



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** January 7, 2021

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the Mayor's appointment of Nathaniel Killgore and Sena Loyd to the Planning Commission, with the approval of the Board of Supervisors, each for a four-year term ending on January 1, 2025. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 278.040(2) provides the following: "In Carson City, the members of the planning commission established as provided in Nevada Revised Statutes ("NRS") 278.030 are appointed by the Mayor from the city at large, with the approval of the Board of Supervisors." Additionally, in accordance with the Planning Commission Bylaws and the City's Boards, Committees, and Commissions Policies and Procedures as required by Carson City Municipal Code ("CCMC") 18.02.010, each Supervisor recommends one person from the city at large for consideration and approval by the Board as a whole. Newly elected Supervisor White's nominee is Nathaniel Killgore and newly elected Supervisor Schuette's nominee is Sena Loyd.

Agenda Action: Formal Action / Motion **Time Requested:** 10 mins

Proposed Motion

I move to approve the appointment by the Mayor of Sena Loyd and Nathaniel Killgore to the Planning Commission, each for a four-year term ending on January 1, 2025.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

NRS 278.040(2) requires that the members of the Planning Commission be appointed by the Mayor from the city at large, with the approval of the Board of Supervisors. CCMC 18.02.010 and the Planning Commission Bylaws establish the same requirement. In addition, the City's Boards, Committees and Commissions Policies and Procedures set forth the following procedural process for member appointments:

"Notwithstanding any other provision of these policies and procedures, each member of the Board of Supervisors 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. 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."

Applicable Statute, Code, Policy, Rule or Regulation

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

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted?

Explanation of Fiscal Impact:

Alternatives

N/A

Attachments:

[Planning Comm 01-7-21.pdf](#)

[PC Bylaws.Amendment.2.15.18.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)




Carson City, NV

Planning Commission

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

[PC_Bylaws.Amendment.2.15.18.pdf](#)



Carson City, NV

Planning Commission

Board Roster



Charles Borders

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

Appointing Authority Board of Supervisors

Office/Role Chair



Alex E Dawers

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

Office/Role Vice Chair



Paul Esswein

2nd Term Feb 07, 2019 - Jan 01, 2023

Appointing Authority Supervisor Stacey Giomi



Theresa "Teri" L Green-Preston

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

Appointing Authority Board of Supervisors



Richard M Perry

1st Term Feb 20, 2020 - Jan 01, 2024

Appointing Authority Board of Supervisors

Position Citizen at Large



Hope A Tingle

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

Appointing Authority Board of Supervisors



Jay Wiggins

1st Term Jan 17, 2019 - Jan 01, 2023

Appointing Authority Supervisor Lori Bagwell

Profile

Nathaniel D Killgore
First Name Middle Initial Last Name

nathanielkillgore@yahoo.com
Email Address

314 South Carson Street
Street Address Suite or Apt

Carson City NV 89701
City State Postal Code

Home: (775) 450-5431
Primary Phone Alternate Phone

Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

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

My desire to serve on the committee exceeds more than mere curiosity, I've been long awaiting for the right opportunity to do my part and gain experience from those in places of local leadership.

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?

Over 25 years

Question applies to Planning Commission, Capital Improvements Advisory Committee

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

My background includes many hands on examples of planning and executing various major construction projects, as well as large scale festivals/events, some taking years of preparation.

Question applies to Planning Commission, Capital Improvements Advisory Committee

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

No comment

Question applies to Planning Commission

Describe your vision for Carson City in ten years.

A safe and inviting community, one that all residents will be proud of. A city that sets higher standard by leading with example when addressing real problems.

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.

Upload a Resume

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 *

Profile

Sena M Loyd
First Name Middle Initial Last Name

librariansena@gmail.com
Email Address

705 Chernus Dr. Suite or Apt
Street Address

Carson City NV 89703
City State Postal Code

Primary Phone Alternate Phone

Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

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

I would like to serve our community and give back. I want to help our community members have a voice.

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

Question applies to Planning Commission, Capital Improvements Advisory Committee

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

While as the Research Library Manager and Librarian for the Nevada Department of Transportation (NDOT) under NDOT Planning I worked with multiple departments and outside agencies to ensure the required information was available to make informed strategic decision for our State. In my current position I provide similar research for our projects.

Question applies to Planning Commission, Capital Improvements Advisory Committee

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

Connection builds community, and I believe that though none the less a difficult decision, the decision to dead end roads in our community has lead to siloing within our community. I believe the best development decision Carson City has made is the leveraging of federal funds to improve our community, in just the last 10 years our communities aesthetic (and infrastructure) has improved greatly due to these decisions.

Question applies to Planning Commission

Describe your vision for Carson City in ten years.

Communities are either growing or dying, as harsh as that sounds it is the reality. I think that in Carson City, through managed structured growth, can continue to thrive. It is hard to say today what tomorrow will even look like with our current economic situation, however I have faith that our Supervisors will continue to make fiscally sound decisions that will ensure that we are able to continue to grow slowly, manageably and successfully. Through the implementation of our master plan we will have a thriving 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:

MLIS - Master in Library and Information Science; San Jose State University (Online) BA - Anthropology. Holocaust, Genocide and Peace Studies; University of Nevada, Reno (Reno, NV)

Major Subject:

Information Science

Degree Conferred:

MLIS; BA

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

I feel that my background, knowledge of the community and desire to serve would make me a good choice as representative. My extensive experience in research will help me make the most informed decisions possible, while also benefiting the commission as a whole. My experience as a former department head as the Library Director for the Carson City Library allowed me the opportunity to work with and build relationships with various organizations in our community.

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

Friends of the Carson City Library - Member (and Former Director for Carson City Library). Boys and Girls Clubs of Western Nevada - Advisory member. Assist with raising funds and providing support for the club. Western Nevada College Foundation - Assist with raising funds and providing support to the college as needed. AYSO - Former coach and board member.

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

Upload a Resume

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 *

Professional Summary

Enthusiastic technology focused information professional and leader who demonstrates expertise in commitment through positive leadership, hands on teamwork and forward-thinking attitude. Worked closely with local, state and national entities, and the public through displayed mastery in reference and research services meeting deadlines, needs and requests. Logical and able to lead in difficult situations.

Education

Emerge Nevada – Recruit. Train. Connect. Democratic women to run for office.	June 2019
Research Institute for Public Libraries – Library Research Service	August 2018
Leadership Carson City – Carson City Chamber of Commerce	June 2016
Manufacturing Technician 1 Certified Trainer – Manufacturing Skills Network	August 2015
Leadership Institute – Mountain Plains Library Association	April 2014
Leadership Academy - Nevada Department of Transportation	January 2011
Masters of Library and Information Science (MLIS) – San Jose State University	May 2009
Bachelor of Arts (Anthropology) – University of Nevada, Reno	December 2007
<ul style="list-style-type: none">• Minor - Holocaust Genocide and Peace Studies	

Experience

Blockchains LLC – Sparks, Nevada

Director of Research and Workforce Development

Mar. 2020 - Current

- Manage and lead Research staff and Education and Workforce Development staff under the Vice President of Operations.
- Supervised full time staff.
- Direct companywide in-depth research services based on requests and priorities of the company.
- Provide legislative analysis, policy analysis, and bill amendment submissions for the Nevada Legislative session.
- Provide competitive analysis and market data to drive decision-making at VP and C-suite level.
- Provide due diligence and review of regulatory requirements when selecting potential partnerships and projects.
- Developed budget for Research and the Blockchain Education Initiative, including selection of databases.
- Managed and directed grant funding for Blockchain Education Initiative.
- Developed research reference training for staff to use readily available low to free cost resources.

Senior Research Analyst

Dec. 2018 – Feb. 2020

- Manage and lead Collaboration Team staff under the Vice President of Operations.
- Provide companywide in-depth research services based on requests and priorities of the company.
- Provide legislative analysis, policy analysis, and bill amendment submissions during the 2019 Nevada Legislative session.
- Provide analysis and market data to drive decision-making.
- Provide due diligence and review of regulatory requirements when selecting potential partnerships and projects.

Western Nevada College – Carson City, Nevada

Adjunct Professor

Aug. 2016 – Aug. 2018

- AIT 102: Measurement Tools and Methods - Fall 2016
- ENG 107: Technical Communication - Spring 2017; Online Course Development



Carson City Library – Carson City, Nevada

Library Director

Jan. 2014 – Feb. 2019

- Under direction from a 5-member Library Board of Trustees, provided leadership for a full scope of services provided by the Library; provided advice, counsel and recording secretary to the Library Board of Trustees, developed strategy to enhance organizational effectiveness and suitability of the Library. Library Board of Trustees appointed by Carson City Board of Supervisors. Presented to Library Board 10+ times per year, and Board of Supervisors 2+ times per year.
- Carson City Library named Institute of Museum and Library Services Finalist for the National Medal in 2018 (top 14 library in the nation), nominated for a second time in 2019.
- Supervised 13 full time staff, 1 grant funded full time staff, 10 part time staff, and 2 Carson High School paid interns.
- Successfully lobbied for state and national funding for libraries, participating in the Nevada Legislative 2015 session, and the 2017 and 2019 sessions as a registered lobbyist. Presented to appropriate committees and secured \$500,000 in 2017 for Nevada Libraries. Lobbied for Nevada Libraries on Capitol Hill in 2014, 2016, 2017 and 2018.
- Developed and managed an annual city general fund budget of over \$1.7 million dollars and over \$250,000 dollars in grant and private funding. Presented supplemental budget request to the Board of Supervisors.
- Chaired the Nevada Library Cooperative in 2017.
- Coordinated, developed and implemented the Nevada's Working Capital LSTA (Library Services Technology Act) Competitive grant to meet the needs of our community in partnership with Western Nevada College and Carson High School. This grant provided a Manufacturing Technician training program, SolidWorks Computer Aided Drafting software training, and STEAM career interest program. Graduates of the Manufacturing Technician program have secured positions at the Tesla Gigafactory in Sparks, NV as well as other manufacturers.
- Coordinated and implemented a Mobile Makerspace LSTA Competitive grant in partnership with the Carson City School District, 4-H, Kids Kamp (Carson City Parks and Recreation), and the Boys and Girls Club of Western Nevada in July 2016.
- Established staff development days to include lifelong learning, cultivate innovation, and reward staff for superior performance and loyalty.
- Managed the Library portion of a City-wide efficiency study as directed by the Board of Supervisors and the Library Board of Trustees. Coordinated and negotiated reclassification of two library unclassified managers to classified librarians based on efficiency study recommendations.
- Coordinated and lead the review of the Level Up! 2014 – 2019 A Strategic Plan for Learning after 2 years of progress; prepared Carson City Library for 2019 Strategic Planning process prior to departure.
- Developed a Technology Plan for relevant and sustainable technology within the Library.
- Secured funding, planned and executed Capital Improvement Project at 900 N. Roop Street Location in winter 2017/2018.

@Two Digital Learning Center Manager – Carson City Library

Sep. 2012-Dec. 2013

- Coordinated, managed and supervised all public service aspects of the @Two Digital Learning Center (Public Computing Lab and Digital Media Lab). Including @Two staff and @Two hardware, software and equipment under direction from the Library Director.
- Supervised 1 full time grant funded staff, 3 part time staff and 3 volunteer mentors.
- Managed BTOP (Broadband Technologies Opportunities Program) grant budget during final year of a 3-year grant.
- Spokesperson for the @Two Digital Learning Center to the media and community.
- Maintained various statistics and prepared reports as required by staff, deputy director, director and for federal grant requirements.
- Library awarded: Connect Nevada Broadband Hero in 2013

Nevada Department of Transportation – Carson City, Nevada

NDOT Research Library Manager

January 2010- September 2012

Oxnard Public Library

Adult Reference Librarian

January 2009 – August 2009



El Dorado County Library

Library Assistant/Intern – Cameron Park and El Dorado Hills

June 2008 – January 2009

Professional Affiliations / Board Memberships

Nevada Library Association

Member 2010 - Present

Bylaws Chair 2013 - 2015

Gov. Relations Co-Chair 2017 - 2019

American Library Association

Public Library Association

Member 2008 - Present

Nevada Commission on Educational Technology

Appointed by Governor of Nevada

Member 2015 - 2019

Western Nevada College Foundation

Member 2018 – Present

Boys and Girls Clubs of Western NV

Advisory Committee 2018 - Present

Presentations, Papers and Publications

Loyd, S.M., (2019). **Teaching Blockchain in Libraries.** Presented at the Nevada Library Association annual conference; Henderson Library District Future Fair.

Loyd, S.M., VanDeventer, M. (2019) **How Blockchain Technology May Change the Ways in Which We Work with Our Clients.** Keynote presented at THRIVE Statewide Conference.

Loyd, S.M., Dalusung, J. (2018). **Legislative Bootcamp.** Presented at the Nevada Library Association annual conference.

Loyd, S.M., Wood, N., Campbell, A. (2017). **Community Partnerships and Digital Literacy through Public Service Announcements.** Presented at the American Library Association annual conference.

Loyd, S.M. (2016). **3D Printing Policy in a Public Library.** Presented at the Nevada Library Association annual conference.

Loyd, S.M. (2015). **Making it Real: Partnerships and LSTA (Library Services Technology Act) Funding.** Presented at the Nevada Library Institute, Las Vegas, NV.

Loyd, S.M. (2013). **There's an App for THAT! Librarian and Patron Edition.** Presented at the Nevada Library Association annual conference.

Bergland, C., Colegrove, P.T., Klenke, C., Loyd, S.M., Rasmussen, P. (2013) **Northern Nevada Makerspace and Makerspace - Hands On.** Presented at the Nevada Library Association annual conference.

Riddle, J., Loyd, S.M. et al. (2012). **Nevada State Prison.** Arcadia Publishing.

Johnson, C.M., Loyd, S.M., & White, C.L. (2008). **Newspaper as artifact: depression era newspaper recovered at Rabbithole Springs.** Presented at the Society of Historical Archaeology annual conference.

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.