

**MINUTES**  
**Carson City Planning Commission Regular Meeting**  
**Wednesday, November 29, 2023 ● 5:00 PM**  
**Community Center Robert “Bob” Crowell Boardroom**  
**851 East William Street, Carson City, Nevada**

**Commission Members**

**Chairperson Chair – Teri Preston**  
**Commissioner – Charles Borders, Jr.**  
**Commissioner – Nathaniel Killgore**  
**Commissioner – Richard Perry**

**Vice Chair – Sena Loyd**  
**Commissioner – Ellen DeChristopher**  
**Commissioner – Vern Krahn**

**Staff**

Hope Sullivan, Community Development Director  
Todd Reese, Sr. Deputy District Attorney  
Heather Manzo, Associate Planner  
Tamar Warren, Senior Deputy Clerk

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

The approved minutes of all meetings are available on [www.Carson.org/minutes](http://www.Carson.org/minutes).

**1. CALL TO ORDER**

(5:00:28) – Chairperson Preston called the meeting to order at 5:00 p.m.

**2. ROLL CALL AND DETERMINATION OF QUORUM**

(5:00:35) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Left</b>
Chairperson Teri Preston	Present	
Vice Chair Sena Loyd	Present	
Commissioner Charles Borders, Jr.	Present	
Commissioner Ellen DeChristopher	Present	
Commissioner Nathaniel Killgore	Present	
Commissioner Vern Krahn	Present	
Commissioner Richard Perry	Present	

**3. PLEDGE OF ALLEGIANCE**

(5:01:01) – Commissioner Perry led the Pledge of Allegiance.

**4. PUBLIC COMMENTS**

(5:01:21) – Chairperson Preston entertained public comments. Deni French inquired about the status of the Empire Cemetery and informed the Commission that he was trying to find more information regarding the Carson Wandering Skipper butterfly habitat and its endangered Status. He also noted that someone at the State Level was also responding to his inquiry.

**5. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – OCTOBER 19, 2023 BOS/PC JOINT WORKSHOP AND OCTOBER 25, 2023.**

(5:04:28) – Chairperson Preston introduced the item and entertained comments and/or changes. She also suggested voting on the minutes separately as she had left early on October 19, 2023.

**(5:05:05) – Commissioner Perry moved to approve the minutes of the October 19, 2023, Board of Supervisors and Planning Commission joint workshop as presented. The motion was seconded by Commissioner Killgore.**

<b>RESULT:</b>	<b>APPROVED (6-0-1)</b>
<b>MOVER:</b>	Perry
<b>SECONDER:</b>	Killgore
<b>AYES:</b>	Loyd, Borders, DeChristopher, Killgore, Krahn, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Preston
<b>ABSENT:</b>	None

**(5:05:34) – Commissioner Borders moved to approve the minutes of the October 25, 2023 Planning Commission meeting as presented. The motion was seconded by Commissioner DeChristopher.**

<b>RESULT:</b>	<b>APPROVED (6-0-1)</b>
<b>MOVER:</b>	Borders
<b>SECONDER:</b>	DeChristopher
<b>AYES:</b>	Preston, Loyd, Borders, DeChristopher, Krahn, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Killgore
<b>ABSENT:</b>	None

**6. MEETING ITEMS**

**6.A LU-2023-0383 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR A SPECIAL USE PERMIT (“SUP”) TO ALLOW FOR AN ESCAPE ROOM USE LOCATED WITHIN A PORTION OF AN EXISTING BUILDING ON A**

**PROPERTY ZONED DOWNTOWN MIXED USE (“DT-MU”) LOCATED AT 716 NORTH CARSON STREET, ASSESSOR’S PARCEL NUMBER (“APN”) 003-283-04.**

(5:06:09) – Chairperson Preston introduced the item. Ms. Manzo gave background, reviewed the Staff Report and accompanying documentation which are incorporated into the record, and responded to clarifying questions. She also highlighted the fact that the subject property was zoned as Downtown Mixed Use (DT-MU) and because it was not a new development (with specific parking requirements) and was an existing building with a change of use request, the City did not require additional parking to be provided even if the parking is non-conforming.

(5:10:14) – Applicant Jennifer Smith clarified that the amusement/arcade designation was not a good description for an escape room because they did not have any arcade-style machines or games in the rooms. In response to a question from Commissioner DeChristopher, Ms. Smith explained how an escape room would be used and stated that an employee would always be present to supervise. Commissioner Krahn inquired about the parking situation and Ms. Manzo noted that adequate street parking would be available. Ms. Smith informed Commissioner Killgore that she had been to many escape rooms and was confident in her experience in the hospitality industry to manage the business. In response to a question by Commissioner Perry, Ms. Smith explained that they would not be serving food or drinks. Ms. Manzo explained to Commissioner Borders that Condition No. 5 was because the Carson City Fire Department had a different code and needed to ensure the business could meet all its requirements. Ms. Smith informed Commissioner DeChristopher that their target audience was 12 years old and older. She also agreed with the Conditions of Approval. Chairperson Preston entertained public comments.

(5:27:05) – Mr. French inquired about the capacity of the business. Ms. Manzo referenced the application form which had mentioned how many guests could the facility accommodate, which was up to 26 persons, should all three rooms be utilized. Chairperson Preston entertained a motion.

**(5:28:42) – Commissioner Borders moved to approve LU-2023-0383 based on the ability to make the required findings and subject to the Conditions of Approval included in the Staff Report. The motion was seconded by Commissioner Krahn.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Borders
<b>SECONDER:</b>	Krahn
<b>AYES:</b>	Preston, Loyd, Borders, DeChristopher, Killgore, Krahn, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**6.B FOR DISCUSSION ONLY: PRESENTATION AND DISCUSSION REGARDING THE CITY’S PLANNING PROCESS.**

(5:29:20) – Chairperson Preston introduced the item. Ms. Sullivan introduced team member and Office Specialist Mackenzi Ray who was present in the room. She also reviewed a PowerPoint presentation titled

Planning 101, incorporated into the record as late material, and responded to clarifying questions. She highlighted the Land Use Policies and the differences between a Special Use Permit and an Administrative Permit, including the role of the Planning Commission versus the role of the Community Development Director, and responded to Commissioners’ questions. Discussion ensued regarding Major Project Reviews and working with the planners to facilitate applicants’ requests and questions, and Chair Preston wished to see a less complicated process for applicants. Ms. Sullivan explained that their goal was to ensure the success of applications and encouraged applicants to ask many questions and work with Staff.

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

**- DIRECTOR'S REPORT TO THE COMMISSION**

(6:18:10) – Ms. Sullivan reminded the Commission that the next meeting would take place on December 19, 2023, to accommodate the Holiday schedules.

(6:19:59) – Ms. Sullivan also provided an update on the Empire Cemetery noting that a Master Plan Update had already been done and that it was owned by a trust; however, it was controlled by the City, adding that there were no plans to change it from a Cemetery to anything else. She also informed the Commissioners that they would individually meet with the consultant who is working on the Master Plan.

**- FUTURE AGENDA ITEMS**

(6:18:17) – Ms. Sullivan noted that two special permit requests for a hotel and a childcare facility, and a Master Plan Annual Report Update might be agendized for the next meeting. She also stated that the City had sold its building on Northridge Drive which would require a zoning amendment, and a text amendment to a zoning district may be requested at the next meeting.

**- COMMISSIONER REPORTS/COMMENTS**

**8. PUBLIC COMMENT**

(6:24:53) – Chair Preston entertained final public comments; however, none were forthcoming.

**9. FOR POSSIBLE ACTION: ADJOURNMENT**

(6:25:16) – Chairperson Preston adjourned the meeting at 8:03 p.m.

The Minutes of the November 29, 2023, Carson City Planning Commission meeting are so approved this 19<sup>th</sup> day of December, 2023.