

**NOTICE OF MEETING OF THE  
CARSON CITY PLANNING COMMISSION  
TUESDAY, NOVEMBER 19, 2013, AT 5:00 P.M.  
COMMUNITY CENTER, SIERRA ROOM, 851 EAST WILLIAM STREET  
CARSON CITY, NEVADA**

*Items scheduled at a **specific time** cannot be heard earlier than at the scheduled time per the Nevada Open Meeting Law Requirements. A dinner recess may be taken. If a dinner recess is taken, any unfinished business will be heard after the meeting is resumed.*

**A. Roll Call, Determination of a Quorum and Pledge of Allegiance**

**B. Public Comments**

Members of the public who wish to address the Commission may approach the podium at this time to speak on matters relevant to or within the authority of the Planning Commission. Comments are limited to **three minutes** per person or topic. If your item requires extended discussion, please request the Chairman to calendar the matter for a future Planning Commission agenda. In order for members of the public to participate in the Commission's consideration of a public hearing item on this agenda, the Commission strongly encourages members of the public to comment on the agenda item when the particular item is being discussed by the Commission. No action may be taken on a matter raised under this public comment portion of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

**C. For Possible Action: Approval of the Minutes**

**D. Modification of Agenda**

Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**E. Disclosures**

Any member of the Commission may wish to explain any contact with an applicant or the public regarding an item on the agenda or business of the Commission.

**F. Consent Agenda**

All matters listed under the consent agenda are considered routine and may be acted upon by the Planning Commission with one action and without an extensive hearing. Any member of the Commission or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Chairman or Vice Chairman retains discretion in deciding whether or not an item will be removed from the consent agenda.

**G. Public Hearing Matters**

The following items are scheduled for a public hearing. The Chairman will read the Agenda listing into the public record. Staff will present a summary of the staff report and recommendations, including any updated information that was received after the date when staff

reports were distributed. The Commission will follow with questions of staff. Then the Chairman will open the hearing to public testimony. Normally, the applicant and/or their representative are permitted to speak first, followed by Commission questions. This will be followed by the Chairman requesting comments from the public at large. If you wish to speak on a particular item, please limit your comments to three (3) minutes and be as brief and concise as possible so that all who wish to speak may do so. Do not repeat the position of others who express the same views as you. The Chairman has the right to establish time limits for comments and to allow for rebuttal. **In order to be part of the administrative record regarding an appeal of an item, you must present your comments at the podium or have previously sent correspondence to the Planning Division or spoken to staff regarding an item on this agenda.**

**G-1 SUP-13-136\*** For Possible Action: To consider a Special Use Permit request from the Carson City Library (property owner: Gary and Joann Sheerin) to allow the Friends of the Library to sell used books in support of the Library, on property zoned Residential Office/General Office (RO/GO), located at 711 E. Washington St., APN 002-173-02. (Kathe Green)

*Summary: This proposal is to allow a library use (sales of books and materials in support of the Carson City Library) on a split zoned parcel, where the use is permitted outright in only one of the two zoning districts. A library is listed as allowed in the General Office zoning district, but not in the Residential Office zoning district. Therefore, review and approval of a Special Use Permit is required to allow the use on the entire parcel. The used book sales currently occur within the existing Library and are being relocated to make space for other Library functions.*

**G-2 SUP-13-140\*** For Possible Action: To consider a Special Use Permit request from Keith Schaffer (property owner: Carson City School District) to allow a 1,500 square foot expansion of the southernmost building with associated site improvements and new future parking lot at Pioneer High School, on properties zoned Public (P), Multi-Family Apartment (MFA) and Retail Commercial (RC), located at 202 Corbett St., APNs 002-138-17, 002-153-04, 002-153-09 and 002-153-11. (Susan Dorr Pansky)

*Summary: The proposed expansion will create a new single, secure point of entry to the school and will include a reception area for visitor check in, administrative offices and a conference room. Site improvements will include a new ADA accessible parking lot and sidewalk for access to the new entry point and a new future parking lot to the south.*

**G-3 MPA-13-139** For Possible Action: To make recommendations to the Board of Supervisors on the annual Master Plan report, including recommended actions for the implementation of the goals and policies of the Master Plan. (Lee Plemel)

*Staff summary: State law (NRS 278.190) requires the Planning Commission to annually make recommendations to the Board of Supervisors regarding the implementation of the Master Plan. Staff will provide the Planning Commission with information regarding past, current and future Master Plan implementation actions for the Commission's consideration.*

**G-4 MISC-13-137** Action to elect a Planning Commission Chairman and Vice Chairman for the period December 2013 to July 2014. (Lee Plemel)

*Staff Summary: Planning Commission Bylaws require the Commission to elect a chairman and vice-chairman on an annual basis. The current Chairman's and Vice Chairman's terms were approved for December 2012 through November 2013. The Bylaws were recently amended to*

*elect the Chairman and Vice Chairman in July each year to coincide with Commissioners' terms that end in June. This election is for a partial term to fill the gap between the expiration of the current terms and the new election date of July 2014.*

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*\*Agenda items with an asterisk (\*) indicate that final action will be taken unless appealed or otherwise announced. The Planning Commission's "ACTION" may include either approval, approval with conditions, denial, continuance, or tabling of an item*

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*Appeal of a Planning Commission Item: An appeal must be submitted to the Planning Division within 10 days for the Planning Commissions' action. For information regarding an appeal of a Planning Commission decision, please contact the Planning Director at 775-887-2180, via e-mail at [lplemel@carson.org](mailto:lplemel@carson.org), or via fax at 775-887-2278.*

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## **H. Staff Reports (non-action items)**

- H-1** - Director's report to the Planning Commission. (Lee Plemel)
- Future agenda items.
- Commissioner reports/comments

## **I. Public Comments**

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## **J. For Possible Action: For adjournment**

### **For further information**

If you would like more information about an agenda item listed above, please contact the staff member listed at the end of the particular item in which you are interested at 775-887-2180. Contact Rea Thompson at 775-887-2180 or [planning@carson.org](mailto:planning@carson.org) if you would like copies of supporting materials for an agenda item. Supporting materials for the meeting are available in the Planning Division office located at 108 E. Proctor Street, Carson City or at [www.carson.org/agendas](http://www.carson.org/agendas). All written comments to the Planning Commission regarding an item must be submitted to the Planning Division by 4:00 p.m. on the day prior to the Commission's meeting to ensure delivery to the Commission before the meeting.

**The Planning Commission is pleased to make reasonable accommodations for members of the public who wish to attend the meeting and need assistance. If special arrangements for the meeting are necessary, please notify the Planning Division in writing at 108 E. Proctor St., Carson City, Nevada 89701, or call 775-887-2180, as soon as possible.**

This agenda has been posted at the following locations before 5:00 PM on November 12, 2013.

City Hall, 201 North Carson Street  
Carson City Library, 900 North Roop Street  
Community Center-Sierra Room, 851 East William Street  
Planning Division/ Building Division/Permit Center, 108 E. Proctor Street  
Dept. of Public Works, Corporate Yard Facility, 3505 Butti Way

This agenda is also available on the Carson City Website at [www.carson.org/agendas](http://www.carson.org/agendas)