

CARSON CITY PLANNING COMMISSION

Minutes of the June 25, 2008 Meeting

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A regular meeting of the Carson City Planning Commission was scheduled for 3:30 p.m. on Wednesday, June 25, 2008 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson John Peery
Connie Bisbee
Craig Mullet
Steve Reynolds
William Vance
George Wendell

STAFF: Lee Plemel, Planning Division Director
Jennifer Pruitt, Senior Planner
Joel Benton, Senior Deputy District Attorney
Kathleen King, Recording Secretary

NOTE: A recording of these proceedings, the commission's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

A. CALL TO ORDER, DETERMINATION OF QUORUM, AND PLEDGE OF ALLEGIANCE (3:31:50) - Chairperson Peery called the meeting to order at 3:31 p.m. Roll was called; a quorum was present. Vice Chairperson Kimbrough was absent. Commissioner Reynolds led the pledge of allegiance, and Chairperson Peery congratulated him on his recent reappointment to the commission.

B. COMMISSION ACTION ON APPROVAL OF MINUTES - May 28, 2008 and October 4, 2005 (3:32:45) - Commissioner Wendell moved to accept the May 28, 2008 minutes, as prepared. Commissioner Vance seconded the motion. Motion carried 4-0-2, Commissioners Bisbee and Mullet abstaining. Commissioner Reynolds moved to accept the minutes of the special October 4, 2005 meeting. Commissioner Mullet seconded the motion. Motion carried 6-0.

C. MODIFICATION OF AGENDA (3:34:23) - None.

D. PUBLIC COMMENTS (3:34:44) - None.

E. STAFF PUBLIC SERVICE ANNOUNCEMENTS (3:35:14) - None.

F. DISCLOSURES (3:35:30) - None.

G. CONSENT AGENDA (3:35:42) - None.

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H. PUBLIC HEARING MATTERS:

H-1. ZCA-08-056 ACTION TO CONSIDER AN ORDINANCE AMENDING THE CARSON CITY MUNICIPAL CODE, TITLE 17, DIVISION OF LAND, SUBDIVISION OF LAND, CHAPTER 17.17, RESIDENTIAL CONDOMINIUMS, SECTION 17.17.070, PACE OF CONVERSIONS, BY REDUCING THE TWICE-YEARLY REQUIREMENT FOR VACANCY RATE DETERMINATION TO ONCE YEARLY; AMENDING TITLE 18.16, DEVELOPMENT STANDARDS, DIVISION 1, LAND USE AND SITE DESIGN, SECTION 1.1, ARCHITECTURAL DESIGN, SECTION 1.1.7 TO ADD LANGUAGE REGARDING THE EXCLUSION OF THE SCREENING REQUIREMENT FOR ROOF-MOUNTED SOLAR PANELS; AMENDING SECTION 1.3, LIGHTING STANDARDS, 1.3.3(4) TO MODIFY LIGHT FIXTURE HEIGHT CRITERIA WHEN ADJACENT TO RESIDENTIAL ZONES; AMENDING SECTION 1.14, CORNICES, PORCHES, AND PROJECTIONS INTO SETBACKS TO ADD LANGUAGE FOR CLARIFICATION OF ENCROACHMENTS INTO REQUIRED SETBACKS FOR LANDING PLACES, OUTSIDE STAIRWAYS, RAILINGS AND GUARDRAILS; AND AMENDING DEVELOPMENT STANDARDS 2, PARKING, DIVISION 2.1.12, BY DELETING THE INACCURATE TERM "ADMINISTRATIVE VARIANCE" AND ADDING THE APPROPRIATE TERM "ADMINISTRATIVE PERMIT"; INCLUDING VARIOUS TECHNICAL CORRECTIONS; AND OTHER MATTERS PROPERLY RELATED THERETO (3:36:50) - Chairperson Peery introduced this item. Ms. Pruitt reviewed the staff report in conjunction with displayed slides. She advised of having received no response to the public noticing process. She referred to the draft ordinance included in the agenda materials.

In response to a question, Ms. Pruitt advised there is no initial setback requirement for lighting in the current code. Lighting is allowed within 100 feet of a property line at a maximum height of 12 feet. Mr. Plemel noted that shielding would be required. Ms. Pruitt advised that building lighting is required to be horizontal rather than angled. In response to a question, Mr. Plemel explained the code requirement to completely screen all mechanical equipment from view. He provided examples of commercial and multi-family applications, and advised that the regulations do not apply to single-family homes. He noted that a parapet wall tall enough to screen the full height of solar panels would be illogical. The mechanical portions of the solar panels should be architecturally integrated into the building or screened. In response to a comment, Mr. Plemel noted the purpose of the proposed amendment to provide for and encourage the use of alternative energy sources. Commissioner Mullet expressed support for the use of alternative energy sources.

Chairperson Peery opened this item to public comment and, when none was forthcoming, entertained additional comments, questions, or a motion of the commissioners. **Commissioner Wendell moved to recommend to the Board of Supervisors approval of ZCA-08-056, a zoning code amendment amending the Carson City Municipal Code, Section 17.17.070; amending Title 18.16, Development Standards, Divisions 1.1.7, 1.3.3(4), 1.14, and 2.1.12, as published on the agenda, including various technical corrections, based on the findings contained in the staff report. Commissioner Vance seconded the motion. Motion carried 6-0.**

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I. STAFF REPORTS:

I-1. STAFF REPORTS / COMMENTS; DIRECTOR'S REPORT TO THE PLANNING COMMISSION; AND FUTURE AGENDA ITEMS (3:51:59) - Mr. Plemel reviewed the June 25, 2008 memo, which was distributed to the commissioners and staff prior to the start of the meeting. He reviewed the tentative July commission agenda. He reviewed a spreadsheet of Planning Division applications from 2001 to the present, as part of his director's report. He discussed staffing changes in the Planning Division, and noted that Management Assistant Rose Mary Johnson would be retiring in August. He further noted that the decline in Planning Division applications was commensurate with the staffing levels. He advised that this may affect service levels, but "as long as the volume stays low we're going to ... manage it." He acknowledged the statutory requirement for a monthly commission meeting. In response to a further question, he advised that the Board of Supervisors had adopted the freeway sign ordinance as recommended by this commission.

J. ACTION ON ADJOURNMENT (4:00:18) - Commissioner Wendell moved to adjourn the meeting at 4:00 p.m. Commissioner Reynolds seconded the motion. Motion carried 6-0.

The Minutes of the June 25, 2008 Carson City Planning Commission meeting are so approved this 30th day of July, 2008.

JOHN PEERY, Chair