Carson City, Nevada

Community Development Department

FY 2020 Budget
Open House
Community Development

- Coordinates all development permit activities and includes:
  - **Building Division**
    - Receives and processes building permits.
  - **Business License Division**
    - Receives and processes business licenses.
  - **Planning Division**
    - Receives and processes all zoning applications, such as special use permits, variances to zoning codes, zoning map amendments, and subdivision of land applications.
    - Coordinates with other City departments regarding long-range land use planning (Master Plan).
  - **Code Enforcement Division**
    - Enforces City nuisance laws, planning and zoning codes, business license compliance, and coordinates with other departments on various City code enforcement activities.
  - **Redevelopment**
    - Administers Redevelopment funds and programs for the two Redevelopment Areas: Downtown and South Carson Street.
Organizational Chart

COMMUNITY DEVELOPMENT DEPARTMENT
ORGANIZATIONAL CHART

Director
Lee Perozzi

Senior Office Specialist
Shelby Johnston

REDEVELOPMENT

Compliance Officer
William Konbarger

Compliance Officer
Jason Johnston

Compliance Officer
Jim McBrayer (P/T, Hourly)

Planning Division

Planning Manager
Hope Sullivan

Associate Planner
Heather Fains

Assistant Planner
Kathie Green

Sr. Permit Technician
Lisa Rickard

CODE ENFORCEMENT DIVISION

BUSINESS LICENSE DIVISION

BUILDER DIVISION

Building Official
Corey Coleman

Inspection & Plan Review Services
James Williams
Don Ensinger

Building Permit Technician
Kathy Chisholm

Building Permit Technician
Tim Smith

Full-Time Employee Count: 15
Building Division

- All construction permits are processed through the Building Division.
- Enterprise Fund; revenues are used only to support building permit services.
- Building permit services (building official, inspection services, and building permit technician) are provided through a contract with Charles Abbott Associates (CAA), paid as a percentage of building permit revenues through the Professional Services budget line item.

![Building Permit Valuation Chart](chart.png)
Revenues & Expenses

BUILDING

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<tr>
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<th>Actuals 2017</th>
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<td>Services &amp; Supplies</td>
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Planning Division

- Receives and processes all zoning applications, such as special use permits, variances to zoning codes, zoning map amendments, subdivision of land, and historic district applications.
- Coordinates with other City departments regarding long-range land use planning (Master Plan) and special planning-related programs.
- Responsible staff for:
  - Planning Commission
  - Historic Resource Commission

![Planning Applications Submitted](chart.png)

*Planning Applications Submitted*  
(Through February 2019)
Code Enforcement Division

- Enforces City nuisance laws, planning and zoning codes, business license compliance, and coordinates with other departments on various City code enforcement activities.
- Provides parking enforcement in the downtown area and supports the Sheriff’s Department with citywide parking enforcement, as needed.
- Go to carson.org/connect to submit a code enforcement complaint regarding:
  - Garbage and debris
  - Overgrown weeds
  - Abandoned vehicles
  - RV parking
  - Zoning violations
  - Unpermitted structures
  - Unpermitted businesses
Revenues & Expenses

PLANNING AND CODE ENFORCEMENT

- General Fund Support
- Salaries
- Benefits
- Services & Supplies

Actuals 2017: $450,000
Actuals 2018: $500,000
Estimated 2019: $550,000
Budgeted 2020: $600,000
Business License Division

• Receives and processes business licenses.
• All persons/organizations doing business in Carson City must maintain a valid business license with the City, whether operating from a fixed location in the City or coming into the City from an outside location.
• Total Business License Revenues in 2018: $2,146,458
Total Business License Revenues in 2018: $2,146,458
Redevelopment

• The two Redevelopment Areas, Downtown and South Carson Street, use tax-increment financing to fund Redevelopment programs to benefit the areas.

• Responsible staff for the Redevelopment Authority Citizens Committee.

• Proposed Redevelopment programs for FY 2020 include:
  – Business façade improvement program ($50,000)
  – South Carson Street project enhancements ($200,000)
  – Downtown sidewalk reconstruction ($200,000)
  – Bob Boldrick Theater upgrades: sound system ($137,794)
  – Nevada Day ($25,000); Farmers Market ($15,000); Christmas Tree lighting event ($10,000)
  – Epic Rides national mountain bike race and downtown event ($30,000)
  – Special Event and Arts & Culture funding ($35,000)
  – Support special event street closures ($25,000)
  – 3rd Street parking lot reconstruction ($190,000)
  – Underground downtown power lines ($100,000); replace gas lamps ($85,000)
  – Mills Park and Fiji Park sign programs ($52,000)
  – Aquatic Facility pool deck rehabilitation ($52,000)
Revenues & Expenses

REDEVELOPMENT

Actuals 2017  |  Actuals 2018  |  Estimated 2019  |  Budgeted 2020

Ad Valorem Revenues*  |  Salaries  |  Services, Supplies  |  Incentives & Programs  |  Benefits  |  Capital Outlay & Misc.

* Excludes carry-over funds and other revenues.
Redevelopment activities are paid for through “tax-increment financing” (TIF). Property owners within a Redevelopment Area do not pay additional property tax but a portion of the property tax—the “tax increment”—is set aside and must be used for Redevelopment activities.
Redevelopment Areas

Redevelopment Area #1

Redevelopment Area #2