

**Carson City  
Agenda Report**

**Date Submitted:** Oct. 11, 2011

**Agenda Date Requested:** Oct. 20, 2011  
**Time Requested:** 50 minutes

**To:** Mayor and Supervisors

**From:** Larry Werner, City Manager

**Subject Title:** For possible action: To appoint two members to the Planning Commission for terms that will expire in June 2015.

**Staff Summary:** C.C.M.C. 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 due to the expiration of terms. There are three new applicants and two reappointment requests. The applicants are Jerry Cinani, Paul Esswein, and Brian Hutchins. The reappointment requests are from Craig Mullet and George Wendell.

**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 a four year term ending in June 2015.

**Explanation for Recommended Board Action:** See staff summary

**Applicable Statute, Code, Policy, Rule or Regulation:** C.C.M.C. 18.02.010, NRS 278.030

**Fiscal Impact:** None

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Alternatives:** Re-open the position announcement for additional applicants.

**Supporting Material:** Recruitment Announcement, Current Roster, C.C.M.C. Chapter 18.02.010, NRS 278.030, Applications, Reappointment Requests, Letter from B. Hutchins

**Prepared By:** Laura Banks, Executive Offices

Reviewed By:

[Signature]  
(City Manager)

Date: 10/11/11

[Signature]  
(District Attorney)

Date: 10/11/11

[Signature]  
(Finance Director)

Date: 10/11/11

**Board Action Taken:**

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

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



## 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. at the Community Center in the Sierra Room. **There are two openings to fill a term that will expire in June 2015.**

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 August 26, 2011.**

*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 [lbanks@carson.org](mailto:lbanks@carson.org)

Web Page <http://www.carson.org>

(About Carson City; Boards, Committees and Commissions)

AN EQUAL OPPORTUNITY EMPLOYER

PLANNING COMMISSION

<u>MEMBER</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
William Vance 205 S. Ormsby Blvd. Carson City, NV 89703 882-4764 (h) 220-7929 (c) <a href="mailto:vancenv@yahoo.com">vancenv@yahoo.com</a>	Initial Appt. 06/04 Reappt. 06/05; 07/09	06/2013
Craig Mullet (Vice Chair) 3710 Timberline Dr. Carson City, NV 89703 885-1779 (h) 450-1870 (c) 885-0536 (f) <a href="mailto:teamlcm@sbcglobal.net">teamlcm@sbcglobal.net</a>	Initial Appt. 06/03 Reappt. 06/07	06/2011
Mark Kimbrough (Chair) 6163 Rio Vista Ln. Carson City, NV 89701 885-2095 (h) 720-4732 (c) <a href="mailto:washozephyr@pyramid.net">washozephyr@pyramid.net</a>	Initial Appt. 06/02 Reappt. 06/06; 06/10	06/2014
George Wendell PO Box 4447 Carson City, NV 89702 885-7722 (w) 882-1800 (h) 412-2262 (c) <a href="mailto:vccwendells@sbcglobal.net">vccwendells@sbcglobal.net</a>	Initial Appt. 06/07	06/2011
Malkiat Dhami 2689 Wellington S. Carson City, NV 89703 283-4055 (w) 841-2177 (h) 233-4549 (c) <a href="mailto:malkiatsdhami@yahoo.com">malkiatsdhami@yahoo.com</a>	Initial Appt. 07/09	06/2013
Mark Sattler 1408 Fremont St. Carson City, NV 89701 853-4663 (w) 882-2895 (h) 530-8990 (c) <a href="mailto:mnmcc@sbcglobal.net">mnmcc@sbcglobal.net</a>	Initial Appt. 01/11	06/2012
Jim Shirk #5 Arizona Cir. Carson City, NV 89701 884-0163 (h) 720-5761 (c) <a href="mailto:wehavegreatnews@yahoo.com">wehavegreatnews@yahoo.com</a>	Initial Appt. 07/10	06/2014

**Elected/Appointed Representatives**

Lee Plemel  
Planning Division  
108 E. Proctor St.  
Carson City, NV 89701  
283-7075 (w)  
[lplemel@carson.org](mailto:lplemel@carson.org)

Jeff Sharp  
Engineering Division  
3505 Butti Way  
Carson City, NV 89701  
887-2355 x 30084 (w)  
[jsharp@carson.org](mailto:jsharp@carson.org)

**AUTHORITY:** NRS 278.030 states that “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.” CCMC 18.02.010 established such an ordinance and provides details of the Planning Commission. The terms of the members are 4-years (reappointment OK).

**MEETINGS:** Last Wednesday of each month

**PURPOSE:** CCMC 18.02.010, Paragraph 2 “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).” Typical duties include approving special use permits, variances, subdivisions, changes of land use, master plan amendments, street abandonments, etc.

**Liaison:** Lee Plemel, Planning Director 283-7075 [lplemel@carson.org](mailto:lplemel@carson.org)

**Attorney Assignment:** Moreen Scully 283-7571 [mscully@carson.org](mailto:mscully@carson.org)

**- END DATA -**

**| 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).*

**PLANNING COMMISSIONS****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)

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AUG 26 2011

CARSON CITY EXECUTIVE OFFICES

### Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: Planning Commission

Title of Position: Commissioner

Name: CINANI JERRY M.

Address: 1778 SONOMA ST., CARSON CITY, NV 89701  
Last Street First City Middle Initial State Zip

Occupation/Business: Counseling

Telephone: Work-<sup>775</sup>885-7717 Home-883-6337 Cell-846-2586 E-mail-JCINANI@SCN Counseling.com

How long have you lived in Carson City: 28 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

- Briefly Describe the Qualifications You Possess Which You Feel Would Be An Asset to this Board/Commission/Committee.
  - a.) I have been a long time resident and know the area very well.
  - b.) I have held positions w/Community development agencies as a director and planner in the planning and grants department.
  - c.) I have been involved in the construction of a multi-million dollar medical center in this community.
- List the Community Organizations in Which You Have Participated and Describe Participation.
  - Northern Nevada Development Authority, participated as a member.



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: Sienna Counseling & NeuroTherapy

Length of time in Business: 10 years

Personal/Professional References: 89423

Name	Address	Telephone #
<u>D.R. William Jenkins</u>	<u>P.O. Box 1533, Minden, NV</u>	<u>775-720-6666</u>
<u>Mr. Steven Mimms</u>	<u>2874 N. Carson St, Ste. 215 Carson City, NV</u>	<u>89706</u>

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.

Levy M. Ciriani  
Signature of Applicant

8/24/11  
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

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

RECEIVED

AUG 26 2011

CARSON CITY EXECUTIVE OFFICES

### Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: Planning Commission

Title of Position: Commissioner

Name: Esswein Paul G.

Address: 1148 W. Fifth St. Carson City, NV 89703

Occupation/Business: Land Use Planner / Retiring Nov. 2011

Telephone: Work- 246-6220 Home- 882-4754 Cell- 443-7338 E-mail- pge2@5836.com.net

How long have you lived in Carson City: 5 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
<u>See attached</u>		

1. Briefly Describe the Qualifications You Possess Which You Feel Would Be An Asset to this Board/Commission/Committee.

During my professional career I have developed a knowledge and understanding of many of the planning and development issues facing small and medium sized communities. Specific areas of expertise include: community design, code development and enforcement, development review, data analysis and public participation.

2. List the Community Organizations in Which You Have Participated and Describe Participation.

see attached "Community Service"

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: \_\_\_\_\_

Length of time in Business: \_\_\_\_\_

Personal/Professional References:

Name	Address	Telephone #
Chuck Roberts	Lyon County Commissioner, P.O. Box 498, Carson City	89702 (246-5060)
Robert Leuchberg	Lyon County Planning Director, 223 Main, Jericho	Nevada (463-6592)
John Barrette	609 Highland, Carson City,	

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

8/25/2011

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

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

## **Professional Skills**

### **Planning and Development**

- Site analysis, design and master planning for Village Center Project. Examined potential of a nine-acre site within the commercial core of town in the context of the town's vision statement, land-use regulations, and natural features. Emphasis given to pedestrian circulation, the historic character of the downtown core, and the vitality of nearby natural areas. Revision of zoning ordinance to accommodate mixed-use pedestrian-oriented development.
- Coordinated Town's General Plan adoption process to become the first rural community to adopt a General Plan in compliance with Arizona's Growing Smarter Planning legislation. Responsible for development and adoption of comprehensive design review guidelines, village mixed-use zoning, open space/recreation zoning, revision of sign and property maintenance ordinances, and an award winning wildland-urban interface forest health and fire prevention ordinance.
- Management of, and active participation in, all phases of commercial, residential, and mixed-use development review, including application of architectural guidelines, site design and stormwater management standards, environmental review, and traffic analysis.

### **Program Administration and Management**

- Direction and management of municipal Community Development Department with responsibility for planning and zoning functions, code enforcement, building code enforcement, recycling program development, economic development, GIS functions and urban-wildland interface planning. Supervision of a four person staff and multiple service contracts.
- Directed Vermont's \$5-million Community Development Program. Designed grant award criteria, evaluation procedures, and managed systems to track financial and procedural performance of program staff and grant recipients in contract negotiations, management, and compliance. Supervised 7-member professional staff and managed activities of consultants and independent contractors.

### **Community Planning and Public Participation**

- Organization and facilitation of a wide range of community planning activities including design charrettes, community visioning and goal setting workshops, town hall forums, and technical review/advisory panels.
- Responsible for organization local land trust dedicated to open-space preservation and habitat protection.
- Extensive work with for-profit and non-profit business and housing development organizations, providing information and assistance in business planning, community organizing, funding, resource development, and regulatory requirements.

### **Communications**

- Experience with a broad range of communication techniques including: newsletters, community design workshops, graphic illustration, and multi-media presentation.

## EXPERIENCE

Planner, Lyon County, NV 2006 - Present

Director of Planning and Community Development, Farmington, NH 2004 - 2006

Community Development Director, Town of Pinetop-Lakeside, AZ 2000 – 2004

Senior Planner, Pioneer Valley Planning Commission, West Springfield, MA 1999 - 2000

Graduate Program, Conway School of Landscape Design, Conway, MA 1998-1999

Senior Contract Analyst, Blue Cross and Blue Shield of Vermont, Montpelier, VT 1996-1998

Provider Relations Representative, Blue Cross and Blue Shield of Vermont, Montpelier, VT 1992-1996

Assistant Director, Central Vermont Regional Planning Commission, Montpelier, VT 1990-1992

European Operations Manager, Travent International, Meursault, France 1989-1990

Director of Community Development, Vermont Agency of Development and Community Affairs, Montpelier, VT 1985-1988

Housing and Community Development Specialist, Vermont Department of Housing and Community Affairs, Montpelier, VT 1982-1985

Field Representative, Vermont State Housing Authority, Montpelier, VT 1980-1982

## EDUCATION

Conway School of Landscape Design, Conway, MA Master of Arts, Landscape Design and Community Planning. June 1999.

Georgetown University, Washington, DC Bachelor of Arts, American Studies. 1974

Woodbury College, Montpelier, VT Paralegal Certification. 1979

Professional Development:

Management for Planning Directors

Floodplain Management Through NFIP

State of Vermont Public Manager Certification Program

Business Credit Analysis

Economic Development Financing

Real Estate Development Financing

Specification Writing for Housing Rehabilitation

Rehabilitation Construction Management

Microcomputer Applications

Environmental Regulation and Review

Introduction to ArcGIS

## COMMUNITY SERVICE

White Mountains Land Trust, founding member and Chairman 2004

Pinetop-Lakeside Main Street, Board member 2000 to 2003

TRACKS – Community Trails Organization, Treasurer, 2001 to 2004

Montpelier Housing Authority, Vice Chair, 1992 to 1998

Capital City Housing Foundation, Board member, 1992 to 1998

Zoning Administrator, Moretown, VT 1978 - 1979

Moretown Planning Commission, Moretown, VT 1978 - 1979

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AUG 26 2011

CARSON CITY EXECUTIVE OFFICES

### Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: Carson City Planning Commission

Title of Position: Commissioner

Name: Hutchins, Brian R.  
                     Last                    First                    Middle Initial

Address: 3658 Spade Bit Ct., Carson City, NV 89701  
                     Street                    City                    State                    Zip

Occupation/Business: Consultant/ Attorney

Telephone: Work- 883-8555 Home- 882-6882 Cell-                      E-mail- hutchinsfamily@sbcglobal.net

How long have you lived in Carson City: 32 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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1. Briefly Describe the Qualifications You Possess Which You Feel Would Be An Asset to this Board/Commission/Committee.

I am familiar with Nevada and Carson City laws on zoning and planning. I am familiar with Carson City government. I have had clients before planning bodies of other counties. As a former state attorney, I advised government boards and officers and know what is required of them.

2. List the Community Organizations in Which You Have Participated and Describe Participation.

- Boys & Girls Clubs of Western Nevada Board of Directors and officer positions 1993-2007
- Carson High PTSA Safe Grad Chairman 2005 – 2006

3. List Your Affiliation With Professional or Technical Societies. (if required for the Position)

4. Do You Anticipate Any Potential Conflicts of Interest?  X  If Yes Please Explain.  
 I could have conflicts if clients hire me to assist them with matters before the planning commission.

Business in Carson City Service Area:  BH Consulting LLC

Length of time in Business:  Since 2005

Personal/Professional References:

Name	Address	Telephone #
Susan Martinovich, Director, NDOT	1263 S. Stewart St. CC	888-7420
Scott Dockery, Carson Chamber of Comm	205 Carnoustie Ct. Dayton	246-8365

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.

Brian Hutchins   
Signature of Applicant

August 25, 2011   
Date

You May Attach More Information - resume attached

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

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

**BRIAN HUTCHINS, ESQ.**  
**Short Resume**

Consultant and Counselor at Law  
P.O. Box 2366  
Carson City, Nevada 89702  
(775) 883-8555

**PROFESSIONAL EXPERIENCE:**

**BH Consulting LLC**

Brian Hutchins formed his legal consulting company in April of 2005. He has practiced law for more than 30 years. He provides services in the areas of transportation issues including public-private partnerships, zoning and land use, construction contracting, environmental law, risk management, public safety wireless radio system project management, and business planning, start up and general legal advice. He also provides counsel to the Nevada Judicial Discipline Commission and assists local attorneys. His clients have included city, county and state governments and private individuals and businesses. Mr. Hutchins is a member of the Nevada Bar Construction and Real Property Sections.

**Office of the Attorney General of Nevada**

Mr. Hutchins was a chief deputy attorney general of two divisions for a total of 18 years and served for a total of 24 years under four attorneys general (Richard Bryan, Brian McKay, Frankie Sue Del Papa, and Brian Sandoval).

**Chief Deputy, Transportation and Public Safety Division** (Dec. 1989 to Feb. 2005). Mr. Hutchins was chief counsel to the Nevada Department of Transportation (NDOT) and supervised deputies advising NDOT as well as deputies advising the state Departments of Motor Vehicles and Public Safety.

**Chief Deputy, Criminal Justice Division** (Jan. 1987 to Dec. 1989). Mr. Hutchins was employed as the chief prosecutor for the state. He was responsible for a large state-wide attorney staff prosecuting state employee crimes, insurance fraud, inmate crimes and county assistance actions. He also advised the state Department of Prisons, Department of Parole and Probation, Parole Board and state investigation division.

**Deputy Attorney General, Criminal Division** (Jan. 1983 to Jan. 1987). Initially working as counsel to state department of parole and probation, Mr. Hutchins handled a diverse caseload. He became the first state capital case coordinator.

**Deputy Attorney General** (Aug. 1982 to Jan. 1983; Oct. 1980 to May 1982). Initial employment period was in the criminal division as counsel to Nevada Investigation Division providing prosecution assistance to district attorneys; pursuing vehicle forfeitures; making grand jury presentations of prison drug and gang activities; and drafting and presenting criminal law legislation.

**Supreme Court of Nevada**

Law clerk to supreme court justice preparing bench memoranda and draft opinions (Aug. 1979 – Aug. 1980); central staff member preparing first central staff handbook (Aug. – Oct. 1980)

**BAR ADMISSIONS:** Nevada; California; U.S. District Court, Nevada; 9<sup>th</sup> Circuit Court of Appeals; U.S. Supreme Court

**EDUCATION:** Juris Doctor, California Western School of Law, San Diego (*cum laude*)  
B.A., California State University, Fullerton (political science major; music and Spanish minors)

**COMMUNITY ACTIVITIES:**

Boys & Girls Clubs of Western Nevada, Board of Directors	1993 – 2007
Carson High PTSA Safe Grad, Chairman & worker	2005 – 2008
Carson City First United Methodist Church, various positions	1985 – present



Craig Mullet  
3710 Timberline Drive  
Carson City, NV

August 2, 2011

Mayor and Board of Supervisors  
201 N. Carson Street  
Carson City, NV 89701

RECEIVED

AUG 15 2011

CARSON CITY  
EXECUTIVE OFFICES

Subject: Reappointment to Planning Commission

Dear Mayor and Supervisors,

I am writing this letter to thank you for giving me the opportunity and honor to serve the citizens of Carson City as a Planning Commissioner. Please except my desire to be reappointed to the commission. I look forward to seeing the down town transform into what we envisioned when we developed the Master Plan.

Over the years, you have invested in me through the Planning Conventions the city has sent me to. With my experience during the good times and the bad, I feel I have the knowledge to share with the Commission and our community. Due to the state of the current budget, there are only three current Commissioners left with this training.

I look forward to our interview.

Thank you,



Craig Mullet

team1cma@sbcglobal.net



# VICTORY CHRISTIAN CENTER

George and Marlene Wendell, Pastors

August 8, 2011




Ms. Laura A. Banks  
Executive Offices  
201 North Carson Street, Suite #2  
Carson City, NV 89701

Dear Ms. Banks:

Thank you for your letter advising me of the expiration of my appointment as a member of the Carson City Planning Commission. I am definitely **interested in reappointment** as a Commissioner for another term.

I have enjoyed serving on the Planning Commission and working with the Carson City Planning Division and, in particular, with Director Lee Plemel, Principal Planner Jennifer Pruitt and Associate Planner Kathe Green. Director Plemel and his excellent staff are very professional, and it has been a pleasure to work with them as a Planning Commissioner.

Sincerely,



GEORGE D. WENDELL

GDW:mw

cc: City Manager, Larry Werner  
Director Lee Plemel

vccwendells@sbcglobal.net

300 Hot Springs Road (89706) • P.O. Box 4447 (89702) • Carson City, NV • (775) 885-7722  
[www.VictoryAtCarson.org](http://www.VictoryAtCarson.org)

"But thanks be to God who gives us the Victory through our Lord Jesus Christ." 1 Cor. 15:57

October 6, 2011

Carson City Board of Supervisors  
City Hall  
201 N. Carson Street, Suite 2  
Carson City, NV 89701



Re: Application for Position on Planning Commission

Dear Mayor and Supervisors:

I have applied for an appointed position on the Planning Commission and I wanted to provide you with a little more background about that. I also wanted to let you know that I will not be available on the evening of October 20 for your applicant interviews as I have a prior client commitment. Please accept my regrets for my absence.

My private practice as an attorney requires me to represent a client on October 20 at a meeting of a planning commission of a neighboring Nevada county. That meeting has also been planned for some time. It may be that I would be back in Carson City before 9 p.m. and, if that is still a convenient time for you, I will make an effort to be available for an interview.

I have applied for the Carson City Planning Commission with the belief that I have something to offer, and give back, to my community. I have lived and worked here since 1979. The copy of my short resume attached to my application for the Planning Commission opening shows that I have been active in the community with the Boys & Girls Clubs, the high school Safe Grad program, and with my church. I believe I can continue this with the Planning Commission.

Because of my background as an attorney, I am familiar with zoning and planning process and law in Nevada. I would, of course, not substitute my legal opinion for the official opinion of city counsel but I believe my knowledge would be helpful. I also have knowledge of how public bodies should and do operate in Nevada. I would also make sufficient time to perform the duties of a commissioner although, typically, my Thursdays are full. Obviously, I would not represent clients before the Planning Commission during my tenure in order to avoid any conflicts of interest. I would also scrupulously avoid any other conflict with representing any clients before the City.

I trust that I have provided you with sufficient information about my application. If I can provide anything else, please let me know. I look forward to the opportunity to work with you.

Sincerely,

A handwritten signature in blue ink that reads "Brian Hutchins".

Brian Hutchins  
3658 Spade Bit Ct.  
Carson City, NV 89701