

MINUTES
Regular Meeting
Carson City Planning Commission
Wednesday, June 27, 2018 ● 5:00 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Commission Members

Chair – Mark Sattler	Vice Chair – Charles Borders, Jr.
Commissioner – Paul Esswein	Commissioner – Elyse Monroy
Commissioner – Teri Preston	Commissioner – Candace Stowell
Commissioner – Hope Tingle	

Staff

Lee Plemel, Community Development Director
Hope Sullivan, Planning Manager
Dan Yu, Chief Deputy District Attorney
Dan Stuckey, City Engineer
Steven Pott y, Senior Project Manager
Tamar Warren, Deputy Clerk

NOTE: A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the recording secretary 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.

An audio recording of this meeting is available on www.Carson.org/minutes.

A. ROLL CALL, DETERMINATION OF QUORUM, AND PLEDGE OF ALLEGIANCE

(5:03:00) – Chairperson Sattler called the meeting to order. Roll was called. A quorum was present. Commissioners Esswein and Monroy were absent. Vice Chairperson Borders led the Pledge of Allegiance.

Attendee Name	Status	Arrived/Left
Chairperson Mark Sattler	Present	
Vice Chairperson Charles Borders, Jr.	Present	
Commissioner Paul Esswein	Absent	
Commissioner Elyse Monroy	Absent	
Commissioner Teri Preston	Present	
Commissioner Candace Stowell	Present	
Commissioner Hope Tingle	Present	

B. PUBLIC COMMENTS

(5:03:51) – Chairperson Sattler entertained public comments; however, none were forthcoming.

C. POSSIBLE ACTION ON APPROVAL OF MINUTES – May 30, 2018.

(5:04:12) – Chairperson Sattler introduced the item.

(5:04:23) – MOTION: I move to approve the minutes of the May 30, 2018 meeting as presented.

RESULT:	APPROVED (5-0-0)
MOVER:	Borders
SECONDER:	Tingle
AYES:	Sattler, Borders, Preston, Stowell, Tingle
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Esswein, Monroy

D. MODIFICATION OF AGENDA

None.

E. Public Hearing Matters

E.1 SUP-18-082 FOR POSSIBLE ACTION: TO CONSIDER A REQUEST FOR A SPECIAL USE PERMIT TO CREATE AN OUTDOOR INTERACTIVE SPACE TO INCLUDE FENCING, GROUND COVER AND INTERACTIVE PLAY AND DISPLAY FEATURES IN FRONT OF THE CHILDREN’S MUSEUM ON PROPERTY ZONED PUBLIC COMMUNITY, AND LOCATED AT 813 N CARSON STREET, APN 002-164-01.

(5:04:44) – Chairperson Sattler introduced the item. Ms. Sullivan presented the Staff Report, incorporated into the record, and responded to clarifying questions by the commissioners. She also noted that the project architect, John Copoulos, was present to respond to commissioners’ questions.

(5:09:05) – Mr. Copoulos introduced himself and noted his acceptance of the conditions of approval outlined in the Staff Report. He clarified that the main entrance will be on the side of the museum, where he believed most patrons parked. Mr. Copoulos noted that the fence would provide a safe space for the children to play on the museum grounds “without worrying about them running onto Carson Street”. He also believed that “there’s a considerable homeless problem in the neighborhood”, and that a higher fence was preferable; adding that they had compromised with a lower fence based on the request from the Historic Resources Commission. Ms. Sullivan referenced the site plan on page A01 of the Staff Report. Mr. Copoulos reviewed the demolition plan and provided clarification as needed. He also noted that the two large trees in the front of the building will be preserved and will be incorporated into the new design. Chairperson Sattler entertained public comments; however, none were forthcoming. Commissioner Stowell expressed concern that the proposed fenced area would prohibit the creation of “more pedestrian activity along Carson Street” and wished to keep the front entrance as an active entrance. Mr. Copoulos emphasized the need for security and the fence to provide it. He also clarified that the building is currently owned by Carson City. Casey Gilles, Board of Directors President, noted that the Museum has full insurance coverage and explained that they would like to keep the playground very natural yet safe. Chairperson Sattler entertained a motion.

(5:30:41) – **MOTION: I move to approve SUP-18-082, a request for a Special Use Permit to create an outdoor interactive space to include fencing, ground cover, and interactive play and display features in front of the Children’s Museum on property zoned Public Community, and located at 813 North Carson Street, APN 002-164-01, based on the findings and subject to the conditions of approval contained in the Staff Report.**

RESULT:	APPROVED (5-0-0)
MOVER:	Borders
SECONDER:	Preston
AYES:	Sattler, Borders, Preston, Stowell, Tingle
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Esswein, Monroy

E.2 SUP-18-083 FOR POSSIBLE ACTION: TO CONSIDER A REQUEST FOR A SPECIAL USE PERMIT FOR AN 11,407 SQUARE FEET EXPANSION TO FREMONT ELEMENTARY SCHOOL ON PROPERTY ZONED PUBLIC, LOCATED AT 1511 FIRE BOX ROAD, APN 010-041-30.

(5:31:40) – Chairperson Sattler introduced the item. Ms. Sullivan presented the Staff Report and accompanying photographs and recommended approval based on the findings of fact. She acknowledged the presence of Chris Baker of Manhard Consulting and representatives from the Carson City School District. Commissioner Stowell inquired about the flood plain and Mr. Baker noted that they will comply with condition of approval 11. He also confirmed his agreement, on behalf of the applicant, to all the recommended conditions of approval. Commissioner Stowell was also informed that the completion date would be prior to the start of the 2018/2019 school year. There were no public comments; therefore Chairperson Sattler entertained a motion.

(5:53:42) – MOTION: I move to approve SUP-18-083, a request for a Special Use Permit for a 11,407 square-foot expansion to Fremont Elementary School on property zoned Public, located at 1511 Fire Box Road, APN 010-041-30, based on the findings and subject to the conditions of approval contained in the Staff Report.

RESULT:	APPROVED (5-0-0)
MOVER:	Tingle
SECONDER:	Stowell
AYES:	Sattler, Borders, Preston, Stowell, Tingle
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Esswein, Monroy

E.3 SUP-18-084 FOR POSSIBLE ACTION: TO CONSIDER A REQUEST FOR A SPECIAL USE PERMIT FOR A 12,580 SQUARE FEET EXPANSION TO MARK TWAIN ELEMENTARY SCHOOL ON PROPERTY ZONED PUBLIC, LOCATED AT 2111 CARRIAGE CREST DRIVE, APN 002-101-46.

(5:36:36) – Chairperson Sattler introduced the item. Ms. Sullivan reviewed the agenda materials along with a slide presentation. She also acknowledges the presence of Mr. Baker and the Carson City School District representatives in the audience. Mark Korinek, Carson City School District Director of Operations, clarified that one of the storage units would not be removed because it is built into the playground area, and because it is a needed space to store physical education equipment. Chairperson Sattler entertained public comments.

PUBLIC COMMENT

(5:39:09) – Lucille Cowan introduced herself as a resident of 2172 Southridge Court and inquired about the depth of the expansion. Ms. Cowan requested a wood fence, as currently a chain link fence separated her property from the school. Mr. Baker assured Ms. Cowan that “the grass area really won’t be disturbed, that’s there now”. Ms. Sullivan explained that the building “will be 164 feet from the property line” and confirmed that a six-foot solid wooden fence was allowed. Chairperson Sattler entertained additional comments, and when none were forthcoming, a motion.

(5:41:54) – MOTION: I move to approve SUP-18-084, a request for a Special Use Permit for a 12,580 square-foot expansion to Mark Twain Elementary School on property zoned Public, located at 2111 Carriage Crest Drive, APN 002-101-46, based on the findings and subject to the conditions of approval contained in the Staff Report.

(5:42:26) – Chairperson Sattler received confirmation from Mr. Baker that he accepted the conditions of approval outlined in the Staff Report on behalf of his client, the Carson City School District.

RESULT:	APPROVED (5-0-0)
MOVER:	Borders
SECONDER:	Stowell
AYES:	Sattler, Borders, Preston, Stowell, Tingle
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Esswein, Monroy

E.4 ZMA-18-085 FOR POSSIBLE ACTION: TO CONTINUE TO THE MEETING OF JULY 25, 2018, A REQUEST FOR A ZONING MAP AMENDMENT TO CHANGE THE EFFECTIVE DATE OF A ZONING MAP AMENDMENT FROM AGRICULTURE TO A MIX OF SINGLE FAMILY 6000, GENERAL COMMERCIAL, MULTI-FAMILY APARTMENT, AND MULTI-FAMILY DUPLEX TO BECOME EFFECTIVE UPON THE TRANSFER OF OWNERSHIP OF THE SALE OF PROPERTY FROM THE MYERS FAMILY EXEMPT TRUST. THE PROPERTY IS LOCATED AT 2200 EAST FIFTH STREET, APNS 010-041-38, 010-041-52, AND 010-041-071.

(5:43:03) – Chairperson Sattler introduced the item. Mr. Plemel explained that per the applicant’s request, Staff wished to continue this item to the next meeting. Chairperson Sattler entertained public comments, and when none were forthcoming, a motion.

(5:44:58) – MOTION: I move to continue item ZMA-18-085 to the Planning Commission meeting of July 25, 2018.

RESULT:	APPROVED (5-0-0)
MOVER:	Stowell
SECONDER:	Borders
AYES:	Sattler, Borders, Preston, Stowell, Tingle
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Esswein, Monroy

E.5 ZCA-18-090 FOR POSSIBLE ACTION: TO MAKE A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING AN ORDINANCE AMENDING TITLE 18 (ZONING), APPENDIX A (DEVELOPMENT STANDARDS), DIVISION 4 (SIGNS), SECTION 4.4 (ADMINISTRATION) OF THE CARSON CITY MUNICIPAL CODE TO AMEND REGULATIONS RELATED TO TEMPORARY BANNERS, FLAGS, A-FRAME SIGNS AND OTHER TEMPORARY SIGN DEVICES, AND TO MODIFY THE DEFINITION OF “FRONTAGE OF BUILDING” TO MAKE THE METHOD OF MEASUREMENT OF ALLOWABLE SIGN AREA CONSISTENT BETWEEN SHOPPING CENTERS AND OTHER COMMERCIAL USES; AND PROVIDING OTHER MATTERS PROPERLY RELATED THERETO.

(5:45:17) – Chairperson Sattler introduced the item. Mr. Plemel gave background, reviewed the Staff Report, incorporated into the record, and an accompanying PowerPoint presentation, and responded to clarifying questions by the Commissioners. He noted that “what you see out there is not necessarily what’s allowed”, and clarified that banners have been allowed for temporary placement in the past. Mr. Plemel also discussed flags and feather flags which, he believed, were not common when the code was written, and recommended allowing one flag, “20 feet within the business entrance”, which he believed would limit distracting drivers. He also addressed the A-frame signs which are only allowed downtown, and recommended using one or the other [flags or A-frame signs] but not both. Mr. Plemel addressed inflatable devices as well, and stated that these and other temporary signs were only effective when temporary. He recommended allowing them to be used for three days in a 30-day period and believed that if they are invasive, such as inflatable signs blocking a driveway, they could proceed with enforcement.

(5:55:33) – Chairperson Sattler stated that he had seen flags much larger than six feet and received confirmation that the larger ones would not be allowed. Commissioner Stowell believed in consistent and simplified regulations for better compliance, with a common timeframe for all the temporary signage. She also believed feather flags should be temporary and A-frame signs should be taken inside after business hours. Discussion ensued regarding ease of enforcement and Mr. Plemel noted that A-frame signs are permitted in the downtown area, and that encroachment in the form of outside tables is also allowed there. Commissioner Tingle believed that some businesses with setbacks of more than 20 feet away from the street will not benefit from having A-frame signs which will put those signs in the parking lot and not be visible from the street. Commissioner Preston expressed concern over A-frame sidewalk signs blocking ADA access. Vice Chair Borders addressed the multiple flags in a new home development area, he was also informed that mechanical signs are currently prohibited. Chairperson Sattler entertained public comments.

PUBLIC COMMENTS

(6:16:45) – Bill Horne introduced himself and believed that the signage standards should apply to “the whole of Carson City” and that the different regulations for the downtown area “tends to look at favoritism”. He was also in favor of having signs at 20 feet “from the street in” to preserve the sidewalk.

(6:19:07) – Gene Munnigs introduced himself as the owner of Evergreen Gene’s on North Carson Street and noted that his business measured 342 feet from Carson Street; however, he placed a sign advertising Christmas trees in the winter, six feet from the street and not on windy days. Mr. Munnigs explained that his sign is brought inside every evening. Chairperson Sattler noted that he was in favor of standardization and did not wish to crowd all the streets, adding that “enforcement is important” as well.

(6:23:22) – Commissioner Stowell was in favor of flags with time limits due to the non-durable materials. Commissioner Preston preferred having flags 20 feet away from the street. She was also in favor of allowing one type of sign and believed that the sidewalks downtown were wider and could accommodate A-frame signs. Vice Chair Borders noted that the proposed 20-foot distance was from the door of the business and not the driveway. Mr. Plemel elaborated on the proposed setback and believed it must be enforceable and clarified that “downtown” referred to the Downtown Mixed Zoning District. Commissioner Stowell believed that A-frame signs were there to advertise items such as daily specials for a restaurant; however, she believed that flags, banners, and other promotional signs must be used for temporary events. Mr. Plemel clarified that the banner size limitations are based on the size of the business. Chairperson Sattler was not in favor of flags due to the high wind conditions and the fact that they are not usually easy to read. Discussion ensued regarding compliance and enforcement and Commissioner Stowell suggested allowing flags only with special event permits. Vice Chair Borders was in favor of the suggestion.

(6:42:14) – Commissioner Preston inquired about the liability issues related to A-frame sign damage and Mr. Plemel clarified that A-frame signs will not be placed on public property except in the downtown area. Several commissioners were also in favor of measuring A-frame signs from the street and not from the buildings.

(4:16:22) – Mr. Plemel summarized the discussion by noting that the Commission was in favor of the Staff’s recommendation with the exception of the flags, which would be permitted with a special event permit from the City, and during that special event.

(6:47:16) – Mr. Horne suggested that “the Planning Department could take a look at the streets and address what a reasonable distance from the streets would be” while accommodating pedestrians on the sidewalks, and business owner visibility. He also informed Commissioner Preston that his business was set back from the street and was unable to be seen while being partially blocked by the coffee drive-through.

(6:52:51) – MOTION: I move to recommend to the Board of Supervisors approval of an ordinance amending Title 18 Appendix, Development Standards Division 4.4 related to temporary sign regulations as published on the agenda and as recommended by Staff, except for the flag portion, and only one flag will be permitted for each business with a special event permit for a special event.

RESULT:	APPROVED (5-0-0)
MOVER:	Borders
SECONDER:	Stowell
AYES:	Sattler, Borders, Preston, Stowell, Tingle
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Esswein, Monroy

(6:54:00) – Mr. Plemel believed that this item will be heard by the Board of Supervisors in early August.

E.6 ZCA-18-091 FOR POSSIBLE ACTION: TO MAKE A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING AN ORDINANCE AMENDING TITLE 18 (ZONING), CHAPTER 18.03 (DEFINITIONS) OF THE CARSON CITY MUNICIPAL CODE TO AMEND THE DEFINITION OF “GUEST BUILDING”; AND AMENDING TITLE 18 (ZONING), APPENDIX A (DEVELOPMENT STANDARDS), DIVISION 1 (LAND USE AND SITE DESIGN), SECTION 1.4

(GUEST BUILDING DEVELOPMENT) OF THE CARSON CITY MUNICIPAL CODE TO DELETE THE RESTRICTION LIMITING THE OCCUPANCY OF A GUEST BUILDING TO FAMILY MEMBERS AND NON-PAYING GUESTS, AND PROVIDING OTHER MATTERS PROPERLY RELATED THERETO.

(6:54:26) – Chairperson Sattler introduced the item. Mr. Plemel gave background and presented the agenda materials which are incorporated into the record, and responded to clarifying questions by the commissioners. He also noted that the proposed change was the result of a recommendation from the Workforce Housing Group to provide affordable housing.

(7:01:02) – Vice Chair Borders believed that an accessory dwelling should refer to a guest building with kitchen facilities. Mr. Plemel clarified that the term accessory dwelling was “a remnant of an initial start of the ordinance” and that it was not used anywhere in the City code. He also recommended not specifying a kitchen as some may wish to only rent or occupy a room, adding that the term “rent” was not included in the ordinance. Chairperson Sattler cited the example of converting a garage as a rental dwelling and noted his concern regarding single-home neighborhoods becoming multi-family units. Commissioner Preston stated that “most of these areas that are going to be impacted are going to be the older infrastructure areas which have already been burdened” and believed the permits could be used for single family homes. Commissioner Stowell gave the example of accessory dwelling units in Douglas County and believed that in many jurisdictions they are perceived “as a very positive step forward in terms of affordable housing, because it allows the market to work”. She also believed that the term accessory dwelling should be cross-referenced as guest building.

(7:13:50) – Chairperson Sattler expressed concern that guest buildings may be used “just because it’s a way to make rent” if they are no longer approved by the City or the Planning Commission. Discussion ensued regarding how the property will be taxed. Commissioner Tingle expressed concern over the affordability of a home with a high median housing price versus the low average income in Carson City. Vice Chair Borders was not certain this concept would provide the necessary affordable housing; however, Mr. Plemel noted that this was not considered a solution to the overall housing issues in the City. Discussion ensued regarding having RVs and manufactured homes as accessory dwellings and Mr. Plemel noted that they have to be converted to real property first. Commissioner Stowell proposed continuing the item until the next meeting to obtain additional information. Chairperson Sattler was in favor of a continuance in order to have the full Commission present at the discussion. Mr. Yu confirmed that the item may be continued to the July meeting and Chairperson Sattler requested agendaizing the item for the next meeting. There were no public comments.

F. STAFF REPORTS (NON-ACTION ITEMS)

F-1 DIRECTOR'S REPORT TO THE COMMISSION.

(7:35:51) – Mr. Plemel announced that the Board of Supervisors will agendaize Growth Management on its July 5, 2018 meeting.

FUTURE AGENDA ITEMS

(7:36:33) – Mr. Plemel noted that the election of Planning Commission Chair and Vice Chair will take place during the Commission’s July meeting. He also noted that an abandonment, a Special Use Permit for signage, and a Zoning Map Amendment will be agendaized for the next meeting as well.

COMMISSIONER REPORTS/COMMENTS

(7:37:36) – Commissioner Tingle received confirmation from Mr. Plemel that all 2019 term expirations will take place in January.

G. PUBLIC COMMENT

(7:38:49) – There were no public comments.

H. FOR POSSIBLE ACTION: FOR ADJOURNMENT

(7:38:56) – Vice Chair Borders moved to adjourn. Chairperson Sattler adjourned the meeting at 7:38 p.m.

The Minutes of the June 27, 2018 Carson City Planning Commission meeting are so approved this 25th day of July, 2018.

MARK SATTLER, Chair