



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** January 6, 2022

Staff Contact: Nancy Paulson, City Manager

Agenda Title: For Possible Action: Discussion and possible action regarding the appointment of two members to the Carson City Planning Commission, each for a four-year term ending on January 1, 2026. (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 ("Board"). Currently, there are two vacancies. Under Carson City's Boards, Committees, and Commissions Policies and Procedures, 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. Mayor Bagwell is recommending Charles Borders, whose term expires in January 2022, for reappointment. An application for reappointment was received from Theresa "Teri" Green-Preston, whose term expires in January 2022. New applications for consideration and possible appointment to Ms. Green-Preston's position were submitted by Maxine Nietz, Delacy Sheck, Aaron Sims, Michael Pelham and Tod Jennings.

Agenda Action: Formal Action / Motion **Time Requested:** 1 hour

Proposed Motion

I move to appoint Charles Borders as the Mayor's nominee and _____ to the Planning Commission, each for a four-year term ending on January 1, 2026.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

NRS 278.040 requires the members of the Planning Commission to be appointed by the Mayor from Carson City at large, with the approval of the Board. 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 278.030 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

Reopen position announcement for additional applicants.

Attachments:

[PC Packet.pdf](#)

[planning commission appointments.xlsx](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(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, Robert "Bob" Crowell Board 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



Paul Esswein

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

Appointing Authority Ward 1



Theresa "teri" L Green-preston

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

Appointing Authority Board of Supervisors



Nathaniel D Killgore

1st Term Jan 07, 2021 - Jan 01, 2025

Appointing Authority Ward 2



Sena M Loyd

1st Term Jan 07, 2021 - Jan 01, 2025

Appointing Authority Ward 4



Richard M Perry

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

Appointing Authority Board of Supervisors

Position Citizen at Large



Jay Wiggins

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

Appointing Authority Ward 3

Office/Role Vice Chair

Profile

Charles

First Name

Borders

Last Name

cwbordersjr@gmail.com

Email Address

1622 Wellington West

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

Home: (775) 887-0166

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 have been serving on the Planning Commission and would like to continue to serve the Carson City Community in that capacity. There is a need to continue some continuity on the Board with increased pressure on the city for our natural resources and to complete the Title reviews that were started almost 2 years ago. Through changed is the City's capabilities, the Growth Management Commission also now has the tools available to provide meaningful input to the Board of Supervisors on growth issues.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Planning Commission

Question applies to multiple boards

Term expiration:

Question applies to Planning Commission

How long have you lived in Carson City?

9 Years

Question applies to Capital Improvements Advisory Committee, Planning Commission

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

6 Years - Carson City Planning Commission - 2 Years as President 9 Years - Port Aransas, Tx Planning commission - 6 Years as President 13 Years Port Aransas, Tx City Council (Home Rule City) - 6 Years as Mayor Pro Tem

Question applies to Capital Improvements Advisory Committee, Planning Commission

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

The Planning Commission and Board of Supervisors make the best land development decisions when those decisions are based on the Master Plan, Zoning, Growth Management and the current code. The Planning Commission and Board of Supervisors make the worst decisions when we use public opinion (NIMBY), contractor favoritism, and personal agendas to influence us. There is also a necessity for both groups to understand the philosophy and vision of the other.

Question applies to Planning Commission

Describe your vision for Carson City in ten years.

Complete the revision of Title 18. Effectively manage the growth and use of available resources including water, land use, and infrastructure through the Growth Management Commission. An upgraded sewer system that provides Class A effluent to all city parks and facilities as well as others.

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

College, Professional, Vocational or Other Schools attended:

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

Major Subject:

Mechanical Engineering Systems Management

Degree Conferred:

BS, Mechanical Engineering MS, System Management

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

Planning Commission, Port Aransas Texas - 9 Years - 6 years Chairman Parks & Rec Board, Port Aransas Texas - 6 Years - 2 Years Chairman Port Aransas City Council - 13 Years - Mayor Pro Tem - 6 Years Port Aransas Independent School District Trustee - 8 Years - 2 Years President Carson City School District Bond Oversight Committee - 4 Years

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

Carson City Rotary - President 2018-19 Carson Tahoe Continuing Care Hospital Board of Directors, Vice President 2018-19, 4 Years Carson City School Bond Advisory Committee -6 Years Wellington Crescent Property Owners Association - 6 Years as Treasurer Rotary District 5190 Bookkeeper - 2 Years

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 *

CHARLES W. BORDERS, JR

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

RESUME

EMPLOYMENT HISTORY

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

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

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

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

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

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

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

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

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

EDUCATION

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

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

KNOWLEDGE, SKILLS, AND ABILITIES

Top Secret SI/SAO Security Clearance (expired)

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

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

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

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

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

HONORS AND AWARDS

- o Distinguished Flying Cross
- o Air Medal with nine Oak Leaf Clusters
- o Air Force Unit Citation with four Oak Leaf Clusters
- o Air Force Outstanding Unit Citation with Valor Device
- o Presidential Unit Citation
- o Vietnam Gallantry Cross with Device
- o Vietnam Campaign Medal with four Devices
- o Air Force Organizational Excellence Award
- o Company Grade Officer of the Quarter
- o IEEE Certificate of Merit

- o Boy Scouts of America Silver Beaver Award
- o Elected Port Aransas Mayor Pro Tem 6 times
- o Elected School Board President (2 Years)
- o Rotary Club President (4 Times)
- o Rotarian of the Year (2 Times)
- o Paul Harris Fellow
- o Citizen of the Year 2007, Port Aransas, TX

OTHER INFORMATION

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

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

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

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

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

PERSONAL REFERENCES

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

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

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

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

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

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 have been involved in downtown activities since 1981. I have served on CC Mainstreet, the Planning Commission, Library Board, WNC Advisory Board, and NBC Advisory Board. I have attended Leadership Carson City. I have run for partisan office. I have owned/operated two businesses and have created and run many downtown events. I know that I can offer a great deal to the Planning Commission. I have experience on boards and commissions. I understand the amount of time and work involved. I have always done 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. I understand that CCMC is designed to "promote the health, safety and general welfare" of Carson City and its residents. I pledge to protect that promise to our neighbors 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?

Since 1981. That makes it 39 years.

Question applies to Capital Improvements Advisory Committee, Planning Commission

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 Capital Improvements Advisory Committee, Planning Commission

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.

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

College, Professional, Vocational or Other Schools attended:

The Cooper Union for the Advancement of Science and Art

Major Subject:

Civil Engineering

Degree Conferred:

Bachelor of Science

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

I am NOT a realtor or developer. I am an active, involved Carson City citizen. I understand the CCMC. I would proudly represent the people of Carson City.

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

Chamber of Commerce (member), Mainstreet (committee chair), Library Board (member), Planning Commission (member), WNC Advisory Board (chair), NBC Advisory Board (member), SaveOpenSpace-Carson City (chair), Carson Advocates for Cancer Care (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 *

<i>Capital City Computing</i>	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, QuattroPro, and others. Custom graphics and websites. Adjunct Instructor at Western Nevada College.	
<i>Carson Mall Shopping Center</i>	2017 to 2018
<i>Mall Promotions Manager.</i> Promoting, advertising, event creation/coordination and Facebook updates for the Carson Mall Shopping Center.	
<i>Arlington Group</i>	1997 to 2014
<i>Partner.</i> Event planning and coordination service, specializing in craft fairs and historical and community events.	
<i>AT&T</i>	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.	
<i>Lockheed Missiles & Space Company</i>	1979 to 1981
<i>Satellite Operations Planner-Analyst.</i> Tracking, commanding and monitoring four Department of Defense satellites.	
<i>Jet Propulsion Laboratory</i>	1976 to 1979
<i>Mission Operations Controller.</i> Directly responsible for tracking station, command, and telemetry data up- and down-links for Voyager, Viking, Pioneer, and Helios NASA spacecraft. First woman to do so.	
<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>New York City Police Department</i>	1973 to 1976
<i>Police Administrative Aide.</i> Under Model Cities Program, assigned to the 24 th 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

Delacy

First Name

Sheck

Last Name

lacysol@sbcglobal.net

Email Address

4555 East 5 ST

Street Address

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Home: (775) 882-8959

Primary Phone

Home: (775) 830-2564

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?

Living in Carson City for the past 45 years and serving on several boards in the past, this seems like the next best thing to do

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?

the better part of 45 years

Question applies to Capital Improvements Advisory Committee, Planning Commission

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

I am now a Realtor selling primarily in Carson City, I volunteered with the Down Town Redevelopment, The 2020 group, The Storm Drain Committee, Park and Rec, Carson River, Deer Run Road Wild Horses all the groups had to be involved and interact with Planning and Development. I also volunteer with the Public Guardian's office.

Question applies to Capital Improvements Advisory Committee, Planning Commission

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

Great question, downtown is definitely the best and until I get familiar with it, the roundabout downtown is spooky.

Question applies to Planning Commission

Describe your vision for Carson City in ten years.

Hopefully the footprint we leave behind will still be the easy living community. Charming place to live

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:

Besides volunteering with the Public Guardian's office Mr. Giomi, I also list the property for sale.

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

College, Professional, Vocational or Other Schools attended:

Some college in Southern Calif. Real Estate School, Education every two years along with special education for 40 years

Major Subject:

Degree Conferred:

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

Besides a great love for Carson City and the experience of other boards, I bring common sense. I think we forget how important being kind and respectful we need to be

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

Storm Drain member at large Carson River member at large pollutions Down Town Redevelopment member at large 2020 Group vice chair Park and Rec. Carson Rive clean up

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

Aaron

First Name

M

Middle Initial

Sims

Last Name

aasims92@gmail.com

Email Address

718 Travis Drive

Street Address

D

Suite or Apt

Carson City

City

NV

State

89701

Postal Code

Mobile: (775) 431-4542

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 am very interested in helping to plan for the development of Carson City as we continue to grow and expand. We are such a beautiful community and we need to have on the board a range of diverse opinions and insights as well as dedication to the master plan of our community.

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Question applies to Planning Commission

How long have you lived in Carson City?

I moved to Carson City in the summer of 2010 so nearly 11.5 years.

Question applies to Capital Improvements Advisory Committee, Planning Commission

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

I have been working towards furthering my degree in public administration, this does include to an extent studying in planning and development.

Question applies to Capital Improvements Advisory Committee, Planning Commission

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

I see a disparity when it comes to some of our zoning practices, particularly when it comes to areas that seem like they are more heavily industrial and we have in recent years added residential throughout those areas. I do think that this would be the worst decision in regards to development, we need to keep these areas both specific and separate. As for the best development decisions, I would point out the downtown re-development plan which boosted our downtown to being a much friendlier place for pedestrians and for gatherings.

Question applies to Planning Commission

Describe your vision for Carson City in ten years.

In 10 years, I would like to see Carson City be a vibrant and diverse place to live and work. This would include having updated water pipes and grids to ensure no drinking water is at risk of contamination. I would like to see our open spaces expanded to include more bike paths and trails as well as places for people to hike. I would like to see better development within neighborhoods including redoing a lot of our smaller streets that have been gaining pot holes in recent years. Lastly, I would like to see us continue to transition into a more tourist attracted location by expanding re-development in other areas of the city, specifically in the north Carson area.

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

College, Professional, Vocational or Other Schools attended:

Western Nevada College

Major Subject:

Labor and Working relations

Degree Conferred:

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

I am a strong leader as well as a team player. I believe in fairness, respect and transparency as well as having a strong work ethic in everything I do in my life. I am both decisive and have a strong ethical code.

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

I have been involved in a plethora of community organizations my whole life. I have worked on several presidential campaigns since the year 2000. From 2005 to 2007, I was the President of the Builders Club at Pau-Wa-Lu Middle School which was a community group for middle schoolers as part of Kiwanis International. In 2007, I was elected as a HOBY Ambassador to represent Douglas High School. In 2011 and again in 2014 I served as Student Body Representative for WNC. I have been a central committee member of both the Douglas County and Carson City Republican Party's and will soon be voted in as a central committee member for the Carson City Democratic Party. I was an elected delegate to the 2012 GOP Convention. I served as a non-paid Lobbyist for the Nevada Legislature in 2015. I was both a volunteer and a Family Services Coordinator for the Salvation Army 2015-2016. I was a campaign manager for a state assembly race and then a field director for one of the major presidential candidates in 2016. I served as Vice Chairman of the Carson City Republican Party 2017 - 2018. Currently I am involved with the Our Center in Reno, I help with Night off the Streets here in town and have been active in my church.

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

N/A

[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 *

Aaron Sims

**900 N Saliman Road #101C Carson City, NV 89701 | (775) 468-7549 |
aasims92@gmail.com**

PROFESSIONAL SUMMARY:

1. Arvato Digital Services / Infosys BPM
 - Address: 6100 Neil Road Reno, NV 89511
 - Title: Transaction Specialist, Level 2
 - Tenure: 05/15/2017 - 02/05/2019
 - Contact: (775) 823-5600

2. Harley Davidson Financial Services
 - Address: 3850 Arrowhead Dr. Carson City, 89706
 - Title: Contract Processor
 - Tenure: 01/05/2017 - 05/10/2017
 - Contact: (888) 691-4337

3. Nevada Republican Party
 - Address: 2810 W. Charleston Suite 69 Las Vegas, NV 89102
 - Title: Western Nevada Field Director
 - Tenure: 09/10/2016 - 11/08/2016
 - Contact: (702) 586-2000

4. Mont Bleu Resort
 - Address: 55 HWY 50 Lake Tahoe, NV 89449
 - Title: Casino Accountant
 - Tenure: 06/10/2016 - 09/10/2016
 - Contact: (775) 588-3515

5. The Salvation Army
 - Address: 661 Colorado Street Carson City, NV 89701
 - Title: Youth Aide
 - Tenure: 01/02/2016 - 06/10/2016
 - Contact: (775) 887-9120

6. The Salvation Army
 - Address: 661 Colorado Street Carson City, NV 89701
 - Title: Family Services Coordinator
 - Tenure: 08/20/2015 - 11/04/2015
 - Contact: (775) 887-9120

7. Best Buy
 - Address: 911 Topsy Lane Carson City, NV 89705
 - Title: Sales Associate
 - Tenure: 08/22/2013 - 11/14/2014
 - Contact: (775) 267-3523

8. Hampton Inn & Suites
 - Address: 10 Hospitality Way Carson City, NV 89706
 - Title: Front Desk Agent
 - Tenure: 04/10/2012 - 02/15/2013
 - Contact: (775) 885-8800

9. Olive Garden
 - Address: 4253 S. Carson Street Carson City, NV 89701
 - Title: Busser
 - Tenure: 06/05/2011 - 09/10/2011
 - Contact: (775) 883-7471

Aaron Sims

**900 N Saliman Road #101C Carson City, NV 89701 | (775) 468-7549 |
aasims92@gmail.com**

VOLUNTEER

HISTORY:

2005 – 2007: Builders Club of Pau-Wa-Lu Middle School | President | Gardnerville, NV 89460

2006: Gibbons for Governor | Volunteer | Carson City / Douglas County NV

2007: Leadership of Douglas High School | Minden, NV 89723

2007: HOBY International | Ambassador | Minden, NV 89723

2007: Nevada Governor’s Office | Intern | Carson City, NV 89701

2008: Douglas County Republican Youth | Chairman | Douglas County, NV

2008 – 2010: Political Youth Organization | Founding President | Douglas County, NV

2011: Student Council | Student Body Representative | Western Nevada College, Carson City, NV 89706

2012: Romney for President Campaign | Turf Coordinator | Carson City, NV 89701

2012: Republican State Convention | Delegate | Reno, NV

2014: Statewide elections | Grassroots leader | Washoe / Carson City / Douglas County NV

2015: Nevada State Legislative Session | Non-paid Lobbyist | Carson City, NV 89701

2015 – 2016: The Salvation Army | Volunteer | Carson City, NV 89701

2016: Forbush for Assembly Campaign | Campaign Manager | Carson City / Washoe Valley, NV

2016: Presidential Primary | Volunteer | Northern Nevada

2017 – 2018 Carson City Republican Party | Vice Chairman | Carson City, NV 89701

2019 – Current Northern Nevada Democratic Socialists of America | Committee Member | Reno, NV

2019 – Current Our Center | Volunteer | Reno, NV

Profile

Theresa "teri"

First Name

L

Middle Initial

Green-preston

Last Name

teripreston1@gmail.com

Email Address

2499 Simons Ct

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

Home: (775) 882-1613

Primary Phone

Mobile: (775) 297-1909

Alternate Phone

Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

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

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

Question applies to multiple boards

Are you currently a registered voter in Carson City? Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission? Yes No

Question applies to multiple boards

If yes, please list:

Planning Commission

Question applies to multiple boards

Term expiration:

January 2022

How long have you lived in Carson City?

My family moved me to Carson City in 1958. I have had primary residency in Carson City for over 43 years.

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

1. Describe any experience you have in dealing with planning or development? I am a third-generation general building contractor and second-generation Realtor with 40 + years of hands-on experience locating, developing, constructing, selling and managing commercial and residential properties in the private sector for my family, myself and others, as well as an additional decade of similar service in the public sector with the State of Nevada. I began working in my family's development, real estate, and construction business in Carson and Northern Nevada in the mid 70's through the mid 80's on multiple developments. I opened my first construction and development company in Washington State in the late 80's to enhance my full service residential / commercial real estate company. I worked hand in hand with the Community Development offices of Olympia, Lacey, Tumwater and Thurston County to address, zoning, platting, storm water mitigation, late comer fees, utility improvement and land improvement districts, access, trail systems and other concerns affecting projects under my oversight. I was appointed and served as the Realtor Representative of the Thurston County Storm Water & Runoff Task Force formed to develop policy identifying water sources, use priority, monitoring, and control of the resource. The Task force was comprised of elected officials from the three cities, the County, and the State, local tribes, developers, environmental and sportsmen organizations. Over the past four decades using and enhancing the skills obtained throughout the years, I have initiated and overseen projects as an employee and/or project manager for others, as well as for my interests in Nevada, California, and Washington. This includes the production and presentation of Developer and Property Reports required by the State of Nevada NRS 119 and NRS 645 for large developments. For nearly a decade I oversaw the day to day operations of the State of Nevada Buildings and Grounds, Leasing and Contract Services Department. I located sites for the various programs throughout the State, defining tenant improvements (TI's), negotiating terms, finalizing contracts, overseeing those TI's and managing the leases for over 2,000,000 sq. ft. of office, warehouse, and industrial space. I was responsible for the preparation and partial oversight of the State contracts with vendor and municipalities, including the Marlette/Hobart water system enhancements and construction. My staff and I reviewed and issued special use permits for all State facilities under Buildings and Grounds control. After retiring from the State of Nevada, and I returned the private sector providing commercial real estate, sales, consulting, leasing, and property management services in Northern Nevada.

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

During my lifetime, my hometown of Carson City has changed considerably and has been impacted by development decisions good and bad. The Best: • The consolidation of Ormsby County, New Empire, Stewart and Carson City services into one entity eliminating duplication. • The implementation of purchasing development rights at fair market value for Open Space. • The use of reclaimed water for the parks and golf courses. • The partnering and cooperation for improvements and enhancements to the State of Nevada's Marlette/Hobart water system and partnering with Douglas County for water rights and water purchases. The worst: • There is not a freeway on/off ramp at 5th Street allowing direct ingress and egress west to the City's downtown and historical districts, the Capitol and Legislative complex, schools, various neighborhoods including the new Lompa Ranch development, and to the east, the Carson City Corporate yard, more schools and neighborhoods, parks and open spaces along the river corridor such as Silver Saddle Ranch and the planned State Prison Museum. • There is a lack of housing for the current population in various price points. • Former elected officials not allowing the Walmart Superstore on South Carson Street due to a city agreed non-compete with Raley's, thus creating the county border retail center at the Douglas/Carson County line. • The dangerous blind intersection at Combs Canyon and Timberline Road. • The non-constancy in road names i.e. College, Fairview, Edmonds ring road and Ormsby, Foothill, Combs Canyon, Timberline arterial.

Question applies to Planning Commission

Describe your vision for Carson City in ten years.

We require balance and foresight for our City's future if we do not wish to be a bedroom community or have the current primary employer of this area, State government, consider relocation due to loud voices throughout Nevada, from the South and the North. We, as a community must diversify, and not be under the thumb of any one entity. The current zoning plan requires extensive review. There are very few multi-family zoning areas and single-family infill needs to occur, to effectively use the existing and planned infrastructure. I would like to see staggered new construction coupled with revitalization of existing housing, to serve all socioeconomic sectors. It will be important that private office space continues to be built, maintained, and remain cost efficient. If not, the State will build new buildings on their campuses between Stewart and Roop Streets and in the Las Vegas area, vacating private properties that are currently on the Carson City tax rolls and are a valuable revenue source. (Note: government buildings are exempt from property tax). Casinos, unfortunately, do not provide the revenues they once did. We need more industrial facilities to house companies coming to this area ranging from small warehouse office combo incubator space to larger facilities for manufacturing and distribution. We need to utilize the workforce we are creating at WNC. We have a beautiful new downtown, yet the entrance corridors from the new freeway are not welcoming. The vacant lots, obsolete and derelict structures, need attention - especially those in our north, east, and south corridors. This will require a concerted effort of structured change, fresh ideas, code enforcement, signage review, cooperation from the building owners and tenants coupled with the support of the citizenry. Currently, our neighboring communities of Dayton, Washoe City, Johnson Lane, and Indian Hills, located in Lyon, Washoe and Douglas Counties provide the housing and commercial services our current and desired population and workforce wants and requires. Carson City needs to address a situation that is sending housing, business, and manufacturing revenues to our bordering counties rather than creating opportunities within our county borders.

Conflict of Interest

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

If yes, please provide contract details:

n/a

Question applies to multiple boards

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

Yes No

Education

College, Professional, Vocational or Other Schools attended:

1975-Current

Major Subject:

Real Estate, RE Development , RE Law, RE Contracts, Water Rights, General Construction, Landscaping Design, Ethics, Planning, Residential-Commercial-Land, 1031/ 1033 investor, etc

Degree Conferred:

n/a

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

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

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

• Appointed Member: Carson City Planning Commission 2018-2021 • Member: Reno Sparks Realtors & National Assoc. of Realtors 2017-present • Member: Northern Nevada Multiple Listing Service (MLS); 2017-present • Member: Incline Village Realtors and Multiple Listing Service 2020-present • Appointed Member: Nevada Day Board 2017-Present • Member Carson City Chamber of Commerce 2017- Present • Member Carson City Downtown Association 2018- present • Appointed Member Carson City Open Space Advisory Board 2009-2012 • Appointed Member of the Stewart Indian School Advisory Board 2006-2010 • Appointed Staff: Governors' SAGE Blue Ribbon Committee 2010 • Member: Olympia & Thurston County Realtors & National Assoc. of Realtors 1987-2005 • Member: Olympic Multiple Listing Service (MLS); 1987-2005 • Olympia Rental Association; Thurston Rental Owners Association • Olympia 5 Star Contractors Association – Chair Marketing & Membership Committee, 1990-2005 • Appointed Realtor Representative Thurston County Storm Water & Runoff Task Force 1989-1990 • President, Olympia-Thurston County Professional Business Women Network 1988-1989 • Treasurer, Local National Association of Real Property Managers (NARPM) 1988-1994 • Secretary, Olympia Yacht Club; Past Chair, Olympia Lighted Ship Parade 1990-2003

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

• Nevada Real Estate Sales License 10/2015 - Present • Nevada Property Manager Permit 10/2015 - Present • Nevada Community Manager 10/2016 - Present • Washington Real Estate Broker 10/1987 - 10/2005 • Washington Collection Agent 10/1987- 10/2005 • Washington General Contractor 10/1990-10/2005 • Washington Liquor and Gaming License 09/1995-10/1999

[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 *

THERESA (TERI) GREEN- PRESTON
2499 Simons Ct.
Carson City, Nevada
(775) 297-1909
TeriPreston1@gmail.com

PROFESSIONAL PROFILE

I have over four decades as an experienced residential and commercial real estate specialist, in both the private and public real estate sectors operating in Nevada, California and Washington. Specializing in acquisition, development, construction, management, sales, leasing and oversight of the day-to-day operations, administration, leasing and sales of land, residential, office, retail, medical, industrial, and multifamily investor assets. Develops, coordinates, and implements action plans to achieve investor objectives. Works closely with construction, maintenance/building engineering, leasing, accounting staff and vendors maximizing the asset value of each property. Provides knowledgeable customer service, maintaining positive tenant relations through regular site visits, meetings, responding to inquiries and work order follow through. Establishes and maintains cooperative fiduciary relationships with owners, tenants, brokers, lenders, contractors, vendors, and other stakeholders.

Experienced Business owner/operator of several long-held companies, including international and domestic manufacturing operations, imports, sales, distribution, national franchises, service, food and beverage, and professional services.

As a Carson City native and a working family member of a large local construction and development company I have the unique bragging right of living in over fifty-eight homes in Carson City, by the time I was 21 years old, some manufactured some stick built. Since I have returned to my hometown, I have lived in an additional four. This provides me with a unique perspective of many of the neighborhoods in Carson City.

EMPLOYMENT AND BUSINESS OWNERSHIP HISTORY

Coldwell Banker Select - Prime Locations Nevada LLC	Real Estate Sales, Leasing, and Property Management Commercial - Residential- Independent Contractor	Northern Nevada	4/2017-Present
Basin Street Properties	Senior Property Manager	Reno, Nevada	08/2016-12/2016
The Ribeiro Companies	Senior Property Manager	Reno, Nevada	10/2015-03/2016
State of Nevada	Manager- Real Estate Contracts Real Estate Leasing Services	Carson City, NV	05/2006-10/2015
ResCom Properties, Inc	Real Estate Broker – Working Owner	Olympia, WA	10/1987-10/2005
ResCom Properties, Inc	Collection Company – Working Owner	Olympia, WA	10/1987-10/2005
ResCom Properties, Inc	General Building Contractor – Working Owner	Olympia, WA	10/1990-10/2005
Preston Damitio Enterprises DBA Angel- Angel America and Prima Yachts	Yacht Builder/Importer/Sales-Working-Partner	Olympia, WA	8/1989- 5/2005
Preston Damitio Enterprises DBA PDE Automotive	Auto Body and Automotive Service Partner	Olympia, WA	8/1989-5/2005
Preston Damitio Enterprises DBA PDE Leasing Services	Leasing &Sales Manufacturing /Tech Working- Partner	Olympia, WA	8/1989-5/2005
Impulse Investments DBA Dweese Dodge-Chrysler-Jeep	Partner New and Used Car Dealership Sales and Service Working- Partner	Aberdeen WA	11/1991-5/2005
Sue's Secretarial Center	Executive Suites/ Secretarial services Working Owner	Lacey, WA	1/1988- 3/2002
Captain Ron's Restaurant and Lounge	Restaurant, Bar and Catering Working Partner	Olympia, WA	9/1995-10/1999

LICENSES

- Nevada Real Estate Sales License 10/2015 - Present
- Nevada Property Manager Permit 10/2015 - Present
- Nevada Community Manager 10/2016 - Present
- Washington Real Estate Broker 10/1987 -10/2005
- Washington Collection Agent 10/1987- 10/2005
- Washington General Contractor 10/1990-10/2005
- Washington Liquor and Gaming License 09/1995-10/1999

AFFILIATIONS

- Appointed Member: Carson City Planning Commission 2018-2021
- Member: Reno Sparks Realtors & National Assoc. of Realtors 2017-present
- Member: Northern Nevada Multiple Listing Service (MLS); 2017-present
- Member: Incline Village Realtors and Multiple Listing Service 2020-present
- Appointed Member: Nevada Day Board 2017-Present
- Member Carson City Chamber of Commerce 2017- Present
- Member Carson City Downtown Association 2018- present
- Appointed Member Carson City Open Space Advisory Board 2009-2012
- Appointed Member of the Stewart Indian School Advisory Board 2006-2010
- Appointed Staff: Governors' SAGE Blue Ribbon Committee 2010
- Member: Olympia & Thurston County Realtors & National Assoc. of Realtors 1987-2005
- Member: Olympic Multiple Listing Service (MLS); 1987-2005
- Olympia Rental Association; Thurston Rental Owners Association
- Olympia 5 Star Contractors Association – Chair Marketing & Membership Committee, 1990-2005
- Appointed Realtor Representative Thurston County Storm Water & Runoff Task Force 1989-1990
- President, Olympia-Thurston County Professional Business Women Network 1988-1989
- Treasurer, Local National Association of Real Property Managers (NARPM) 1988-1994
- Secretary, Olympia Yacht Club; Past Chair, Olympia Lighted Ship Parade 1990-2003

AWARDS

- Coldwell Banker International Diamond Society 2019
- Nevada Appeal Best of Carson City-Commercial Real Estate 2017,2018, 2019, 2020, 2021
- 16th Annual Cashman Good Government Award Finalist 2013
- Governor's Certificate of Achievement Certificate of Excellence 2014
- Thurston County Remodeler of the Year 1994

EDUCATION

State of Nevada – Ethics/Law/Contracts/ Water Use/ Land Use/ Commercial Real Estate Law - License
State of Nevada - Property Management/Law/ Community Association Management - License
State of Nevada - Real Estate Principles and Practices/ Nevada Real Estate Law - License
State of Nevada - Property Management/ Property Management Law - License
State of Nevada - Contract Management/Federal and State Contract Law/Risk Management- Certification
State of Washington - Broker Management/ Real Estate Practices/ Real Estate Law/Appraisal - License
State of Washington - Shoreline, Wetlands, Waterfront & Tidelands Regulation/Land Use - License
State of Washington - Risk Management/Contract Negotiations/Contract Law/Finance - License
National Association of Real Property Managers NARPM- Landlord Tenant Law/Real Estate Asset Planning
Carson High School - General Studies - Diploma

Profile

Michael R Pelham
First Name Middle Initial Last Name

michael.ross.pelham@gmail.com
Email Address

2541 Woodcrest Ln
Street Address Suite or Apt

Carson City NV 89701
City State Postal Code

Home: (775) 771-0828
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 am in a position where I can finally give back to my community. I want to serve the community where I've laid roots. I have a 1 year old son and I'd like to make sure that Carson City grows sustainably and responsibly.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

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

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Question applies to Planning Commission

How long have you lived in Carson City?

I moved to Carson City in January of 2018.

Question applies to Capital Improvements Advisory Committee, Planning Commission

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

While working as the Director of Government and Community Affairs for the Nevada Taxpayers Association, part of my duties was to monitor government spending, which included keeping tabs on planning and development. I monitored all 17 counties and their planning commissions.

Question applies to Capital Improvements Advisory Committee, Planning Commission

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

I really like the downtown area and how the city was able to create a better space for pedestrians and businesses. I've been keeping an eye on the slaughterhouse project in south Carson City and I think it's probably a good idea to have a food processing entity locally in order to deal with food insecurity. One of the worst land development decisions was to not include an overpass on highway 50 and South Carson St. Carson Valley communities are continuing to grow and that stop light causes major congestion, and accidents and could've been avoided if there was an overpass. I realize money was an issue, but it's something that should've been done.

Question applies to Planning Commission

Describe your vision for Carson City in ten years.

My vision of Carson City in ten years is a city that has had steady, sustainable growth with a diverse citizenry. This includes building affordable housing. I know Douglas County has a cap on the amount of houses that can be built each year and since the global recession they were able to roll that amount into the next year. I see Carson City as a boutique destination for people visiting the Sierra's. I don't want the population to explode but slow sustainable growth is good for the economy and good for people. Once housing is built, services tend to come next, so I anticipate a growth in services in the area, and that is already evident in the development of South Carson City.

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

University of Nevada, Las Vegas: Bachelors of Science Gaming Management University of Nevada, Las Vegas: Minor in Economics Australian Catholic University: Masters in Business Administration

Major Subject:

Gaming Management and Economics Masters in Business Administration

Degree Conferred:

Bachelors of Science Masters

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

My qualifications for this position are that I was a lobbyist for the Nevada Taxpayers. My duties were to be a steward of the taxpayer dollar and this included monitoring capital projects going on in each individual county. I was also the head of distribution and statistics for the Department of Taxation for over 3 years where I was involved in planning STAR (Sales Tax Anticipated Revenue) Bond districts. Part of my duties were to monitor the growth of businesses in each county each month. I took the taxable sales from each county and analyzed why businesses were either up or down in taxable sales. Some reasons included capital projects, like solar energy projects in rural counties, geothermal projects, and fluctuations in the price of minerals.

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

I am active in my church community St Theresa's Catholic Church. I am a member of Carson City Rotary. I am on the Board of Directors for Nevada State High School

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

I am a member of Carson City Rotary.

[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 *

Michael Pelham

2541 Woodcrest Ln, Carson City, NV 89701 • (775) 771-0828 • michael.ross.pelham@gmail.com

Education:

- ◆ M.B.A. Australian Catholic University 2010
- ◆ B.S. Gaming Management University of Nevada, Las Vegas 2008

Professional Experience:

Management Analyst III Merchant Services Manager July 2021 - Present
State Treasurer's Office

- ◆ Administer Nevada's Merchant Services Program for the State Treasurer's Office
- ◆ Work with agencies and political sub-divisions interested in accepting credit cards for payments
- ◆ Track and monitor fees to ensure optimal pricing structure and recommend improvements
- ◆ Analyze monthly account analysis for ePayment items and pricing including interchange rates
- ◆ Coordinate with State agencies to insure compliance of Payment Card Industry Data Security Standards
- ◆ Serve as the bank liaison for Cash Management and Merchant Services Divisions

Management Analyst II March 2020 – July 2021
State of Nevada Division of Healthcare Financing and Policy

- ◆ Utilize Division's data reporting system to manage and report fiscal and budget authority of programs
- ◆ Reconcile accounts payable, audit deposits and balance the deposits made by our fiscal agent
- ◆ Review manual transactions and approve funds to be applied to the correct funding source
- ◆ Track and monitor cash receipts in dual accounting systems of IFS and MMIS and identify discrepancies

Director of Government and Community Affairs November 2017 – September 2019
Nevada Taxpayers Association

- ◆ Work directly with Legislators, Local Governments and the public to explain complex tax policy issues
- ◆ Assist the NTA in meeting legislative/regulatory goals by creating policy proposals
- ◆ Work with government representatives and regulators to ensure that sound tax policy is considered
- ◆ Provide research and analysis on issues of concern to government agencies
- ◆ Develop recommendations on fiscal issues, position papers, and NTA publications
- ◆ Review proposed new bills, draft regulations, new/revised codes, and new/revised ordinances

Management Analyst II May 2014 – November 2017
State of Nevada Department of Taxation

- ◆ Subject matter expert in the Department of Taxation distributions
- ◆ Distribute and allocate Sales & Use Tax, Consolidated Tax, and Excise Taxes
- ◆ Identify reasons why NAICS categories increase or decrease
- ◆ Compile, prepare and publish the Department's Annual Report and monthly press release
- ◆ Work with local governments to prepare the Consolidated Tax section of the annual revenue projections
- ◆ Provide the Controller's Office with quarterly AR Reports and yearly GASB 33 report

Tax Examiner I June 2013 – May 2014
State of Nevada Department of Taxation

- ◆ Document preparation and correspondence for the distribution of registration forms
- ◆ Account maintenance and collections, including working suspended, amended, and delinquent returns

Accounting Assistant II August 2012 – June 2013
State of Nevada Department of Taxation

- ◆ Balance all Taxation Department deposits, receipts, and adjustments including creating JVDs to move funds
- ◆ Generate reports for credit receipts and decentralized journal vouchers

- ◆ Research and process Secretary of State stale dated checks
- ◆ Prepare comprehensive reports for the distribution and use of the Department of Taxation

*Slot Shift Supervisor
Atlantis Casino*

February 2011 – August 2012

- ◆ Perform internal audit procedures in accordance with policies, procedures and gaming regulations
- ◆ Provide daily cash forecasts and daily shift reports to casino executives
- ◆ Responsible for completing team member annual reviews and supervising a staff of 25

Activities & Awards:

Order of Omega

Youth soccer coach/volunteer

Carson City Rotary member

Vice Chairman of Nevada State High School Governing Body

Profile

Tod B. Jennings
 First Name Middle Initial Last Name

todj@charter.net
 Email Address

804 Jeanell Dr
 Street Address Suite or Apt

Carson City NV 89703
 City State Postal Code

Mobile: (775) 544-2534
 Primary Phone Alternate Phone

Which Boards would you like to apply for?

Planning Commission: Submitted

Question applies to multiple boards

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

My family moved to Carson City the day after Christmas, 1964. At 18, I left for the United States Air Force and an opportunity to see the world. While I may have left for 21 years, coming back to visit frequently, I never considered living anywhere but Carson City - after all, home means Nevada. My son's mother always accused me of trying to change the world - my point to her was that I could not change the world, but I could make my little piece of it a better place. I believe I did that in my military service as well as in my service to Carson City as a school teacher off and on for 19 years. Now I would like to take it to the next level and help to make Carson City a better place into the future by being part of the decision-making process for Carson City.

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?

1964 - 1976 From 1976 to 1998 Carson City was my home of record while I served in the USAF. 2002 - present

Question applies to Capital Improvements Advisory Committee, Planning Commission

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

While in the United States Air Force I assisted in numerous upgrades to communications facilities, moving from teletype to computers.

Question applies to Capital Improvements Advisory Committee, Planning Commission

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

I believe Carson City should have made more of a concerted effort to purchase the Anderson Ranch versus allowing it to be purchased for the Vintage Project. Worst land development decisions...the development behind Lone Mountain - that's a wetland, it will always be a wetland. Developing on it sets the homeowners up for problems into the future. We cannot alter what naturally occurs - we might change it however briefly, but nature has a way of reminding us we don't have as much control over it as we might like to think.

Question applies to Planning Commission

Describe your vision for Carson City in ten years.

The next ten years are going to be important for Carson City's future. We need to manage our growth to ensure our infrastructure keeps up. Currently our roads need concerted effort for repair. Adding to the population and ignoring necessary road maintenance is unacceptable. Included in that infrastructure are services, services from the likes of the medical community. We must consider in our growth, the availability of water - it was Mark Twain who said, 'Whisky is for drinking - water is for fighting.' If Douglas and Lyon County determine they need to keep their water, versus selling it to us, we're going to have to build a treatment plant sooner than later - a treatment plant that will be done on the backs of the homeowners. I believe the decision makers in Carson City need to listen more to the people of Carson City versus pushing their own visions and agendas. I have yet to meet a citizen who agrees with pushing the population of Carson City to 70,000 as has been said by some.

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

College, Professional, Vocational or Other Schools attended:

University of Nevada, Reno

Major Subject:

Elementary Education

Degree Conferred:

Bachelor of Science

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

A common thread throughout my evaluations while in the service was my ability to build teams in order to accomplish the mission. I served in a number of NATO assignments where it was not only multi service, it was multi nation, which required me to expand my way of thinking beyond just an American mind-set.

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

I have served as the Post Commander for Capitol Post 4, the American Legion after working my way up through the chairs. I also served as the Commander for District 4 and on the National Americanism Commission. In addition, I am a volunteer at the Night Off the Streets Shelter and actively serve my church, First United Methodist Church.

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 *



TOD B. JENNINGS

Master Sergeant, USAF (Retired) and
Educator

PROFILE

CONTACT

PHONE:
775-544-2534

EMAIL:
todj@charter.net

HOBBIES

Snowshoeing
Skiing
Kayaking
Snorkeling/Scuba Diving
Photography
Hiking

EDUCATION

University of Nevada, Reno

Graduated With Distinction
1998 - 2002
Earned a Bachelor of Science in Elementary Education

WORK EXPERIENCE

Carson City School District Teacher

August, 2014 - January, 2021
I spent 2 years as a long term substitute teacher. One year I was responsible for the in-school suspension program followed by one year teaching photography for a semester and pushing in for students with special needs. Following that two years, I was contracted as a teacher for students with special needs, which I did for four and a half years.

Diocese of Reno Middle School Science Teacher and K-8 PE Teacher.

August, 2007 - August 2012
I was the Middle School Science Teacher and PE Teacher for St. Teresa of Avila Catholic School in Carson City. I designed engaging curriculum in the appropriate classes. A number of my students from St. Teresa's have gone into Science related careers, i.e., nursing, medicine, and chemistry to name just a few.

Lyon County School District Middle School Math Teacher

August, 2005 - June, 2006
I taught 8th grade Math at Fernley Intermediate School.

United States Air Force Retired Master Sergeant

8 July 1976 - 1 July 1997
Awards and Decorations:
Defense Meritorious Service Medal with one oak leaf cluster
Meritorious Service Medal with one oak leaf cluster
Joint Service Commendation Medal
Air Force Commendation Medal with two oak leaf clusters
Southwest Asia Campaign Medal
National Defense Medal
Good Conduct Medal with clusters

SKILLS

Following are taken from evaluations while serving in the USAF

- Inspired others to excel
- Highly motivated can-do attitude
- Delivered excellent results on all tasks
- Hard charger, respect gained as a motivator and leader
- Team builder



PLANNING COMMISSIONER DUTIES AND RESPONSIBILITIES

SUMMARY OF PURPOSE OF THE PLANNING COMMISSION:

The purpose of the Planning Commission is to take action and/or make recommendations to the Board of Supervisors on certain zoning applications pertaining to the Carson City Municipal Code (CCMC) Title 18 (Zoning) and Title 17 (Subdivision of Land). The Planning Commission is the lead advisory body on matters pertaining to the City's Master Plan. The Planning Commission also serves as the City's Growth Management Commission to implement the provisions of CCMC 18.12 (Growth Management). The Planning Commission is established pursuant to CCMC 18.02.010 (Planning Commission) and NRS 278.030.

The Planning Commission is a seven-member board appointed by the Board of Supervisors. Planning Commissioners serve four-year terms, expiring on June 30 of the member's respective year of term expiration. Planning Commissioners serve without compensation.

ESSENTIAL FUNCTIONS:

- The Planning Commission performs duties and functions delegated to a County Planning Commission by the terms of NRS 278.010 to 278.630, inclusive, and CCMC 18.02.010 (Planning Commission).
- The Planning Commission takes action to approve, conditionally approve or deny special use permits, variances, and appeals of administrative decisions. Decisions by the Planning Commission on these types of applications are final unless appealed to the Board of Supervisors.
- The Planning Commission hears applications and makes recommendations to the Board of Supervisors on Master Plan Amendments, Zoning Map Amendments, Title 18 Zoning Code Amendments, amendments to the Development Standards, Tentative Subdivision and Planned Unit Development Maps (Title 17), and other appropriate subjects at the Board of Supervisors direction.

QUALIFICATIONS:

- Commissioners must be residents of Carson City and registered voters therein at the time of their appointment and continuously throughout their term.
- 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.

CHARACTERISTICS OF THE IDEAL PLANNING COMMISSION:

- Membership of the Planning Commission should attempt to reflect the diversity of the community while at the same time consisting of people who are known to be level-headed, practical, and willing to work together. The Planning Commission should not be composed of people who think alike. Nor should a Planning Commission be appointed that has individual members so opinionated that they cannot reach consensus.
- A Planning Commission should consist of members with a range of skills to provide depth and perspective in the Planning Commission's deliberations.
- A Planning Commissioner should have some understanding of the forces that are shaping events in the community. This would include understanding attitudes and issues about growth and development, knowing how the local economy works, and having some knowledge of community land-use and development trends.
- Planning Commissioners represent and work on behalf of the public. The interests of the public must be kept in mind in both the way that business is conducted and in the decisions that are made. Planning Commissioners should understand that working in a public process can be frustrating and time-consuming. This is because everyone's interests – the interests of the community at large – must be heeded, and not just those of particular advocacy groups or individuals.
- Planning Commissioners will not always agree on what constitutes good planning but they should all agree that planning is important.
- Planning Commissioners should strive to be objective. This important trait is basically the ability to distinguish between fact and opinion. Planning Commissioners should be able to support decisions based on the facts, even if it disagrees with their personal opinion.
- The Board of Supervisors reserves the right to deny applications and consider new applicants if it is determined that applicants do not meet the required qualifications or do not have the appropriate skills and abilities to meet the Board's desired Planning Commission characteristics.

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.

18.02.010 - Planning commission.

1. Purpose. The purpose of this ordinance is to specify the establishment and authority of the Carson City Planning Commission (hereinafter in Title 18 referred to as "commission").
2. Authority; powers; duties; review by the board.
 - a. The commission is hereby created, pursuant to NRS 278.030.
 - b. The commission shall perform all duties and functions delegated to a County Planning Commission by the terms of NRS 278.010 to 278.630, inclusive, and CCMC Title 2 (Planning Commission).
 - c. The commission shall take action to approve, conditionally approve or deny special use permits, variances, and appeals of administrative decisions. The commission shall hear applications and recommend to the board action on changes to the Master Plan, zoning districts, amendments to Title 18 ordinances, amendments to the Development Standards, and all other appropriate subjects.
 - d. On matters where the commission takes final action, the proponent, any aggrieved party, or member of the board may appeal the decision to the board.
 - e. On matters where the commission makes a recommendation to the board, the board by majority vote may affirm, deny, or return to the recommendation to the commission for further consideration of any proposed recommendations.
3. Membership; terms of office; vacancies; removal; attendance by director.
 - a. There shall be seven (7) members of the commission.
 - b. The terms of the members shall be four (4) years or until a successor takes office and all terms shall expire on June 30th of their respective years.
 - c. Vacancies occurring before the expiration of a commissioner's term shall be filled for the remaining unexpired portion of the term.
 - d. Members may be removed, after a public hearing, by a majority vote of the board for inefficiency, neglect of duty. or malfeasance of office.
 - e. The Planning and Community Development Director (hereinafter in Title 18 referred to as director) or his designee shall be in attendance at all commission meetings.
4. Qualifications.
 - a. The mayor shall appoint, with the approval of the board, the members of the commission.
 - b. The members shall be residents of Carson City and registered voters therein at the time of their appointment and continuously throughout their term.
5. Compensation. All members of the commission shall serve without compensation.
6. Meetings and Records.
 - a. The commission shall hold at least one (1) regular meeting in each month.
 - b. The commission shall adopt by-laws and rules for the transaction of their business and shall keep a record of its decisions and findings. This record shall be a public record.
 - c. Complete records of official actions of the commission shall be kept on file in the office of the planning and community development department.
7. Chairman and Other Officers.
 - a. The commission shall elect yearly its chairman from among the appointed members.
 - b. The commission shall elect yearly other offices as it may determine necessary.

(Ord. 2001-23 § 2 (part), 2001).

Commissioner	Term Expiration Date	Appointing Authority
Nathaniel Killgore	Jan. 2025	Supervisor Ward 2
Sena Loyd	Jan. 2025	Supervisor Ward 4
Charles Borders	Jan. 2022	Mayor (1 yr. after election)
Teri Green-Preston	Jan. 2022	At-large open applications
Paul Esswein	Jan. 2023	Supervisor Ward 1
Jay Wiggins	Jan. 2023	Supervisor Ward 3
Richard Perry	Jan. 2024	At-large open applications