

DRAFT MINUTES
Carson City Planning and Growth Management Commissions Regular Meeting
Wednesday, May 31, 2023 ● 4:00 PM
Community Center Robert “Bob” Crowell Boardroom
851 East William Street, Carson City, Nevada

Commission Members

Chair – Teri Preston

Vice Chair – Sena Loyd

Commissioner – Charles Borders, Jr.

Commissioner – Ellen DeChristopher

Commissioner – Nathaniel Killgore

Commissioner – Vern Krahn

Commissioner – Richard Perry

Staff

Hope Sullivan, Community Development Director

Heather Ferris, Planning Manager

Todd Reese, Senior Deputy District Attorney

Stephen Pottéy, Senior Engineering Project Manager

Heather Manzo, Associate Planner

Tamar Warren, Senior Deputy Clerk

NOTE: A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the Public Meeting Clerk during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office and are available for review during regular business hours.

The approved minutes of all meetings are available on www.Carson.org/minutes.

GROWTH MANAGEMENT COMMISSION AGENDA

1. CALL TO ORDER

(4:05:12) – Chairperson Preston called the meeting to order at 4:05 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

(4:05:25) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Teri Preston	Present	
Vice Chair Sena Loyd	Present	
Commissioner Charles Borders, Jr.	Present	
Commissioner Ellen DeChristopher	Present	
Commissioner Nathaniel Killgore	Present	
Commissioner Vern Krahn	Present	
Commissioner Richard Perry	Present	

3. PLEDGE OF ALLEGIANCE

(4:05:42) – Chairperson Preston led the Pledge of Allegiance.

4. PUBLIC COMMENTS

(4:06:11) – Chairperson Preston entertained public comments; however, none were forthcoming.

5. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – DECEMBER 20, 2022

(4:06:46) – Chairperson Preston introduced the item and entertained comments or changes; however, none were forthcoming. She also entertained a motion.

(4:05:56) – Commissioner Borders moved to approve the minutes of the December 20, 2022 Growth Management Commission Minutes. The motion was seconded by Commissioner Killgore and carried 4-0-3 with Commissioners DeChristopher, Krahn, and Vice Chair Loyd abstaining as they were not present at the meeting.

6. MEETING ITEMS

6.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS FOR A RESOLUTION ESTABLISHING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS UNDER CHAPTER 18.12 (THE “GROWTH MANAGEMENT ORDINANCE”) OF THE CARSON CITY MUNICIPAL CODE (“CCMC”) FOR THE YEARS 2024 AND 2025, ESTIMATING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMITS FOR THE YEARS 2026 AND 2027, ESTABLISHING THE NUMBER OF BUILDING PERMIT ALLOCATIONS WITHIN THE DEVELOPMENT AND GENERAL PROPERTY OWNER CATEGORIES, AND ESTABLISHING A MAXIMUM AVERAGE DAILY WATER USAGE FOR COMMERCIAL AND INDUSTRIAL BUILDING PERMITS AS A THRESHOLD FOR GROWTH MANAGEMENT COMMISSION REVIEW.

(4:07:43) – Chairperson Preston introduced the item. Ms. Sullivan introduced Public Works Director Darren Schulz, Parks, Recreation, and Open Space Director Jennifer Budge, Health and Human Services Director Nicki Aaker, Deputy Fire Chief Aaron Lowe, Deputy Public Works Director Dan Stucky, Wastewater Utility Manager Andy Hummel, Water Utility Manager Eddy Quaglieri, Public Works Operations Manager Rick Cooley, and Carson City School District Superintendent Andrew Feuling. She also gave background and reviewed the Staff Report, incorporated into the record, which contained historical data and Staff’s recommended allocations for 2024-2027, based on three percent growth and alternatives of two and two-and-a-half percent growth rates, describing how they would affect the number of available allocations.

(4:15:22) – Ms. Sullivan highlighted the State Demographer’s projection which estimated a population growth of 0.7 percent each year for the next five years. She relayed the Public Works Director’s recommendation that the maximum water usage threshold be modified from 15,000 gallons to 10,000 gallons for commercial and industrial users, above which a Growth Management Commission Approval would be required. Ms. Sullivan also recommended continuing the 2021 recommended finding to determine additional water use allocation by the Growth Management Commission which states: *“The Growth Management Commission must first find that the use utilizes water conservation measures and*

techniques. If that finding is made, the Growth Management Commission must consider if the use will promote health, welfare, safety or quality of life; or create quality jobs; or promote recreation and tourism. If both such findings are made, an application under subsection 5 can be granted.

(4:19:49) – Mr. Feuling conveyed his appreciation to Staff for a great working relationship. He also reviewed a presentation, incorporated into the record, outlining the Carson City School District *Enrollment Trends* and the *Student Allocation Forecast*. Mr. Feuling noted the declining student population trend, adding that there were 20 potential students per 100 units built. He also responded to clarifying questions. He attributed the reduction in student numbers to the aging population, having fewer children, and housing price increases.

(4:41:42) – Mr. Hummel and Mr. Quaglieri reviewed the *Carson City Water and Wastewater Capacity Update* presentation, which is incorporated into the record, and responded to clarifying questions. Mr. Hummel explained to Chair Preston that the reusable water was being stored in a reservoir at Brunswick Canyon, and clarified that currently, the City parks are using City water. Chairperson Preston entertained public comments.

(5:18:45) – Heather Koche did not believe “people are using [water] wisely” and expressed concern that the water meters could be shut off or “hacked into.” She also believed that Carson City had been growing fast and was concerned that the new homes would “sit empty.” Ms. Koche recommended focusing on “small businesses downtown” and wished to see the roads get better. Maxine Nietz recommended the Commission focus on the individuals in the City and not worry about the developers. She believed that Carson City was becoming like Reno-Sparks which has 2,600 people per square mile and believed residents did not have unlimited resources. She objected to high-density residential units that would change the character of the City. Betsy Strasburg agreed with the previous comments and explained that the City departments, other than the Carson City Fire Department (CCFD) and the Carson City School District (CCSD) had anticipated an increase in resources and workload, and believed that it was not in the purview of the Commission to consider the following Staff Report excerpt: “*Unnecessarily limiting the number of building permits could have a negative impact on the ability of developers to obtain financing for proposed developments and have a generally suppressive effect on the Carson City economy.*” She recommended utilizing a fixed number for growth. Richard Nagel also suggested the use of a fixed number and noted that the Quill Water Treatment Plant was still in the design phase. He recommended utilizing the Combs Canyon Reservoir water for watering golf courses and parks and believed that the decline in the school enrollment could be because many students are being home-schooled or are attending private and charter schools.

(5:32:32) – Karen Stephens noted that the State has ranked 49th or 50th in education for the past 15 years and believed that parents were removing their children from public schools due to “inappropriate” education and have been home-schooling them. Ms. Stephens believed that the student decline rate should not determine the percentage of new homes and cited the “horrific” condition of the City’s roads. Thomas Berndt introduced himself as a 30-year resident of Carson City and believed that the City has “hit a sweet spot” and encouraged the Board to “keep it that way.” He recommended leveraging the new companies such as Tesla and the new Lithium mine to help improve the roads in Carson City. There were no other public comments.

(5:37:05) – Ms. Sullivan reminded the Commission that they were expected to make a recommendation to

the Board of Supervisors noting that the proposed resolution, incorporated into the record utilizes a methodology in place since 2006. Additionally, she reviewed the recommended maximum number of permits divided between developers (436) and general property owners (339), also incorporated into the record. Ms. Sullivan noted that based on the earlier presentations, Staff was recommending that the commercial and industrial daily water usage threshold be modified from 15,000 gallons per day annual average to 10,000 gallons per day annual average, above which Growth Management Commission approval would be required.

(5:28:21) – Commissioner Borders was not in favor of the three percent proposed growth and preferred a decrease. Ms. Sullivan noted that historically, many of the approvals had not turned into permits that year. Commissioner Perry also recommended reducing the growth from three percent to two percent citing transportation and roads issues which, he believed should be a consideration during the approval process. He believed that supply should be created to reduce high prices; however, he believed that the City lacked “starter homes” to attract a younger workforce. Commissioner Perry recommended working with agencies such as the Nevada Housing Authority to assist in first-time home buying. Vice Chair Loyd highlighted the need for affordable workforce housing and recommended two percent general growth and one percent growth in affordable workforce housing. Chairperson Preston cited a large increase in the City’s housing and population in the 1970s as a result of the Federal Housing Administration (FHA) farm loans, adding that the high housing prices have caused younger residents to move out of the area. Ms. Sullivan explained that Staff works with developers and informs them of the growth cap. Commissioner Killgore did not believe that large apartment complexes would solve the housing problem. Commissioner Borders reminded the Commission that their responsibility is to ensure the code is followed; however, the growth decision belongs to the Board of Supervisors. Commissioner DeChristopher noted that a lot of time had been spent on affordable housing during the last legislative session. She also stated that the quality of life in Carson City has changed as the population ages and was in favor of attracting young residents which required growth. She believed that the aging infrastructure was the issue at this time. Commissioner Krahn expressed support for Vice Chair Loyd’s suggestion as well and offered to make the motion. Discussion ensued regarding the “running out” of the special use permits and the requests for their renewals. Chair Preston also highlighted the high interest rates as a deterrent for home purchasers.

(6:21:05) – Commissioner Krahn moved to recommend to the Board of Supervisors approval of the draft resolution with the following amendments: a two percent maximum growth rate for *market rate* residential building permits, a one-percent growth rate for *affordable* housing, and a 10,000 gallon per day cap for a maximum average daily water usage for commercial and industrial building permits as a threshold.

On discussion, Commissioner Perry and Ms. Sullivan were in favor of Vice Chair Loyd’s recommendation of two percent general growth and one percent of affordable housing. Commissioner Perry recommended adding the term market rate to residential building permits and wished to use the word affordable instead of workforce housing to be consistent with Staff’s recommendation. Mr. Krahn agreed to the changes (presented in the motion in italics).

Commissioner Killgore seconded the motion.

RESULT:	APPROVED (7-0-0)
MOVER:	Perry
SECONDER:	Loyd
AYES:	Wiggins, Preston, Borders, Esswein, Killgore, Loyd, Perry
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

7. PUBLIC COMMENT

(6:24:04) – Chairperson Preston entertained public comments; however, none were forthcoming.

8. FOR POSSIBLE ACTION: ADJOURN AS THE GROWTH MANAGEMENT COMMISSION

(6:24:12) – Chairperson Preston adjourned the Growth Management Commission meeting at 6:24 p.m.

PLANNING COMMISSION MEETING AGENDA

9. CALL TO ORDER

(6:36:04) – Chairperson Preston called the meeting to order at 6:36 p.m.

2. ROLL CALL AND DETERMINATION OF QUORUM

(6:36:12) – Roll was called, and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Teri Preston	Present	
Vice Chair Sena Loyd	Present	
Commissioner Charles Borders, Jr.	Present	
Commissioner Ellen DeChristopher	Present	
Commissioner Nathaniel Killgore	Present	
Commissioner Vern Krahn	Present	
Commissioner Richard Perry	Present	

11. PUBLIC COMMENTS

(6:36:54) – Chairperson Preston entertained public comments; however, none were forthcoming.

12. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – APRIL 26, 2023 AND MARCH 3, 2023

(6:37:09) – Chairperson Preston introduced the item and entertained comments or changes; however, none were forthcoming. She also entertained a motion.

(6:37:12) – Commissioner Borders moved to approve the minutes of the April 26, 2023 and March 3, 2023 meetings as presented. The motion was seconded by Vice Chair Preston.

RESULT:	APPROVED (7-0-0)
MOVER:	Borders
SECONDER:	Perry
AYES:	Preston, Loyd, Borders, DeChristopher, Killgore, Krahn, Perry
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

13. MEETING ITEMS

13.A LU-2023-0149 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM DANIEL AND MELANIE ROPP (“APPLICANT”) FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW THE CONSTRUCTION OF A GUEST BUILDING ON A PROPERTY LOCATED WITHIN THE SCHULZ RANCH SPECIFIC PLAN AREA ZONED SINGLE FAMILY RESIDENTIAL – 6,000 SQUARE FEET (“SF6-SPA”) LOCATED AT 6887 LOOKOUT PEAK DRIVE, ASSESSOR’S PARCEL NUMBER (“APN”) 010-751-04.

(6:37:35) – Chairperson Preston introduced the item. Ms. Manzo presented the subject property and reviewed the agenda materials which are incorporated into the record and responded to clarifying questions. She informed Commissioner Borders that adequate parking had been designated for the guest building and the applicant had been requested to provide access to the guest house from the outside of the main house.

(6:45:05) – Applicant Daniel Ropp explained that the guest building will be occupied by his mother-in-law. He also indicated that he had read and agreed with the Conditions of Approval. Commissioner Krahn received confirmation that the guesthouse would match the house including having identical paint and shingles. He also recommended ensuring that the Parks and Recreation Department’s common area landscaping nearby is not disturbed. Commissioner Borders inquired about attaching the guesthouse to the main house and Mr. Ropp believed that they had considered the idea; however, it had not been possible. Commissioner Perry inquired about the covenants, conditions, and restrictions (CC&Rs) and Mr. Ropp noted that the homeowner’s association had been informed. There were no public comments.

(6:48:18) – Commissioner DeChristopher moved to approve special use permit LU-2023-0149, based on the ability to make all findings and subject to the Conditions of Approval contained in the Staff Report. The motion was seconded by Commissioner Killgore.

RESULT:	APPROVED (7-0-0)
MOVER:	DeChristopher
SECONDER:	Killgore
AYES:	Preston, Loyd, Borders, DeChristopher, Killgore, Krahn, Perry
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

13.B LU-2023-0148 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM THE CARSON CITY AIRPORT (“APPLICANT”) FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW FOR THE CONSTRUCTION OF A SNOW REMOVAL EQUIPMENT STORAGE BUILDING ON PROPERTY ZONED PUBLIC REGIONAL (“PR”), LOCATED AT 3420 COLLEGE PARKWAY, ASSESSOR’S PARCEL NUMBER (“APN”) 005-011-05.

(6:49:00) – Chairperson Preston introduced the item. Ms. Ferris presented the Staff Report which is incorporated into the record and responded to clarifying questions. Applicant and Airport Counsel Steve Tackes noted that he had read and agreed with the Conditions of Approval except for Condition No. 6 as they were recipients of a Federal Aviation Administration (FAA) grant that limits spending money made at the Carson City Airport could not be spent on projects outside the Airport. Mr. Pottéy offered to review the regulations with Mr. Tackes, who agreed. Ms. Sullivan suggested adding the following to Condition No. 6: “Subject to the Satisfaction of the Public Works director prior to the issuance of the Special Use Permit.” Mr. Pottéy and Mr. Tackes agreed to the proposed amendment. There were no public comments.

(7:01:45) – Commissioner Borders moved to approve LU-2023-0148 based on the ability to make the required findings and subject to the Conditions of Approval contained in the Staff Report with the amended Condition No. 6 to begin with “to the satisfaction of the Public Works Director.” The motion was seconded by Vice Chair Loyd.

RESULT:	APPROVED (7-0-0)
MOVER:	Borders
SECONDER:	Loyd
AYES:	Preston, Loyd, Borders, Killgore, Krahn, Perry
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

13.C LU-2023-0150 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM CARSON TAHOE EXECUTIVE, LLC (“APPLICANT”) FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW FOR THE CONSTRUCTION OF A FUEL

STORAGE FACILITY ON PROPERTY ZONED PUBLIC REGIONAL (“PR”), LOCATED AT 2640 COLLEGE PARKWAY, ASSESSOR’S PARCEL NUMBER (“APN”) 005-011-83.

(7:02:55) – Chairperson Preston introduced the item. Ms. Ferris gave background and presented the Staff Report and accompanying documentation, all of which are incorporated into the record. She also referenced the public comments which are incorporated into the record and responded to clarifying questions.

(7:07:35) – Stellar Aviation Chief Operating Officer Brad Kost and Bruce Carane of Carson Tahoe Executive, LLC introduced themselves as applicants and along with Mr. Tackes, responded to clarifying questions and discussed the fuel tank safety information. There were no public comments; therefore Chairperson Preston entertained a motion.

(7:13:08) – Commissioner Krahn moved to approve Special Use Permit LU-2023-0150, based on the ability to make the required findings and subject to the Conditions of Approval contained in the Staff Report, including Condition No. 5 which will specify the hours of operations during daylight only, without additional lighting, and screening from College Parkway a visual barrier of approximately 75 feet long and six foot high. The motion was seconded by Commissioner Killgore.

RESULT:	APPROVED (7-0-0)
MOVER:	Krahn
SECONDER:	Killgore
AYES:	Preston, Borders, Loyd, DeChristopher, Killgore, Krahn, Perry
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

13.D LU-2023-0151 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM ARROWHEAD TENANT, LLC (“APPLICANT”) FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW FOR THE CONSTRUCTION OF THREE HANGARS ON LEASED PARCELS AT THE CARSON CITY AIRPORT ZONED PUBLIC REGIONAL (“PR”), LOCATED AT 2600 COLLEGE PARKWAY, ASSESSOR’S PARCEL NUMBER (“APNS”) 005-021-14, -15 AND -16 LOCATED WITHIN APN 005-011-01.

(7:14:11) – Chairperson Preston introduced the item. Ms. Manzo presented the Staff Report and the accompanying documentation, all of which are incorporated into the record. She also responded to clarifying questions. Chair Preston entertained public comments and when none were forthcoming, a motion. Applicant representative Karen Downs of Manhard Consulting, along with Mr. Tackes responded to clarifying questions. Ms. Downs informed Commissioner Borders that the land lease was approved by the Board of Supervisors and Mr. Tackes clarified that after 50 years, the Airport Authority has the option

of taking possession of the buildings or having the tenants remove the buildings and return the property to its original state. He also clarified that the law allows the Airport Authority to extend the lease beyond 50 years. Vice Chair Loyd was informed that the buildings are being used as hangars and Commissioner Krahn received confirmation that the location was chosen by the tenant for its proximity to the runway and fuel. There were no public comments.

(6:22:35) – Commissioner Borders moved to approve Special Use Permit LU-2023-0151, based on the ability to make all findings and subject to the Conditions of Approval contained in the Staff Report. The motion was seconded by Commissioner Krahn.

RESULT:	APPROVED (7-0-0)
MOVER:	Borders
SECONDER:	Krahn
AYES:	Preston, Loyd, Borders, DeChristopher, Killgore, Krahn, Perry
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

14. STAFF REPORTS (NON-ACTION ITEMS)

- DIRECTOR'S REPORT TO THE COMMISSION.

(7:23:14) – Ms. Sullivan noted that the next meeting’s agenda would be “light” which would include two abandonments.

(7:26:10) – Ms. Sullivan also entertained Commissioner feedback regarding the Growth Management presentations. Chair Preston noted the importance of hearing Mr. Fueling’s presentation and the wastewater presentation. She also wished to see timelines on upcoming projects such as the Quill Water Treatment Plan. Vice Chair Loyd wished to hear discussion about park planning. Commissioner Perry was pleased to see the Sheriff’s Department’s report. Mr. Krahn wished to give speakers additional time.

- FUTURE AGENDA ITEMS.

N/A.

- COMMISSIONER REPORTS/COMMENTS

(7:24:01) – Commissioner Krahn announced that he would not be present at the next meeting and Commissioner Perry disclosed that he would be unable to attend the July meeting.

15. PUBLIC COMMENT

(7:25:47) – Chairperson Preston entertained public comments; however, none were forthcoming.

16. FOR POSSIBLE ACTION: ADJOURNMENT

(7:29:30) – Chairperson Preston adjourned the meeting at 7:29 p.m.

The Minutes of the May 31, 2023 Carson City Planning Commission and Growth Management meetings are so approved on this 26th day of July, 2023.