

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
BOARD OF SUPERVISORS  
AND REDEVELOPMENT AUTHORITY  
AND BOARD OF HEALTH**

**Day:** Thursday  
**Date:** January 5, 2017  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Sierra Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

- 1. Call to Order - Board of Supervisors**
- 2. Roll Call**
- 3. Invocation - Bruce Henderson, Airport Road Church of Christ**
- 4. Pledge of Allegiance**
- 5. Public Comment:\*\***  
The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.
- 6. For Possible Action: Approval of Minutes - November 15, 2016 and December 01, 2016**
- 7. For Possible Action: Adoption of Agenda**
- 8. Special Presentations**
  - 8.A Presentation of a proclamation for National Radon Month, January 2017. (Nadia Noel, Radon Education Coordinator, UNR Cooperative Extension)

**Ordinances, Resolutions, and Other Items**

- 9. Carson City Airport Authority**
  - 9.A For Possible Action: To approve the amendments to extend the airport leases between the Carson City Airport Authority and John Mayes, Ludd Corrao Family Revocable Living Trust, Seibold/Tri-Motor, LLC, Sierra Mountain Air Park South, LLC and Sierra Mountain Air Park North, LLC. (Steve Tackes)

Staff Summary: On December 15, 2016, the Carson City Airport Authority requested approval of several lease amendments renewing Airport leases. This is a return of the item after re-negotiating the terms to add terms requested by the Supervisors during the discussion. On December 21, 2016, the Carson City Airport Authority approved revised amendments to the 5 leases identified above. The Amendments negotiated with the tenants extend the term of the leases for approximately 22 years, raise the base rental rate to the appraised value, plus CPI increases going forward, and require the tenants to collectively pay \$109,097.82 toward the Terminal Building renovation project expenses. Pursuant to NRS 844, real property leases at the Airport must also be approved by Carson City.

## **10. Assessor**

10.A For Possible Action: To approve the nominations and to appoint the members to the Carson City Board of Equalization and to confirm the Mayor's designation of the Carson City Board of Equalization chairperson. (Dave Dawley, ddawley@carson.org)

Staff Summary: NRS 361.340 establishes the Carson City Board of Equalization (CCBE) consisting of 5 members. The Mayor shall nominate persons to serve on the CCBE and the nominees must be appointed by a majority vote of the Board of Supervisors. The Mayor shall designate one of the appointees to serve as chair of the CCBE. The Mayor will nominate Jed Block to be appointed to the CCBE, Supervisor Barrette will nominate Roy Semmons, and Supervisor Bonkowski will nominate Carson McFadden. The Mayor will designate Jed Block to serve as chair.

## **11. Finance**

11.A For Possible Action: To accept the report on the condition of each fund in the treasury and the statements of receipts and expenditures through December 22, 2016 per NRS 251.030 and NRS 354.290. (Nancy Paulson, npaulson@carson.org)

Staff Summary: NRS 251.030 requires the Chief Financial Officer (for the purpose of the statute acting as the County Auditor) to report to the Board of County Commissioners (or in our case the Board of Supervisors), at each regular meeting thereof, the condition of each fund in the treasury. NRS 354.290 requires the County Auditor to report to the Board of Supervisors a statement of revenues and expenditures based on the accounts and funds as were used in the budget. A more detailed accounting is available on the City's website – [www.carson.org](http://www.carson.org).

## **12. Fire**

12.A For Possible Action: To approve and authorize the Mayor to sign a Memorandum of Understanding between Carson City and Local #2251, I.A.F.F., Carson City Fire Fighters Association. (Robert Schreihans, rschreihans@carson.org)

Staff Summary: The purpose of this Memorandum of Understanding ("MOU") is to clarify the parties' intent during the 2010 negotiations wherein the parties agreed to amend Article 2 Recognition of the collective bargaining agreement.

## **13. Recess as the Board of Supervisors**

## Redevelopment Authority

### **14. Call to Order & Roll Call - Redevelopment Authority**

### **15. Public Comment:\*\***

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

### **16. For Possible Action: Approval of Minutes - November 17, 2016**

### **17. City Manager**

17.A For Possible Action: To elect the chair and vice chair of the Redevelopment Authority each for one year terms ending December 31, 2017. (Nick Marano, nmarano@carson.org)

Staff Summary: NRS 279.448 states the agency shall elect a chair from among its members. Unless otherwise prescribed by the legislative body, the term of office as chair is for the calendar year, or for that portion remaining after he or she is designated or elected.

### **18. Community Development - Planning**

18.A For Possible Action: To adopt Resolution No. 2016-RAR-\_\_ amending Resolution 2016-RAR-3 and 2016-R-22 to continue the Carson City Redevelopment Façade Improvement Program for Redevelopment Project Areas 1 and 2 and amend provisions related to project eligibility requirements. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Redevelopment Authority approved the Façade Improvement Program (FIP) on March 3, 2016, and amended the Resolution adopting the program on August 18, 2016, related bidding requirements. To date, the RACC has awarded nearly \$200,000 for façade improvements to 11 properties. The proposed amendments to the program are intended to clarify the eligibility requirements based on discussions during the review of previously approved façade improvement applicants.

### **19. Public Comment:\*\***

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

### **20. For Possible Action: To Adjourn as the Redevelopment Authority**

### **21. Reconvene as the Board of Supervisors**

### **22. Community Development - Planning**

22.A For Possible Action: To adopt Resolution No. 2016-R-\_\_ amending Resolution 2016-RAR-3 and 2016-R-22 to continue the Carson City Redevelopment Façade Improvement Program for Redevelopment Project Areas 1 and 2 and amend provisions related to project eligibility requirements. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Redevelopment Authority approved the Façade Improvement Program (FIP) on March 3, 2016, and amended the Resolution adopting the program on August 18, 2016, related bidding requirements. To date, the RACC has awarded nearly \$200,000 for façade improvements to 11 properties. The proposed amendments to the program are intended to clarify the eligibility requirements based on discussions during the review of previously approved façade improvement applicants.

22.B For Possible Action: To introduce, on first reading, an ordinance amending Title 18, Appendix, Carson City Development Standards, by amending Division 4, Signs, Chapter 4.4, Administration, Section 4.4.7, Exemptions, by adding thereto a new subsection, 4.4.7.x, which exempts from the division certain off-premise electronic message display signs; amending Title 18, Appendix, Carson City Development Standards, by amending Division 4, Signs, Chapter 4.6, General Regulations And Standards, by adding a new section 4.6.6 that sets forth standards for electronic message display signs. (Lee Plemel, lplemel@carson.org)

Staff Summary: The purpose of the proposed ordinance is to 1) allow an off-premise sign for a "community college, state college or university within the Nevada System of Higher Education located in Carson City (currently only WNC) under certain conditions, and 2) adopt regulations related to brightness, message hold times, message transition times, and other operational regulations for electronic message display signs.

22.C For Possible Action: To introduce, on first reading, an ordinance to change the zoning from Single Family 1 Acre (SF1A) to Multifamily Apartment (MFA) on property located at 150 East Roland and 4810 Snyder Avenue, APNs 009-197-02 and 009-197-03. (ZMA-16-153) (Hope Sullivan, hsullivan@carson.org)

Staff Summary: The existing single family residential zoning district for the subject property is not consistent with the Master Plan land use designation of High Density Residential. The Multifamily Apartment zoning district is consistent with the Master Plan, and will allow future development consistent with the Master Plan designation.

22.D For Possible Action: To approve a Final Subdivision Map known as Caroline Street Townhomes from Desert Peak Investments, LLC resulting in the creation of 7 residential lots and a common area lot on property zoned General Office (GO), located southwest of the corner of Caroline Street and Anderson Street, APN 004-244-06, which fully complies with all of the conditions of approval of Tentative Subdivision Map TSM-15-165, pursuant to the requirements of Carson City Municipal Code (FSM-16-165).

Staff Summary: The Board of Supervisors granted approval of a Tentative Subdivision Map for the Caroline Street Townhomes on January 7, 2016. Since that time, the applicant has obtained a Site Improvement Permit and installed the infrastructure necessary to serve the proposed lots. Per Carson City Municipal Code 17.06.005, the Board has the authority to approve a Final Map, and may direct that it be recorded and entered as a legal document in the records of Carson City.

22.E For Possible Action: To introduce, on first reading, an ordinance declaring a moratorium, for a period of up to 180 days with the ability to extend it by resolution for up to

an additional 60 days, on the acceptance and processing of planning or other applications for construction or operation of new marijuana establishments. (Lee Plemel, lplemel@carson.org)

Staff Summary: The Regulation and Taxation of Marijuana Act, the Act to legalize "recreational" marijuana, was passed by Nevada voters during the general election on November 8, 2016. The deadline for preparation of final regulations by the Nevada Department of Taxation ("Department") is December 31, 2017. Until the final adoption of such regulations, the Board of Supervisors will not have a complete picture to facilitate a decision regarding zoning regulations for Marijuana Establishments beyond what is currently in place for Medical Marijuana Establishments. Applications pertinent to Marijuana Establishments would be prohibited during the moratorium, allowing City staff and the Board of Supervisors time to evaluate the implications of the Department's regulations and consider other impacts related to the regulation or prohibition of Marijuana Establishments within the frame work of State Law. This moratorium would not apply to Medical Marijuana Establishments with valid provisional certificates wishing to operate under the current Medical Marijuana Establishment regulations in Carson City as of the effective date the ordinance.

**23. Recess as the Board of Supervisors**

**Board of Health**

**24. Call to Order & Roll Call - Board of Health**

**25. Public Comment:\*\***

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body.

**26. For Possible Action: Approval of Minutes - November 3, 2016**

**27. Health and Human Services**

27.A For Possible Action: Proposal of the Health Officer's Report for approval, with feedback and direction from the Board discussed at the meeting incorporated. (Nicki Aaker, naaker@carson.org)

Staff Summary: Provide an update on the Health Officer's engagement in the department and the community. This is an opportunity to formally inform the Board of Health of the Health Officer's role and her current projects. Feedback and direction requested from the Board regarding the Health Officer's report concerning activities the Health Officer is engaged in both internally and externally for Carson City Health and Human Services (CCHHS).

27.B For Discussion Only: This discussion will be with Carson City organizations that have various activities or initiatives in place to develop the health workforce within the community. (Nicki Aaker, naaker@carson.org)

Staff Summary: This discussion will involve different organizations within the community and give them an opportunity to share their efforts surrounding development of the health workforce.

27.C Presentation and Discussion Only: Present and discuss Carson City Health and Human Services Workforce Program activities. (Nicki Aaker, naaker@carson.org)

Staff Summary: The Human Services Division has managed a Workforce Program supported by the Community Services Block Grant (CSBG). This program is designed to assist residents with removing barriers to stable employment which may include developing interview skills, obtaining identification, and providing work clothing/shoes to start employment. In addition, we have conducted two job fairs per year in order to connect job seekers and employers.

27.D Discussion Only: Present and discuss Carson City Health and Human Services' updated Workforce Development Plan. (Nicki Aaker, naaker@carson.org)

Staff Summary: CCHHS Workforce Development Plan was initially presented to the Board of Health on January 15, 2015. This plan has been implemented to standardize orientation, competencies and education of the workforce as part of our Public Health Accreditation efforts. A training committee has been developed to present and produce training opportunities for staff, and act as a resource for staff to suggest training needs along with helping to complete mandatory training and orientation. This plan is updated on a continual basis.

**28. Public Comment:\*\***

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

**29. For Possible Action: To Adjourn as the Board of Health**

**30. Reconvene as the Board of Supervisors**

**31. Board of Supervisors**

Non-Action Items:

Legislative matters - no Board action will be taken - the Mayor may give limited staff direction regarding staff work and/or future agenda item(s).

Future agenda items

Status review of projects

Internal communications and administrative matters

Correspondence to the Board of Supervisors

Status reports and comments from the members of the Board

Staff comments and status report

**-- LUNCH BREAK -- RETURN - APPROXIMATE TIME - 2:00 P.M. --**

**32. City Manager**

32.A For Possible Action: To appoint one member to the Advisory Board to Manage Wildlife for a three year term that expires July 2019. (Nick Marano, nmarano@carson.org)

Staff Summary: NRS 501.260 and 501.265 provide for a three or five member board appointed by the Board of Supervisors. There is one open position due to the expiration of term and

member would represent; sportsman, rancher, farmer on the Wildlife Advisory Board. An application was received from Martin Green.

32.B For Possible Action: To appoint two members to the Carson City Redevelopment Authority Citizens Committee. There is one position for "Citizen-at-Large" and one for "Business Operator or Property Owner" from Redevelopment Area 2, each to fill a three year term that will expire January 2020. (Nick Marano, nmarano@carson.org)

Staff Summary: The Carson City Redevelopment Authority Citizens Committee is seven-member committee that advises the Redevelopment Authority on matters pertaining to the Redevelopment District. There are two positions open due to members term expiring. Kris Wickstead is requesting reappointment for the Citizen-at-Large position Jerry Cinani is a new applicant for the same position and Ronni Hannaman is seeking reappointment for the Business Operator or Property Owner from Redevelopment Area 2.

32.C For Possible Action: To appoint one member to the Cultural Commission "Citizen-at-Large" position for a three year term expiring January 2020. (Nick Marano, nmarano@carson.org)

Staff Summary: Per Carson City Municipal Code Chapter 2.41 Section 2.41.040, "The Carson City Cultural Commission shall consist of seven (7) members appointed by the Board of Supervisors." There is one vacancy due to an expiration of term. Terri McBride is requesting reappointment. A new application was received from Kurt Meyer.

32.D For Possible Action: To appoint two members to the Carson City Audit Committee, each for a two year term that expires in December 2018. (Nick Marano, nmarano@carson.org)

Staff Summary: CCMC 2.14.030 provides for a five (5) member Audit Committee; one (1) member from the Board of Supervisors and four (4) members from the citizen-at-large. There are two vacancies for the citizen-at-large positions due to expiration of terms. Applications were received from Ernie Mayhorn, Stephen Ferguson and Marie Bradshaw.

32.E For Possible Action: To appoint members of the Board of Supervisors to various Boards, Committees, and Commissions. (Nick Marano, nmarano@carson.org)

Staff Summary: Board members serve on various Boards, Committees, and Commissions. Each January appointments are made for the upcoming calendar year.

32.F For Possible Action: To adopt a resolution establishing City policies on state legislative issues for the 2017 session of the Nevada Legislature. (Nick Marano, nmarano@carson.org)

Staff Summary: At the beginning of the 2013 Legislative session, the City Manager in consultation with the Mayor determined that there needed to be consistent communication from the City on legislative issues and, therefore, recommended a clear policy resolution be adopted on the involvement of the Board, City Manager, Department Managers and City employees with respect to the discussions of legislative issues and pending bills with members of the Nevada Legislature and with respect to necessary changes, support, opposition or testimony before legislative committees.

**33. Public Comment:**

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

**34. For Possible Action: To Adjourn**

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\*\*PUBLIC COMMENT LIMITATIONS - The Mayor and Supervisors meet at various times as different public bodies: the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board, the Carson City Redevelopment Authority, and the Carson City Board of Health. Each, as called to order, will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is Carson City’s aspirational goal to also provide for item-specific public comment as follows: In order for members of the public to participate in the public body’s consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the mayor/chair during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Mayor, Mayor Pro-Tem and Chair, also retain discretion to only provide for the Open Meeting Law’s minimum public comment and not call for or allow additional individual-item public comment at the time of the body’s consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person’s or entity’s due process appeal or hearing rights provided by statute or the Carson City Municipal Code.

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Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

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Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager’s Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

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Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager’s Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775) 887-2100 at least 24 hours in advance.

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To request a copy of the supporting materials for this meeting contact Janet Busse at jbusse@carson.org or call (775) 887-2100.

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This agenda and backup information are available on the City’s website at www.carson.org/agendas and at the City Manager’s Office - City Hall, 201 N. Carson Street, Ste 2, Carson City, Nevada (775)887-2100.

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This notice has been posted at the following locations:  
Community Center 851 East William Street



Courthouse 885 East Musser Street  
City Hall 201 North Carson Street  
Carson City Library 900 North Roop Street  
Community Development Permit Center 108 East Proctor Street  
<http://notice.nv.gov>