

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Planning Commission**  
**Wednesday, July 25, 2018 ● 5:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Commission Members**

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

**Staff**

Lee Plemel, Community Development Director  
 Hope Sullivan, Planning Manager  
 Dan Yu, Chief Deputy District Attorney  
 Steven Pottéy, 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](http://www.Carson.org/minutes).

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

(5:00:16) – Chairperson Sattler called the meeting to order. Roll was called. A quorum was present. Chairperson Sattler led the Pledge of Allegiance.

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

**B. PUBLIC COMMENTS**

(5:01:06) – Chairperson Sattler entertained public comments; however, none were forthcoming.

**C. POSSIBLE ACTION ON APPROVAL OF MINUTES – June 27, 2018.**

(5:01:28) – Chairperson Sattler introduced the item.

**(5:01:39) – MOTION: I move to approve [the minutes of the June 27, 2018 meeting as presented].**

<b>RESULT:</b>	<b>APPROVED (5-0-2)</b>
<b>MOVER:</b>	Borders
<b>SECONDER:</b>	Tingle
<b>AYES:</b>	Sattler, Borders, Preston, Stowell, Tingle
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Esswein, Monroy
<b>ABSENT:</b>	None

**D. MODIFICATION OF AGENDA**

(5:01:56) – Mr. Plemel suggested addressing agenda item F-2 prior to item F-1.

**E. PUBLIC HEARING MATTERS**

**E.1 AB-18-094 FOR POSSIBLE ACTION: TO MAKE A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING AN APPLICATION FROM CARSON CITY FOR ABANDONMENT OF UP TO A 20-FOOT WIDE PUBLIC INGRESS/EGRESS EASEMENT FROM ASH CANYON ROAD TO WELLINGTON SOUTH, THEN NORTH ON WELLINGTON WEST, TURNING WEST AND ENDING AT THE SOUTHWEST CORNER OF LOT 12 OF WELLINGTON CRESCENT SUBDIVISION.**

(5:02:36) – Chairperson Sattler introduced the item. Vice Chair Borders read a prepared statement citing NRS 281 A.420, and noted that he would abstain from discussion and voting due to a conflict of interest as a homeowner of the Wellington Crest Property Owners’ Association. Ms. Sullivan presented the Staff Report, incorporated into the record, and responded to clarifying questions by the commissioners. She also acknowledged the presence of Stephanie Hicks, Carson City Real Property Manager.

(5:05:34) – Ms. Hicks introduced herself and noted her agreement with the conditions of approval prepared by Staff. She also indicated that the homeowners’ association had read the application and had not seen any issues with it. Chairperson Sattler entertained public comments, and when none were forthcoming, a motion.

**(5:06:32) – MOTION: I move to recommend that the Board of Supervisors approve AB-18-094, an abandonment of easement application, to allow an abandonment of up to a 20-foot wide public ingress/egress easement from Ash Canyon Road to Wellington South, then north on Wellington West, turning west and ending at the southwest corner of lot 12 of Wellington Crescent Subdivision, adjacent to Assessor’s Parcel Numbers referenced in Order of Abandonment, based on seven findings and subject to the conditions of approval contained in the Staff Report.**

<b>RESULT:</b>	<b>APPROVED (6-0-1)</b>
<b>MOVER:</b>	Esswein
<b>SECONDER:</b>	Tingle
<b>AYES:</b>	Sattler, Esswein, Monroy, Preston, Stowell, Tingle
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Borders
<b>ABSENT:</b>	None

**E.2 SUP-18-095 FOR POSSIBLE ACTION: TO CONSIDER A REQUEST FOR A SPECIAL USE PERMIT TO EXCEED THE NUMBER OF PERMITTED FREESTANDING SIGNS, TO EXCEED THE PERMITTED HEIGHT FOR ONE FREESTANDING SIGN, AND TO INCREASE THE PERMITTED SIGN AREA FOR A CONGREGATE CARE FACILITY, ON PROPERTY ZONED MULTI-FAMILY APARTMENT, LOCATED AT 1001 MOUNTAIN STREET, APN 001-201-34.**

(5:07:34) – Chairperson Sattler introduced the item. Ms. Sullivan presented the Staff Report and accompanying photographs and recommended approval based on the findings of fact. She also clarified for Chairperson Sattler that the 1001 Mountain Street address will be used, should it be necessary, in order to ensure response by emergency responders. She also stated that the signs indicating the building function or type of care are to help visitors and not to be used as advertising. Commissioner Tingle inquired about the signs obstructing traffic, noting that getting in and out of the parking lot was already “problematic”. Ms. Sullivan referenced condition of approval nine, which addressed the sight distance issue. Discussion ensued regarding the sign heights.

(5:16:57) – Applicant April Wojcik, representing Prestige Care, outlined the uses and locations of the signs and noted that she had read and was in agreement with the Staff Report. She also clarified for Commissioner Stowell that the signs on Minnesota and Mountain Streets are five feet tall or they are 5.6 feet tall. Commissioner Stowell suggested being specific on those heights. Ms. Wojcik agreed with Commissioner Esswein that the Mountain Street sign should be the only one with an address. There were no public comments. Chairperson Sattler entertained a motion.

(5:20:41) – **MOTION: I move to approve SUP-18-095, a Special Use Permit to exceed the number of permitted freestanding signs, to exceed the permitted height for one freestanding sign, and to increase the permitted sign area for a congregate care facility, on property zoned Multi-Family Apartment, located at 1001 Mountain Street, APN 001-201-34, based on the findings and subject to the conditions of approval contained in the Staff Report, with the changes to condition eight to read “sign B on Washington or sign C on Minnesota shall not have address information shown”. Chairperson Sattler also wished the motion to include that the two other signs would be five feet, not 5.6 feet.** The mover, the seconder, and the applicant agreed to the amendment.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Tingle
<b>SECONDER:</b>	Borders
<b>AYES:</b>	Sattler, Borders, Esswein, Monroy, Preston, Stowell, Tingle
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**E.3 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.**

(5:22:17) – Chairperson Sattler introduced the item. Mr. Plemel gave background and presented the Staff Report which is incorporated into the record. He clarified that the current definition of “guest building” limited its occupancy to family members, noting that the proposed regulation would remove that restriction, in addition to other changes such as adding a minimum lot size for building accessory structures. Mr. Plemel also referenced “examples of what other communities are doing”, included in the agenda materials.

(5:30:21) – Chairperson Sattler was informed that a Special Use Permit to build the structures would be required for SF 1Acre and SF 6000 zoning. He also received clarification that the owner occupancy requirement had not been decided yet. Mr. Plemel recommended not requiring cooking facilities in guest buildings; however he was in favor of having building code requirements. Mr. Yu referenced the draft ordinance and noted that he would review it for accuracy once the Commission reaches consensus. Discussion ensued regarding kitchens in guest buildings and Mr. Plemel suggested not mandating that. Commissioner Preston was informed that the type of water in the structure would be specified by the building code. Commissioner Esswein believed that the structure should be called “an accessory dwelling unit (ADU)” and not “a guest building” to eliminate confusion. Chairperson Sattler was informed that one additional off-street parking space must be provided per bedroom.

(5:41:27) – Commissioner Tingle was opposed to the owner-occupied requirement. Commissioner Stowell clarified for Commissioner Preston that adding an ADU “should not add to the density of that particular zoning district”, and proposed defining the ADU as “a full-fledged dwelling unit that meets building code, has cooking facilities...”, and wished to “leave the guest building alone”. Vice Chairperson Borders was in agreement with Commissioner Stowell. Discussion ensued regarding the definitions of an ADU and a guest building. Commissioner Esswein suggested not being “overly restrictive in parking requirements”. Mr. Plemel confirmed that one or two-acre properties can have a 1,000 square-foot ADU without a Special Use Permit. Vice Chair Borders recommended one parking place per ADU and not per room. Mr. Yu received confirmation that the Commission was amenable to converting a garage to an ADU. He also suggested treating the current ordinance as a “guidepost” which would be modified by the District Attorney’s Office. Commissioner Preston noted that any attached conversion, including a garage, would only require a remodel permit; however, an ADU would be a separate building. Commissioner Stowell wished to ensure that ADUs should be made available to everybody who wants to live in Carson City.

(6:19:05) – Ms. Sullivan cited several issues she was familiar with in other communities. She believed that using different approval processes for attached and detached units would be “problematic from an implementation standpoint”. Ms. Sullivan gave the example of a covered walkway that would “attach” the units to each other and would create a grey area. Discussion ensued on water use, and Mr. Plemel wished taking that under consideration. Commissioner Esswein suggested considering ADUs as Growth Management units. There were no public comments. Mr. Yu noted that this item will be re-agendized for discussion anyway; therefore, no motion was necessary. Commissioner Stowell thanked Staff for bringing the item forward. Chair Sattler thanked Commissioner Stowell and Vice Chair Borders for wanting to continue the item from the June meeting so that the full Commission could have the opportunity to discuss it.

**F. Other Action Items**

**F.1 FOR POSSIBLE ACTION: TO MAKE A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING AN AMENDMENT TO THE PLANNING COMMISSION BYLAWS TO CHANGE THE MONTH OF ELECTION OF PLANNING COMMISSION OFFICERS (I.E. CHAIR AND VICE-CHAIR) FROM JULY TO JANUARY TO COINCIDE WITH THE START OF COMMISSIONERS' TERMS.**

(6:38:11) – Chairperson Sattler introduced the item. Mr. Plemel presented the Staff Report and highlighted the changes made by the Board of Supervisors, such as the expiration date of the commissioners’ terms. There were no public comments.

**(6:39:27) – MOTION: I move to recommend to the Board of Supervisors approval of an amendment to the Planning Commission Bylaws to change the month of election of Planning Commission officers from July to January to coincide with the start of the Commissioners’ terms.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Borders
<b>SECONDER:</b>	Esswein
<b>AYES:</b>	Sattler, Borders, Esswein, Monroy, Preston, Stowell, Tingle
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**F.2 FOR POSSIBLE ACTION: TO ELECT A PLANNING COMMISSION CHAIR AND VICE-CHAIR FOR A TERM BEGINNING AT THE PLANNING COMMISSION MEETING OF AUGUST 2018.**

(6:34:16) – Chairperson Sattler introduced the item and noted that the elected officers in this meeting would serve their terms until the end of 2018 after which elections would take place every January. Discussion ensued regarding the term limits of the Chair and Vice Chair.

**(6:37:32) – MOTION: I move to nominate Mark Sattler to the position of Carson City Planning Commission Chair and Elyse Monroy to the position of Vice Chair.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Esswein
<b>SECONDER:</b>	Borders
<b>AYES:</b>	Sattler, Borders, Esswein, Monroy, Preston, Stowell, Tingle
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**G. STAFF REPORTS (NON-ACTION ITEMS)**

**G.1 DIRECTOR'S REPORT TO THE COMMISSION.**

(6:40:24) – Mr. Plemel reported that the Board of Supervisors had approved in the Growth Management Resolution as recommended by the Planning Commission during its May meeting. He also noted that a tentative subdivision map for Schulz Investments (different from Schulz Ranch) had been extended for another four years.

#### **FUTURE AGENDA ITEMS**

(6:41:09) – Mr. Plemel indicated that in the August meeting Special Use Permit requests will be heard for a cell tower, a building conversion to a church, and a casino. He stated that a Master Plan Amendment and a Zoning Map Amendment for an RV park will also be heard. Mr. Plemel updated the Commission on the Housing Summit that had taken place earlier to discuss affordable housing and recommended having Commissioners attend the future meetings. In response to a question by Commissioner Tingle, Mr. Yu cautioned against any Open Meeting Law violations when attending the Housing Summit and deliberating. Discussion ensued regarding a Planning Commission Workshop with a Master Plan review and Commissioner Stowell believe it would be helpful. She suggested noticing it in order to have members of the public attend as well.

#### **COMMISSIONER REPORTS/COMMENTS**

None.

#### **H. PUBLIC COMMENT**

(6:51:12) – There were no public comments.

#### **I. FOR POSSIBLE ACTION: FOR ADJOURNMENT**

**(6:51:20) – Vice Chair Borders moved to adjourn. Chairperson Sattler adjourned the meeting at 6:51p.m.**

The Minutes of the July 25, 2018 Carson City Planning Commission meeting are so approved this 29<sup>th</sup> day of August, 2018.

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MARK SATTLER, Chair