

Item # 21A

**City of Carson City
Agenda Report**

Date Submitted: July 7, 2009

Agenda Date Requested: July 16, 2009

Time Requested: 1 hour

To: Board of Supervisors

From: Larry Werner, City Manager

Subject Title: Action to appoint two members to the Planning Commission for four year terms ending June, 2013.

Staff Summary: Carson City Municipal Code chapter 18.02.010 and NRS 278.030 provide for a Planning Commission to be composed of not more than seven members who shall be appointed by the Board of Supervisors. There are two vacancies for four year terms due to existing members terms expiring. There are four applicants.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to appoint _____ and _____ to the Carson City Planning Commission for four year terms ending June, 2013.

Explanation for Recommended Board Action: There are two openings on the Planning Commission due to members terms expiring. There are four applicants;

- Malkiat Dhami
- Kevin Hill
- Ron Peterson
- William Vance (requesting reappointment)

Applicable Statute, Code, Policy, Rule or Regulation: C.C.M.C. 18.02.010, N.R.S 278.030

Fiscal Impact: None


Explanation of Impact:

Funding Source:

Alternatives:

Supporting Material: Request for reappointment, applications, roster, recruitment announcement, C.C.M.C. 18.02.010, and NRS 278.030.

Prepared By: Rose Gardner, Management Assistant

Reviewed By: 
(City Manager)

Date: 7-7-09

Melanie Burkett
(District Attorney)

Date: 7-7-09

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

April 29, 2009

Carson City Board of Supervisors
201 North Carson Street
Carson City, NV 89701

Attn: Rose Gardner

Dear Supervisors,

I would like to express my sincere interest in being reappointed as a member of the Carson City Planning Commission. I thoroughly enjoy serving on the Commission and I'm hoping to continue the duties that come with the appointment.

During my current term as a Planning Commissioner the *Envision Carson City Master Plan* was completed and I was very proud to be part of the approved document. The new Master Plan is a "living" document with goals and tasks requiring ongoing review and action. The Planning Commission needs to make sure these items are not overlooked.

I am hoping the Board of Supervisors will agree to continue my service on the Planning Commission.

Sincerely,

Bill Vance
205 South Ormsby Blvd.
Carson City, NV 89703

Carson City Application for Appointive/Volunteer Position FORM 05 2009

Please print or type

Title of Board or Commission: PLANNING COMMISSION			
Title of Position: COMMISSIONER			
Name: DHAMI		MALKIAT	
Last	First	Middle Initial	
Address: 2689 HELLINGTON SOUTH C. CITY		NV	89703
Street		City	State Zip
Occupation/Business: SELF EMPLOYED			
Telephone: Work- 775-283-4055		Home- 775-841-2177	
		Cell- 775-233-4549	
E-mail- MalkiatShami@yahoo.com			
How long have you lived in Carson City: 13 yrs.			Are you an active Carson City Registered Voter: yes

Note: only complete if a degree is required for this position

College, professional, vocational or other schools attended	Major Subject	Degree Conferred

List any professional license(s) and or certification(s):

License/Certification	License/Certification #
ALABAMA REAL ESTATE IN 1994	
NEVADA REAL ESTATE SINCE 1999	

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

DIPLOMA IN CIVIL ENGINEERING in 1961. 32 yrs CIVIL ENGINEERING EXPERIENCE IN PLANNING & CONSTRUCTION IN INDIA
13 yrs EXPERIENCE IN BUSINESS & CONSTRUCTION IN C. CITY.

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

FOUNDER PRESIDENT OF SIKH GURUDWARA (CHURCH) IN RENO & CARSON CITY.
(SEE ATTACHED RESUME)

3. List your affiliation with professional or technical societies. (if required for the Position)

4. Do you anticipate any potential conflicts of interest? No If yes, please explain.

Business in Carson City Service Area: HOLIDAY INN EXPRESS & SUITES.

Length of time in Business: 13 yrs in city

Personal/Professional References:

Name	Address	Telephone #
TOM METCALF	751 BARBUE WAY C.CITY	775-691-7532
MARK PALMER	611 N. NEVADA ST C.CITY	775-884-0479
CHICK JAMES	REALTY EXECUTIVE	775-885-7653

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Maki at Shami

Signature of Applicant

6.5.09

Date

You may attach more information.

All applications are public information.

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices
201 N. Carson Street #2, Carson City NV 89701
(775)887-2100 Fax(775)887-2286

Malkiat Singh Dhani
2689 Wellington South
Carson City, NV 89703
(775) 233-4549

Objective: Seeking city commissioner for planning board position to improve city-wide development by utilizing my extensive experience in planning and construction projects

Qualification Summary: Excellent ability to develop working relationships with city officials; comprehensive knowledge of planning and complete construction projects.

Work Experience:

- Over 13 years experience in running, and developing business in Carson City
- Extensive experience in development of new commercial properties; completed five construction projects under budget and on time
 - Holiday Inn Express & Suites in Carson City (85 rooms), 2004
 - Dolphin Bay Apartments in Carson City (132 units), 2006
 - Holiday Inn Express & Suites Reno Airport (98 rooms), 2008
 - Holiday Inn Express & Suites Minden (81 rooms), 2009
 - Expansion of house by 2000 ft, 2009
- In depth knowledge of special use permits for construction and street development
- Project management knowledge of reviewing, evaluating architectural plans, and zoning regulations
- 32 years of experience in construction of bridges, building and highways development in India before migrating to United States in 1993
- Involved in local community by organizing and representing Northern Nevada Sikh Society in Nevada day parade for last 11 yrs
- Founder and president of Sikh Gurudwara (church) Reno from 1997-2002; President of Sikh Gurudwara Carson City from 2004-2007; church now merged with Reno church
- Initiated Sikh cultural and athletic/games programs of Northern Nevada Sikh Society ; For 2001 program held in Carson City, then Mayor of Carson City was guest of honor and presided over the distribution of the prizes
- As founder of the Church, managed to raise funds for Sikh Church by \$600,000 in five years
- Lead many remodeling projects to the building, including outside paving, landscaping and interior updates to Reno Sikh Temple.
- Licensed real estate agent with reality executives since 1999

Employment:

First Real Estate Corporation of Alabama, Alabama
Marketing Counselor, '95

- Provided consultation for selling and purchase of commercial and residential property

Residential Building Works, Vancouver, BC

Self Employed: '93-'94

- Completed construction of five residential buildings

Punjab State Public Works Development, India

Junior Engineer & Sub Divisional Engineer; '61- '93

- Successfully completed many construction & maintenance projects, including multi-story building, bridges, highways and machinery
- Performed responsible administrative duties, supervised, directed and guided junior engineer's, technician and construction employees for completion of various projects
- Utilized project management skills to track completion of various projects. Prepared cost estimates, architectural drawings, surveyed sites, performed and lead team to examine of building/construction soil and materials

Education:

- Diploma in Civil Engineering; Punjab State Technical Education Board, India, 1961
- Certificate of Real Estate, Nevada Real Estate Board, 1999
- 10 quarter hours of computer education; Jefferson State Community College, Birmingham, Alabama, 1994
- Certificate of Real Estate, Alabama Real Estate Board, 1993

JUN 30 2009

Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: Carson City Planning Commission

Title of Position: Planning Commissioner

Name: Hill
Last

Kevin
First

J
Middle Initial

Address: 3898 Westwood Drive
Street

Carson City
City

Nevada
State

89703
Zip

Occupation/Business: Conservation Grant Program Manager

Telephone: Work- 775-684-2747

Home- 775-885-8470

Cell- 775-450-1332

E-mail- nwwlfpack@aol.com

How long have you lived in Carson City: 34 years Are you an active Carson City Registered Voter: Yes

Note: only complete if a degree is required for this position

College, professional, vocational or other schools attended	Major Subject	Degree Conferred
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List any professional license(s) and or certification(s):

License/Certification

License/Certification #

Certified Public Manager

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

I have 14 years experience as an associate and senior level planner at Lake Tahoe, technical conservation positions with the U.S. Geological Survey and U.S. Forest Service and currently manage a statewide conservation bond program for the Nevada Division of State Lands. As a 34-year resident of Carson City, I have always been interested in local and regional planning issues.

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

I have coached with various sports organizations including the Carson City American Youth Soccer League, Carson City Little League, Carson City Recreation League (basketball) and snowboard instructor for the ski program, currently a mentor representing the Mentor Center of Carson City, adult leader for Boy Scout Troop 341, participated in past Carson City downtown planning efforts, and have volunteered for Carson River cleanup days.

3. List your affiliation with professional or technical societies. (if required for the Position)

Currently a Nevada Certified Public Manager

4. Do you anticipate any potential conflicts of interest? Yes If yes, please explain.

Possible conflict with issues affecting State Lands around Carson City, although the Administrator of State Lands has final decision authority on all issues affecting these lands.

Business in Carson City Service Area:

Length of time in Business:

Personal/Professional References:

Name

Address

Telephone #

David Berger

U.S. Geological Survey

230-6355

Edwin James

777 Hwy 50 East-Carson Water Subcor 887-7456

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Signature of Applicant

6-30-09

Date

You may attach more information.

All applications are public information.

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices
201 N. Carson Street #2, Carson City NV 89701
(775)887-2100 Fax(775)887-2286

Kevin J. Hill

- Objective** To use my and experience in planning to help Carson City in its future planning efforts
- Education** 1982-1987 University of Nevada, Reno Reno, Nevada
Bachelor of Science-Watershed Management/Hydrology
- Professional experience** September, 2003-Current Nevada Division of State Lands
State Coordinator, 2002 Conservation Bond Program
- Responsibilities of this position involve the implementation of a statewide, voter approved \$65.5 million conservation bond program to acquire land for open space, urban parks and greenbelts, planning for open space and habitat and construction of recreational trails. To successfully implement this program, leadership, coordination and communication with applicants from 17 counties is essential
- September, 1989- September, 2003 Tahoe Regional Planning Agency
Senior Planner, Lake Tahoe Environmental Improvement Program
- Responsibilities included planning and implementation of the water quality program, coordinating research activities with academic institutions, and leading efforts to update the capital improvement project list. This position required self motivation, good judgment, technical expertise and excellent communication skills
- Achievements**
- Certified Public Manager Program (300+ hours of training, graduation in November, 2007)
 - Past participant for Carson City planning focused working groups, visioning, redevelopment workshops
 - Volunteer for Carson City Ski Program, CCAYSO Board Member, CC Little League Board Member, Boy Scout Leader
 - Successful presentations to Boards and committees (TRPA Governing Board, Advisory Planning Commission, Advisory Board on Natural Resources, County Commission Boards)

JUN 18 2009

Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: PLANNING COMMISSION

Title of Position: COMMISSIONER

Name: PETERSON
Last

RON
First

L.
Middle Initial

Address: 1622 ROBB DRIVE
Street

CARSON CITY NEVADA
City State

89703
Zip

Occupation/Business: BUSINESS OWNER

Telephone: Work- 883-7513

Home- 882-8619

Cell- 671-2475

E-mail- RPETERSON@NNTC1.COM

How long have you lived in Carson City: 2 YEARS Are you an active Carson City Registered Voter: YES

Note: only complete if a degree is required for this position

College, professional, vocational or other schools attended	Major Subject	Degree Conferred
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List any professional license(s) and or certification(s):

License/Certification

License/Certification #

TITLE INSURANCE

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

I HAVE BEEN A PLANNING COMMISSIONER AND A CITY COUNCIL MEMBER IN A PREVIOUS CITY. I HAVE BEEN IN THE TITLE INSURANCE BUSINESS FOR 35 YEARS, WORKED FOR CENTEX HOMES FOR 5 YEARS, HAVE BUILT AND DEVELOPED PROPERTY MYSELF. I HAVE PERSONALLY BEEN BEFORE THE CITY IN ZONING MATTERS.

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

NOON ROTARY, CHAMBER OF COMMERCE, STATE DEPARTMENT OF INSURANCE ADVISORY COMMITTEE, DIRECTOR NEVADA LAND TITLE ASSOCIATION. NEVADA LAND TITLE ASSOCIATION LEGISLATIVE COMMITTEE.

3. List your affiliation with professional or technical societies. (if required for the Position)

4. Do you anticipate any potential conflicts of interest? NO If yes, please explain.

Business in Carson City Service Area: NORTHERN NEVADA TITLE COMPANY

Length of time in Business: 1979

Personal/Professional References:			
Name	Address		Telephone #
Chris MacKenzie Esq	402 N Division St Carson		687-0202
Carry Massina	223 S. Division Carson		888-6200
Jim & Katie Bowden	2100 Ash Canyon Carson		885-7653

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.



Signature of Applicant

6/18/09

Date

You may attach more information.

All applications are public information.

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Mail directly to Carson City Executive Offices
201 N. Carson Street #2, Carson City NV 89701
(775)887-2100 Fax(775)887-2286

PLANNING COMMISSION MEMBERSHIP

<u>MEMBERSHIP</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
William Vance 205 S. Ormsby Blvd. Carson City NV 89703 882-4764 (h) 220-7929 (c) vancenv@yahoo.com	Partial Term 6/04 Reappt.6/2005	6/2009
Craig Mullet 3710 Timberline Dr. Carson City, NV 89703 885-1779 (h) 450-1870 (c) 885-0536 (f) team1cm@sbcglobal.net	Initial Term 06/03 Reappt. 6/2007	6/2011
Mark Kimbrough (Vice Chair) 6163 Rio Vista Lane Carson City NV 89701 298-0233 (w) 885-2095 (h) 298-0013 (f) mkk@tahoerimtrail.org	Initial Term 6/02 Reappt. 6/06	6/2010
George Wendell P.O. Box 4447 Carson City NV 89702 885-7722 (w) 882-1800 (h) 412-2262 (c) vccwendells@sbcglobal.net	Initial Term 6/07	6/2011
John Peery (Chair) 2352 Gentry Lane Carson City NV 89701 887-9348 (w) 885-0307 (h) 887-9288(f) djpeery@gbis.com	Initial Term 6/01 Reappt. 6/05	6/2009
Connie Bisbee 685 E. College Parkway #24 Carson City NV 89706 687-5049 x 231(w) 885-2949 (h) 220-5008 (c) 687-6736 (f) cbisbee@parole.nv.us	Partial Term 6/05 Reappt. 6/06	6/2010
Steve Reynolds 388 Pasture Drive Carson City NV 89701 887-8817 (w) 882-6749 (h) 887-8824 (f) 750-8244 (c) signpro@pyramid.net	Initial Term 6/04 Reappt 6/08	6/2012

ELECTED/APPOINTED REPRESENTATIVES

Lee Plemel
Planning Division
887-2180

Jeff Sharp
Engineering Division
887-2300

Attorney Assignment: District Attorney's Office
887-2070

AUTHORITY: NRS 278.030 and CCMC 18.02.010 requires 4-year staggered terms with seven resident members. Terms to expire every June 30th

MEETINGS: This Commission usually meets the last Wednesday of every month at 3:30 p.m. at the Community Center, Sierra Room.

PURPOSE: To follow the requirements of the City's Charter, as well as CCMC Title 18 and NRS 278.

TYPICAL DUTIES: The approval of special use permits, variances, subdivisions, changes of land use, master plan amendments, street abandonments, etc.

Coordinator: Walt Sullivan, Planning and Community Development.



CARSON CITY PLANNING COMMISSION

The Carson City Board of Supervisors is seeking applications from persons interested in serving for about 12 to 16 hours a month on the Carson City Planning Commission. This Commission oversees all matters pertaining to Carson City's planning and zoning, land use and growth management. Meetings are the last Wednesday of every month at 5:00 P.M. There are two openings for four year terms, expiring June, 2013.

The Board of Supervisors shall appoint qualified persons to the Commission who are residents and registered voters of Carson City.

Volunteer applications may be obtained from the Carson City Executive Offices or on our website. **Applications will be accepted until June 30, 2009.**

Let it be known that all applications submitted to this office for this position will be considered public information.

CARSON CITY EXECUTIVE OFFICES
201 N. Carson Street #2
Carson City, Nevada 89701
(775) 887-2100 FAX 887-2286
E-Mail rgardner@ci.carson-city.nv.us
Web Page <http://www.carson-city.nv.us>
AN EQUAL OPPORTUNITY EMPLOYER

CCMC - 18.02.005 Short title.

1. This title shall be known and may be cited in all proceedings as the Carson City Zoning Ordinance. (Ord. 2001-23 § 2 (part), 2001).

18.02.007 Power of board of supervisors (hereinafter in Title 18 referred to as "board")- Zoning and planning.

1. The board may:

- a. Divide Carson City into districts and regulate and restrict the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land within those districts.
- b. Adopt master plans for Carson City which will serve as a pattern and guide for the kind of orderly physical growth and development of the city that will minimize impairment of the city's natural resources.
- c. Establish and adopt ordinances and regulations relating to the subdivision of land.

2. The board shall carry out the provisions of subsection 1 in the manner prescribed by Chapters 278 and 278A of Nevada Revised Statutes (NRS). (Ord. 2001-23 § 2 (part), 2001).

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).

NRS 278.030 Creation by cities and counties; number of members.

1. The governing body of each city whose population is 25,000 or more and of each county whose population is 40,000 or more shall create by ordinance a planning commission to consist of seven members.
2. Cities whose population is less than 25,000 and counties whose population is less than 40,000 may create by ordinance a planning commission to consist of seven members. If the governing body of any city whose population is less than 25,000 or of any county whose population is less than 40,000 deems the creation of a planning commission unnecessary or inadvisable, the governing body may, in lieu of creating a planning commission as provided in this subsection, perform all the functions and have all of the powers which would otherwise be granted to and be performed by the planning commission.

[Part 3:110:1941; A 1947, 834; 1943 NCL § 5063.02]—(NRS A 1973, 914; 1989, 1917; **2001, 1967**)

NRS 278.040 Members: Appointment; qualifications; compensation and expenses; terms; removal; vacancies.

1. The members of the planning commission are appointed by the chief executive officer of the city, or in the case of a county by the chairman of the board of county commissioners, with the approval of the governing body. The members must not be members of the governing body of the city or county. The majority of the members of the county planning commission in any county whose population is 400,000 or more must reside within the unincorporated area of the county.
2. In Carson City, the members of the planning commission established as provided in **NRS 278.030** are appointed by the Mayor from the city at large, with the approval of the Board of Supervisors.
3. The governing body may provide for compensation to its planning commission in an amount of not more than \$80 per meeting of the commission, with a total of not more than \$400 per month, and may provide travel expenses and subsistence allowances for the members in the same amounts as are allowed for other officers and employees of the county or city.
4. Except as otherwise provided in this subsection, the term of each member is 4 years, or until his successor takes office. If applicable, the term of each member of a county or city planning commission in any county whose population is 400,000 or more is coterminous with the term of the member of the governing body who recommended his appointment to the appointing authority. If the recommending member resigns his office before the expiration of his term, the corresponding member of the planning commission may continue to serve until the office is next filled by election. If the office of the recommending member becomes vacant before the expiration of the term for any other reason, the corresponding member of the planning commission may continue to serve for the duration of the original term.
5. Except as otherwise provided in this subsection, members of a county or city planning commission may be removed, after public hearing, by a majority vote of the governing body for just cause. In a county whose population is 400,000 or more, members of a county or city planning commission serve at the pleasure of their appointing authority.
6. Vacancies occurring otherwise than through the expiration of term must be filled for the unexpired term.

[Part 3:110:1941; A 1947, 834; 1943 NCL § 5063.02]—(NRS A 1959, 13; 1969, 328; 1971, 1115; 1973, 914; 1979, 529, 1385, 1386; 1983, 1246; 1985, 22; 1989, 1917; 1991, 248; 1995, 198; **2001, 2804; 2003, 1733**)