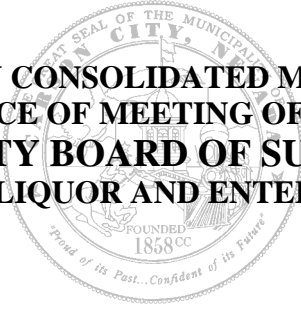


**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
CARSON CITY BOARD OF SUPERVISORS  
AND CARSON CITY LIQUOR AND ENTERTAINMENT BOARD**



**Day:** Thursday  
**Date:** March 15, 2007  
**Time:** Beginning at 8:30 a.m.  
**Location:** Community Center, Sierra Room  
851 East William Street  
Carson City, Nevada

## **Agenda**

**Call to Order**

**Roll Call**

**Invocation** - Dick Campbell, Presbyterian Church, Retired

**Pledge of Allegiance**

**Public Comments and Discussion:** *The public is invited at this time to comment on and discuss any item not on the agenda that is relevant to, or within the authority of, the Carson City Board of Supervisors, the Carson City Liquor and Entertainment Board and the Carson City Redevelopment Authority. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Public comment during individual agenda items will be taken on the item at the time the item is called for hearing.*

1. **Action on Approval of Minutes**
2. **Changes to the Agenda**

### **Liquor and Entertainment Board**

Action on Approval of Minutes

3. **Treasurer**

Action to approve a full bar liquor license for Mr. David Scott Tate owner of Carson Cactus Jack's Corporation dba Cactus Jack's Senator Club located at 420 North Carson Street.

Staff Summary: Per CCMC 4.13 all liquor requests are to be brought before the liquor board.

### **Board of Supervisors** **Consent Agenda**

- 4.

.....  
*All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Supervisors with one action and without an extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed and acted upon separately during this meeting. The Mayor, or the Mayor Pro-Tem, retains discretion in deciding whether or not an item will be pulled off the consent agenda.*

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#### **4-1. Assessor**

Action to approve the removal and partial refund of a portion of the taxes from parcel number 009-143-11 (located at 3949 Ponderosa Dr.) from the 2006/07 Real Property Tax Roll per NRS 361.765 in the amount of \$379.96.

Staff Summary: On April 18, 2006, the property located at 3949 Ponderosa Dr. was split from a 2.06 acre parcel to two 1.031 acre parcels. Parcel number 009-143-11 and 009-143-12. Parcel number 009-143-11 is considered the remainder parcel and falls within the tax cap. Parcel 009-143-12 is considered to be a new parcel and was not eligible for the tax cap. In order for the remainder parcel to receive the tax cap, an assessed value override amount needs to be entered so that the taxes do not increase more than 3% (owner occupied single family residence). This assessed value override amount was not entered and therefore, the 2006/07 taxes for parcel 009-143-11 did not receive the tax cap. The Assessor's office is asking for a decrease of \$379.96 from the 2006/07 Real Property taxes and that a partial refund be issued if necessary.

#### **4-2. Sheriff**

- A) Action to approve the Office of Traffic Safety Traffic Data Recording Grant, in the amount of \$9,000, for Federal Fiscal Year 2007.

Staff Summary: In spring of 2007, the Sheriff's Office will have its first Traffic Unit. Through traffic enforcement and gathered collision data, the five deputies and one sergeant unit will focus solely on traffic safety. The Sheriff's Office would like to use this grant to purchase six Dell R desktop computers, keyboards, mice and synch stations. These workstations will be issued to the Traffic Unit, improving timeliness and accuracy of collision data.

- B) Action to approve the Office of Traffic Safety Pedestrian Safety Grant, in the amount of \$1,902.96, for Federal Fiscal Year 2007.

Staff Summary: Numerous complaints have been made in regards to vehicles not yielding at crosswalks. The complaints were generated from the areas of South Carson Street and Stewart Street, around the Legislative Building. The Carson City Sheriff's Office goal is to raise public awareness of pedestrian laws and make the crosswalks safer for public use. The goal will be attained by increased press releases to education the public and crosswalk enforcement operations between February 2007 and July 2007.

#### **4-3. Purchasing and Contracts**

Action to adopt a resolution authorizing the Board of Supervisors to determine that materials at the Carson City Fairgrounds have reached the end of their useful life for Carson City and are thereby donated to Lyon County. (File 0607-064)

Staff Summary: Prior to the demolition of the Fairgrounds at Fuji Park, staff is recommending that Lyon County be allowed to remove all materials that will assist in the expansion of the Smith Valley arena. Staff would then transport the remaining materials to the Sanitary Landfill for disposal.

#### **4-4. Development Services - Planning**

Action to approve a request from Bengochea LLC for Historical Tax Deferment status on property zoned Downtown Commercial/Residential Office (DC/RO), located at 204 West Spear Street, APN 003-222-04 (Brouger Bath Mansion). File HRC-07-004

Staff Summary: The subject property is eligible for the Open Space Use Assessment as a result of its conformance to specific standards and its historical status in Carson City.

#### **4-5. Fire**

Action to enter into a license agreement with Sierra Surgery Hospital, a Nevada LLC, for the purpose of leasing space for emergency communications equipment and to authorize the Mayor to sign the license agreement at a cost of \$150.00 annually paid from the general fund.

Staff Summary: This license agreement will allow the Fire Department to place interoperable radio communications equipment within the Sierra Surgery facility. The surgical hospital will lease radio space to the city.

#### **4-6. Parks and Recreation - Open Space**

Action to accept the recommendation of the Open Space Advisory Committee and authorize the expenditure of up to \$40,000 from Open Space funds to be used as a partial match on grant applications for the planning and construction of two bridges over the Mexican Ditch in order to provide connectivity between trails segments along the Mexican Ditch Trail.

Staff Summary: The Board of Supervisors approved the action to revise the City's adopted priority list for the Question 1 State of Nevada Conservation and Resource Protection Grant Program on September 21, 2006. Project #14, the Modified Mexican Ditch Multi-Use Trail from Hidden Meadows to Silver Saddle Ranch was on this list.

#### **4-7. City Manager**

Action to appoint Gianna Marie Shirk to the Shade Tree Council, term to expire January 1, 2008.

Staff Summary: There is one vacant term to be filled on the Shade Tree Council due to a members resignation. The Council has interviewed the applicants and recommends appointment of Gianna Marie Shirk.

#### **4-8. Public Works - Contracts**

Action to approve Public Works recommendation on the "Emergency Re-Drilling of Well 24 Project," Contract #2006-093 and authorize Public Works to issue payments for an Amendment No. 1 amount of \$46,180.00 and authorize the contracts division to issue amendments for contingency amount not to exceed \$31,900.00 from the Production Wells Construction Account as provided for in FY 2006/2007.

Staff Summary: The original contract was issued for \$273,100.00. With the inclusion of this Amendment No. 1 for an amount not to exceed \$46,180.00 and a contingency amount of \$31,920.00 the amendment to the contract amounts to \$378,480.00. An increase in the amount of this contract is being requested due to site drilling complications.

#### **4-9. Finance**

- A) Action to allow the Finance Department to delete fixed assets from the Enterprise Funds Fixed Asset Listing for fiscal year 2005-2006.

Staff Summary: The Finance Department, in concurrence with our auditors, Kafoury, Armstrong & Co. request that they be allowed to delete from the Water Fund net book value of \$59,094.12 out of \$76,116,637.00 and Landfill Fund net book value of \$244,542.50 out of \$1,935,558.00 of total assets.

- B) Action to allow the Finance Department to delete fixed assets from the General Fund Fixed Asset Listing for fiscal year 2005-2006.

Staff Summary: The Finance Department, in concurrence with our auditors request that they be allowed to delete from the General Fixed Asset Account Group \$3,073,673.12 out of \$139,935,838.00 of total assets.

#### **4-10. Clerk-Recorder**

Discussion and action to reconsider approval of, make corrections to, and approve the amended 12/7/06 Board Minutes.

Staff Summary: Errors have been discovered in the December 7, 2006 Minutes. They are on pages 12 and 14. Supervisor Staub left the meeting during the recess held between 10:53 a.m. and 11:03 a.m. The vote on items 9B, 10 and 12 should have been 4-0-1 with Supervisor Staub being absent.

*(End of Consent Agenda)*

**Approximate Time - 8:35 a.m.**

#### **Ordinances, Resolutions, and Other Items**

#### **5. City Manager**

- A) Action to adopt on second reading Bill No. 105, an ordinance amending Chapter 12.04 Senior Citizens Assistance, to provide a reduction, rather than a rebate, in sewer charges and to provide a reduction in water charges based upon household income, increasing the household income limits, allowing for discontinuance of the discount to any applicant who wastes water or violates the limitations on irrigation and other matters properly related thereto.

Staff Summary: The Board of Supervisors have directed staff to develop a method by which assistance can be provided to low income senior citizens in the payment of water charges. Currently, we offer a rebate for sewer charges based upon income level. Staff is proposing to change this rebate to a discount, and to add water charges to the fees that may be discounted. The discount can be anywhere from 10% to 90%, depending upon household income, and will be paid from the appropriate utility fund.

- B) Action to adopt on second reading Bill No. 106, an ordinance amending Chapter 4.04, Business Licenses, to move business license administration from the Carson City Treasurer to the Development Services Department, and other matters properly related thereto.

Staff Summary: As part of our effort to re-engineer and stream line processes throughout the City, staff has identified the transfer of the business license function from the Treasurer's Office to the Development Services Department as a positive move. Currently, applicants for business licenses are required to complete the application at the Treasurer's Office, then travel to Development Services in order to check for appropriate zoning. Moving the application process to Development Services will remove one step from the process. Effective March 5, business license applications will be received and processed at the Permit Center at the Northgate offices.

- C) Action to approve a cooperative agreement between the State of Nevada, Division of State Lands, Division of Building, Public Works Board and Carson City whereby property will be provided by the State of Nevada for a public plaza adjacent to the Laxalt Building.

Staff Summary: Staff has been working with representatives of the Carson Nugget in establishing a public plaza on public property between the Carson Nugget and the Laxalt Building. This effort will provide a demonstration of the vision recently adopted by the Board for downtown Carson City. Details of the actual design of the site along with funding plan for the project will come to the Board under a separate agreement. This interlocal agreement provides that the State will provide the property and Carson City will build and maintain the improvements.

- D) Action to approve an Agreement between the First Judicial District Court, Carson City Justice and Municipal Court, Carson City and the Department of Alternative Sentencing.

Staff Summary: Pursuant to Carson City Municipal Code Section 2.38, the Chief of the Department of Alternative Sentencing is appointed by the Board of Supervisors. Questions have been raised recently regarding who the Chief actually reports to. The Department of Alternative Sentencing works very closely with the Courts in that they supervise and monitor court ordered probationers. This agreement will provide that the Chief will report to the Court's designee. The Chief will also coordinate security coverage for the Courthouse along with other duties listed in the agreement and in City Code.

- E) Action to approve an Amendment to the Interlocal Agreement for Western Nevada Regional Youth Center.

Staff Summary: This amendment provides for a revised method of distributing annual costs of the operations of the Western Nevada Regional Youth Center. The current method requires that the allocations be based 25% on school population and 75% on bed usage of the participating entity. The result of the higher percentage based upon usage is wide fluctuations in individual entity budgets from year to year. In FY 2007, Carson City was faced with a \$160,000 increase in costs due to decreased bed usage of one of the other entities. The new formula changes the percentage to 35% on bed usage and 65% on school population, with a 3 year rolling average to further smooth out the annual allocations. The Oversight Board and Operations / Technical Committee have each voted to endorse this change.

## 6. Development Services - Planning

- A) Motion to introduce, on first reading an ordinance amending the Carson City Municipal Code Title 18, Zoning, Chapter 18.02, Administrative Provisions, Section 18.02.085, Variances, to establish limitations on variances and allowing the director to approve minor variances of less than 10 percent under certain circumstances; amending Section 18.02.100, Major Project Review, to clarify when a major project review is required for additions of 10 percent or more to existing buildings greater than 50,000 square feet; amending Section 18.02.110, Administrative Permits, by deleting minor variances for setbacks and building height as those cases where an administrative permit is required; amending Chapter 18.03, Definitions, Section 18.03.010, Words and Terms Defined, to change the definition of Community/Regional Office/Commercial from 50,000 square feet to 150,000 square feet or larger; amending Chapter 18.05, General Provisions, deleting Section 18.05.070, Community/Regional Commercial/Office, which includes redundant language regarding commercial or office centers in excess of 50,000 square feet or larger; amending Chapter 18.12, Growth Management, Section 18.12.055, Obtaining a Building Permit, to allow the return of growth management fees if a project is abandoned, and amending Chapter 18.16, Development Standards, Section 1.9, Wireless Telecommunication Facilities and Equipment, subsection 1.9.2, Height and Dimensional Standards, by deleting process-oriented standards in conflict with Chapter 18.15, Communication Facilities and Equipment, and other matters properly related thereto. (File ZCA-07-018)

Staff Summary: The proposed amendments to the Zoning Ordinance cover four specific areas: 1) Allowing the Planning Director to approve minor variances of less than 10% of zoning requirements under certain circumstances; 2) Increasing the size of commercial development that requires a Special

Use Permit in commercial zoning districts from 50,000 square feet cumulative to 150,000 square feet; 3) Allowing the return of Growth Management and utility connection fees associated with obtaining a residential building permit where the permit is withdrawn or expires; 4) Deleting conflicting process-oriented standards regarding cell towers and similar facilities.

- B) Action to approve a Master Plan Amendment application from the Carson City Parks and Recreation Department amending the Unified Pathways Master Plan Element to incorporate the Carson River Aquatic Trail Master Plan, relocate a pathway identified on Arrowhead Drive to the south side of the Airport property, and make technical corrections including minor text and map revisions. (File MPA 07-008)

Staff Summary: The Carson River Aquatic Trails Master Plan addresses recreational uses on the Carson River, such as rafting and canoeing, from the Carson River Road vicinity into Lyon County. A desired future pathway along Arrowhead Drive from Goni Road to Centennial Park is proposed to be relocated to the south side of the Carson City Airport property to avoid bicycle and pedestrian conflicts with vehicles in the industrial area north of the airport. Approval of the amendment would modify the Unified Pathways Master Plan, accordingly.

- C) Action to approve the following: Tentative Planned Unit Development application known as Ross Park PUD from Randall Long of Lumos & Associates (property owner: Ross Park, LLC), to allow 23 single family detached units on 1.24 acres with associated Variances to allow a reduction of the required 20 foot periphery PUD setback, a reduction of required MFA setbacks, a reduction of the MFA standard lot area from 6,000 square feet to 750 square feet, a reduction of the MFA required lot width of 60 feet to a lot width of 25 feet, and a reduction of the minimum PUD site area from five acres to 1.24 acres and an Abandonment of a five foot right-of-way approximately 290 feet in length of California Avenue and a five foot right-of-way approximately 350 feet in length of E. Appion Way and a Zoning Map Amendment to change the zoning from Single Family One acre (SF1A) to Multi-Family Apartment - Planned Unit Development (MFA-PUD) on property currently zoned Single Family One Acre (SF1A) located at 4749 Snyder Avenue, APN 009-193-01. (File TPUD-07-010163)

Staff Summary: This Tentative Planned Unit Development Map is a request to allow the proposed residential development known as Ross Park. The Ross Park Planned Unit Development (PUD) is a residential development consisting of 23 detached dwelling units on 1.24 acres with proposed Right-of-Way Abandonment with 36% of the site devoted to open space.

## **7. Parks and Recreation - Open Space**

- A) Discussion and presentation regarding the sheep and fuels reduction project along the Carson City west wildland interface area planned for Spring 2007.

Staff Summary: The Open Space program is the lead agency in the planning and coordination of the sheep and fuels reduction project for Spring 2007. Partners include the U.S. Forest Service, Nevada Division of Forestry, and Nevada Department of Agriculture.

- B) Action to approve the Open Space Work Program containing projects and open space acquisition priorities for calendar year 2007.

Staff Summary: The work program contains acquisition priorities within the three geographical priority areas of Carson City: the Carson River, the Carson Range, and the valley area, as designated by the Open

Space Master Plan. In addition, there are 16 non-land acquisition projects, such as the construction of a pedestrian bridge at the Mexican Ditch Trail, the Wetland Enhancement Project at the Northridge Wetlands, and the C-Hill Fuels Reduction Project, and other projects listed.

## 8. Parks and Recreation

- A) Action to approve the first reading, an ordinance amending the Carson City Municipal Code Title 17, establishing Chapter 17.18 Landscape Maintenance Districts. Section 17.18.010, establishes the Purpose; Section 17.18.020, establishes Authority; Section 17.18.030, establishes Definitions; Section 17.18.040, establishes Parks Director's Responsibilities; Section 17.18.050, establishes Procedures for Applying to Create a Maintenance District; Section 17.18.060, establishes Procedures for Review of Maintenance District Petitions; Section 17.18.070, establishes Procedures for Establishment of the Board Approved Maintenance District; Section 17.18.080, establishes Determination of Benefit and Cost Allocations Between Assessed Property and City; Section 17.18.090, establishes Assessments; Section 17.18.110, establishes Allocation of Public Money to Pay the Costs Incurred by Carson City in Assuming Maintenance; Section 17.18.111, establishes Review and Dissolution of Maintenance District; and Section 17.18.112, establishes Appeal Procedures.

Staff Summary: The proposed Landscape Maintenance Districts Ordinance allows the City, under Nevada Revised Statutes 278.4787, to consider for approval petitions from developers who propose to divide land in Carson City for transfer or development into four or more lots, the creation of a Landscape Maintenance District. The petitions request the City to assume the maintenance of certain improvements located on the land. This proposed ordinance also establishes the procedures for making such requests and, if approved, for establishing and administering maintenance districts within Carson City.

- B) Status report regarding the progress of Carson City projects to be partially funded through the Question 1 Nevada Conservation and Resource Protection Grant Program, a trails related project and habitat conservation plan project.

Staff Summary: The Board of Supervisors will receive a status report on the progress of seven land acquisition projects, eight trails related projects, one fishing pond project, and a habitat conservation plan project.

## 9. Public Works

Update and Report on activities relating to the Water Resources Teaming Agreement with the Vidler Water Company, Inc. to develop water resource projects.

Staff Summary: This agreement provides for a public/private partnership in the development of water resources for Carson City. The agreement calls for periodic updates and this is the first report of activities underway.

## 10. Board of Supervisors

Non-Action Items:

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

**11. Action to Adjourn**

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*Copies of information related to the above items can be viewed at the reference desk at the Carson City Public Library.*

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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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*This meeting can be viewed on Channel 26. For specific dates and times - [www.bactv.org](http://www.bactv.org).*

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*This agenda and backup information are available on the City's website at [www.carson-city.nv.us](http://www.carson-city.nv.us)*  
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This notice has been posted at the following locations:

- Community Center • 851 East William Street
- Public Safety Complex • 885 East Musser Street
- City Hall • 201 North Carson Street
- Carson City Library • 900 North Roop Street

**Date: March 8, 2007**