>Education</i>	
Bachelor of Science in Civil Engineering, The Cooper Union, New York City	1976



**Profile**

Richard M Perry  
 First Name Middle Initial Last Name

indoperry@att.net  
 Email Address

5002 Reds Grade  
 Street Address Suite or Apt

Carson City NV 89703  
 City State Postal Code

Home: (775) 884-0725 Mobile: (775) 721-0282  
 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 on this Board/Committee/Commission?**

I am retiring from State service in April, and would like to join one City board or commission where my skills can be put to good use. I have previously served on a planning commission in Nevada in the City of Elko, I have a great interest in seeing good planning and development in Carson and believe I can add value to the planning commission and citizens.

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?**

6 1/2 years, moved here with my wife Lisa in November 2013 and purchased a home in Lakeview.

Question applies to Planning Commission, Capital Improvements Advisory Committee

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

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Appointed to the Elko City Planning Commission and served from 2006 to 2011. Served as vice-chairman and was the planning commission liaison to the team that updated the City's master plan in 2010-2011.

Question applies to Planning Commission, Capital Improvements Advisory Committee

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

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I don't have the background or history to comment on this, but believe that Carson has grown in a logical sequence with greenbelt and open-space areas preserved, and commercial and industrial development located where they are consistent with a master plan. I understand I will need to become familiar with the master plan, zoning and code ordinances related to planning. I am familiar with the State statutes on planning and would look forward to becoming more familiar with neighborhood plans by visiting items on the commission agenda in order to be prepared for public meetings.

Question applies to Planning Commission

**Describe your vision for Carson City in ten years.**

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The 676 miles of paved roads have a maintenance plan and funding to support the plan, residential development was primarily in-fill to produce a mix of housing which is connected via sidewalks and trails to allow residents to walk to at least 20 percent of destinations. Commercial and industrial development was built according to the master plan, greenbelts and open-space were preserved, areas with flood plains were not developed commercial or residential, the population grew with a healthy mix of demographics, and the City attracted more higher-paying industries with living wage jobs.

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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?**

---

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

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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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University of Nevada, Reno California State University, Chico Palomar Community College

**Major Subject:**

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Geology, Engineering, Business

**Degree Conferred:**

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MSc., BA, AA

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

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Reading and understanding blueprints and development plans Previous experience on a planning commission in Nevada Design, engineering and construction experience Nevada open-meeting and ethics law training Conducting public hearings and communicating with the public Geotechnical experience on issues related to storm water

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

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Carson Rotary Club, 2014-present. President-elect for 2021-22. Co-chair of committee that organizes the Capital City Brewfest, 2017-present Elko Rotary Club, 2002-2013, served as president Spring Creek Lions Club, 1986-1998, served as secretary, treasurer and president AYSO soccer coach, 1993-1995. Lead a local community group that planned and constructed soccer fields at the the Spring Creek Sports Complex in 1997-98. Forensics judge for high-school speech and debate tournaments in Elko for 25 years Elko County Science Fair judge for 25 years, Western Nevada Science Fair judge for 4 years.

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

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Certified Professional Geologist #11189, American Institute of Professional Geologists

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[Upload a Resume](#)

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**Declaration to Accept Terms & Conditions**

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 \*

## RICHARD M. PERRY

---

Address: 5002 Reds Grade, Carson City, NV 89703  
Home: 775-884-0725 Cell: 775-721-0282  
Email: [indoperry@att.net](mailto:indoperry@att.net)

### PROFESSIONAL HISTORY

**Administrator, Nevada Division of Minerals, Carson City, Nevada** **11/2013 – present**  
**Retiring from State Service 4/1/2020.** Leader of an executive-branch non-cabinet state agency responsible for the State's abandoned mine lands public safety program, permitting and operation of geothermal wells and fields, collecting and publishing annual mineral production data, providing information on web-based platforms, and providing education on the minerals industry in Nevada to K-12 schools, civic organizations and trade groups.

#### **State Engineer's Office, Nevada Division of Water Resources**

**Staff Engineer, Elko Branch Office:** **2006 – 10/2013**

Conducted field investigations in support of water rights certifications, investigated alleged violations, measured and inventoried water use in groundwater basins, operated and maintained South Fork Reservoir at South Fork State Park, and assisted the public and government agencies with questions regarding Nevada water rights and water law.

#### **Newmont Mining Corporation**

**Vice-President, North American Operations, Elko, Nevada:** **2001 to 2005**

Leader of the operation and project management teams for Newmont's North American business unit. This consisted of six operating sites and two joint ventures located in Nevada, Canada, and Mexico.

**General Manager, Batu Hijau Mine, Sumbawa, Indonesia:** **1998 to 2001**

General Manager for the start-up and operation of a large, fully integrated copper-gold mine with an on-site deep water port, town site, concentrator and power plant in the Republic of Indonesia.

**Process Manager, Eastern Nevada Operations, Elko, Nevada** **1994 to 1998**

Managed the operation and maintenance of the oxide mill and leach plants and dewatering facilities at Newmont's Carlin Operations.

**Independence Mining Company, Elko, Nevada** **1990 to 1994**

**Mill Superintendent, Big Springs and Jerritt Canyon Operations**

Managed the plant operations and maintenance groups for gold processing plants in Elko County.

**Other Assignments 1980-1990:** Mine and geothermal water treatment specialist for Ashland Chemical Corporation, mine geologist for Blackhawk Mines in Goldfield, NV, and geothermal well geologist at the Geysers Geothermal project in Lake County, California.

## **EDUCATION**

MS Geology, 1985, Mackay School of Mines, University of Nevada, Reno.  
BA Geology, 1981, California State University, Chico  
AA Business Administration, 1978, Palomar College, San Marcos, CA

AIPG Certified Professional Geologist #11189  
Executive Finance, University of Chicago Graduate School of Business  
Leadership Development program, Center for Creative Leadership, Colorado Springs, CO  
Chief Technical Mine Manager certification, Republic of Indonesia Department of Mines and Energy

## **CIVIC SERVICE, MEMBERSHIPS AND BOARD AFFILIATIONS**

- Member of the Rotary Club of Carson City, 2014 – present. President-elect for 2021-2022. Committee co-chair of the Capital City Brewfest, 2017-present.
- Elko City Councilman, 2011- 2013. Served as Council liaison to the Utilities, Landfill and Fire Departments. Attended professional development classes in Nevada's open meeting laws, ethics in Nevada, government budgeting, and media relations through UNR Extended Studies, Nevada League of Cities and Nevada Commission on Ethics.
- City of Elko Planning Commissioner, 2006-2011. Commission member of the team that updated the City's Master Plan in 2010-11.
- Served on the Executive Board of the Nevada Mining Association, 2003-2005.
- Rotary Club of Elko member, 2002-2013. Served as 2013 President.
- Spring Creek Lions Club, 1986-1998, served as secretary and president.
- AYSO Soccer coach, 1993-95. Leader of team that planned and constructed new soccer fields at Spring Creek sports Complex in 1997-98.

## **OTHER**

Married for 38 years to wife Lisa Holstrom Perry, raised three daughters who attended public schools, graduated from college and became successful engineers.

**Profile**

Lorraine

First Name

K

Middle Initial

Entner

Last Name

home@lorientner.com

Email Address

4016 Pheasant Dr.

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Home: (775) 297-1862

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 on this Board/Committee/Commission?**

Carson City has been my home since 2004 and I have grown to love it. I have seen the re-development and see the potential for controlled growth. There have been some decisions that I have not agreed with and wish there was a way that I could have made a difference in those items. Being on the Commission I would have an opportunity to learn more about the process and to help make future decisions for this town.

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:**

na

Question applies to multiple boards

**Term expiration:**

na

Question applies to Planning Commission

**How long have you lived in Carson City?**

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Since November 2004

Question applies to Planning Commission,Capital Improvements Advisory Committee

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

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I am a real estate agent and have seen the development and the permits for development get passed.

Question applies to Planning Commission,Capital Improvements Advisory Committee

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

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The re-development downtown is one of the best decisions. It has made our downtown area a wonderful place to visit and walk around. I also think the new development for housing is necessary. The worst decision is ending the historical district in front of the State Capital as it turns to multi use and allowed an industrial looking kiosk on a street tax payers paid to have re-developed to fit the historical buildings that decorate our downtown corridor.

Question applies to Planning Commission

**Describe your vision for Carson City in ten years.**

---

I hope that we can continue to acquire and grow small independent companies that employ more of the graduating workforce, to see more affordable housing, and to preserve the integrity of the work already accomplished (e.g., the redevelopment, the trails for hiking and biking, upcoming south Carson St redevelopment,...).

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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:**

---

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:**

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Hope International University, Fullerton CA FIDM Los Angeles, CA CE Shop

**Major Subject:**

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Human Development Real Estate

**Degree Conferred:**

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Bachelors of Science Real Estate Certificate

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

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I am passionate about this city and its future. I believe that I would have the community's best interest in mind as new requests and development is presented. I am open minded to growth and would listen to the community when they are not in agreement with proposed development. As a real estate agent I see a lot of new development and see what it can do for a community but I would also have concerns about our natural resources and would like to protect as much land as feasible.

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

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Member of the Brewery Arts, Carson City Business License, I support the local arts, downtown events, local businesses and promote all of these.

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

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[Upload a Resume](#)

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**Declaration to Accept Terms & Conditions**

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 \*



# LORRAINE K. ENTNER

## EDUCATION

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June 2001-December 2002 Hope International University  
[ City, State ]

*Human Development*

- Bachelors of Arts
- G.P. A. 3.56 Magna Cum Laude

## PROFESSIONAL EXPERIENCE

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August 2014 to Present Coldwell  
Banker Select

*Agent*

- Assist with utmost professionalism people with their real estate buying and selling needs.
- Market strategies and database upkeep

August 2011 to Present NCLB  
Behavioral Services

*Behavior Interventionist*

- Work with clients to help development of behaviors.
- To model and teach effective parenting techniques.
- Communicate progression and difficulties to director through case notes and emails.
- Schedule clients to maximize time and session effectiveness.
- Track and communicate mileage, billable hours, indirect hours and meeting hours.

March 2005 to August 2011 BEST Consulting Inc.  
[ City, State ]

*Behavior Consultant, Senior Behavior Therapist and Therapist.*

- Worked my up from Therapist (March 2005 to December 2005), to Senior Therapist (December 2005 to October 2008). Promoted to Behavior Consultant October 2008.
- Assessments; new referrals, create file folder profile for client, develop proposed program with goals and objectives and Behavioral Intervention Plans to

address client's academic, functional and behavioral needs, identify parent-training needs.

- Attend Planning Team/Individualized Education Program Meetings; represent B.E.S.T., make recommendations which are behaviorally-based, review quarterly report, complete funding source form and have continued communication with outside agencies related to the client's case.
- Programming; complete program binder filled with lessons identified from assessment report, file box with necessary forms, conduct team Clinic Meetings, evaluate lesson progression, demonstrate lessons for the team, develop and/or modify Behavior Intervention Plans, collaborate with staff and parents regarding program concerns, meet with parents for training, meet with Senior Behavior Therapists for case review, meet with Clinical Supervisor monthly to discuss programming and/or staff related issues and concerns, write reports and include graphs,
- Supervision; overlap forms on Senior Behavior Therapist and Behavior Therapists, complete formal evaluations on staff as needed, provide continuous training and support to Senior Behavior Therapists and Behavior Therapists, meet with client's parents.
- Responsible for hiring and training new Behavior Therapists.
- Work with staff at Wonder School (after school program) in Reno until
- Administrative duties; found new office for B.E.S.T. in South Lake Tahoe, recruiting, new hire, new hire training, promote the Autism cause in the Northern Nevada, communicate with FEAT of Carson City and RAIN in Reno, completed weekly schedules for six month for Northern Nevada, Northern Nevada, communicate with FEAT of Carson City and RAIN in Reno.

\*Note: The Northern Nevada and Tahoe area have been supervised long distance with the support of BEST Consulting Inc. Sacramento, CA.

SERVICE  
EXPERIENCE

INDUSTRY

March 2005 to February 2015  
Canyon Golf Club  
*Event Coordinator and Bartender*

Thunder

- Worked the last two years as an event coordinator, helping with weddings and other events.
- Supervise up to seven staff members, communicate with kitchen, clients and management.
- Decorate and floor design
- Food & Beverage service, Beverage cart, snack bar and restaurant.

Also have worked as a bartender in California

- 1996 to 2004 Patterson's RR Inn.
- 1999 to 2004 Capri Bar and Grill

Retail Experience

- 1982 to 1994 Miller's Outpost
- Clothestime  
Robinsons
- May Susie's
- Casual

**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 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.





# 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

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## **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.