

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

**Day:** Thursday  
**Date:** November 3, 2022  
**Time:** Beginning at 8:30 am  
**Location:** Community Center, Robert 'Bob' Crowell Board Room  
851 East William Street  
Carson City, Nevada

**AGENDA**

**NOTICE TO THE PUBLIC:**

Members of the public who wish to view the meeting may watch the livestream of the Board of Supervisors meeting at [www.carson.org/granicus](http://www.carson.org/granicus) and by clicking on "In progress" next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: [publiccomment@carson.org](mailto:publiccomment@carson.org). For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

1. **Call to Order - Board of Supervisors**
2. **Roll Call**
3. **Invocation - Nick Emery, Hope Crossing Community Church**
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 - October 6, 2022**

## 7. Special Presentations

7.A Presentation of a proclamation to recognize the week of November 7-13, 2022 in support of Operation Green Light for Veterans.

7.B Presentation of a proclamation recognizing the week of November 13-19, 2022 as Nevada Flood Awareness Week. (Robb Fellows, rfellows@carson.org)

### Consent Agenda

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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 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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## 8. Assessor

8.A For Possible Action: Discussion and possible action regarding a request for partial removal of real property taxes for Fiscal Year ("FY") 2022/2023 from Assessor's Parcel Number ("APN") 010-281-41 (Sec 9, T14N, R20E NE4 SE4), per NRS 361.055 in the amount of \$195.76, and authorization for a refund of taxes in the amount of \$195.76. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the partial removal and partial refund from the FY 2022/2023 real property taxes for the subject property due to the sale of the parcel, APN 010-281-41, to the State of Nevada, Division of State Lands on September 22, 2022. Pursuant to NRS 361.055, the property is now tax exempt.

8.B For Possible Action: Discussion and possible action regarding a request for removal of real property taxes in the amount of \$499.80 from the Real Property Tax Roll and an adjustment in penalties and interest in the amount of \$17.49 for Fiscal Year ("FY") 2022/2023 for the property located on Sean Drive (Common Area), Assessor's Parcel Number ("APN") 009-603-14, per NRS 361.765 for a total of \$517.29. (Kimberly Adams, kadams@carson.org)

Staff Summary: The Carson City Assessor's Office is requesting the removal of taxes from the FY 2022/2023 Real Property Tax Roll and an adjustment of penalties/interest for the subject property due to a land value being added to the common area parcel, APN 009-603-14, in error.

## 9. Community Development

9.A For Possible Action: Discussion and possible action regarding the appointment of Heather Ferris, AICP, Planning Manager, as a Hearing Examiner under Carson City Municipal Code ("CCMC") 18.02.052 to review Administrative Permits received by the Community Development Department. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: CCMC 18.02.110 authorizes a Hearing Examiner to review and render final decisions on zoning matters and development proposals that are identified as requiring an

Administrative Permit. Community Development Director Hope Sullivan is currently the only Hearing Examiner appointed by the Board of Supervisors (“Board”). Per CCMC 18.02.052, a Hearing Examiner shall be appointed by formal action of the Board and must meet qualifications established in NRS 278.263. These qualifications include being a planner certified by the American Institute of Certified Planners (“AICP”). Ms. Ferris meets the qualifications to be a Hearing Examiner and staff requests her appointment to provide another Hearing Examiner within the Community Development Department.

## **10. Finance**

10.A For Possible Action: Discussion and possible action regarding the report on the condition of each fund in the treasury and the statements of receipts and expenditures through October 21, 2022, per NRS 251.030 and NRS 354.290. (Sheri Russell, srussell@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 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.

## **11. Health & Human Services**

11.A For Possible Action: Discussion and possible action regarding a proposed acceptance of the COVID-19 Immunization Round 3 subgrant from the State of Nevada, Department of Health and Human Services, Division of Public and Behavioral Health (“State”), in the amount of \$417,586 reimbursed in Fiscal Year (“FY”) 2023, effective July 1, 2022, through June 30, 2023. (Nicki Aaker, naaker@carson.org and Jeanne Freeman, jmfreeman@carson.org)

Staff Summary: If accepted, this subgrant will provide funds to the Carson City Department of Health and Human Services (“CCHHS”) for personnel, travel, operating expenses, equipment, contractual/consultant and other expenses related to COVID-19 vaccinations and boosters, as well as other emergent infectious diseases and routine vaccinations, for residents and vaccination providers in the Quad-County region (Carson City and Douglas, Lyon and Storey counties). The subgrant provides 100 percent funding; there is no match requirement. CCHHS has received the subgrant since 2021.

## **12. Parks Recreation, and Open Space**

12.A For Possible Action: Discussion and possible action regarding a Limited Indemnity Agreement (“Agreement”) between Carson City and Greenlaw Carson City Owners, LLC (“Indemnitor”) as required by the Amended Easement, Grant of Limited Parking Rights and Recognition of Collateral Agreements (“Amended Easement”) dated December 20, 2001 and recorded in the Official Records of Carson City, Nevada as file no. 271522, which provides for Indemnitor’s limited use of a portion of City parking spaces at Governor’s Field and limited indemnification of City in the amount of \$2,000,000, and to authorize the Mayor to sign the Agreement. (Jennifer Budge, jbudge@carson.org)

Staff Summary: Indemnitor is in the process of purchasing real property at 580 Mallory Way (APN 009-551-29). As part of the purchase, the Indemnitor is required to provide the City with a new limited indemnity agreement pursuant to the terms of the Amended Easement. The Agreement raises the amount of the indemnity from \$1,000,000 to \$2,000,000. The Agreement indemnifies the City from liability, consequences, injuries, damages, costs, expenses and causes of action suffered by the City caused by the use of City's parking spaces by the Indemnitor.

### **13. Sheriff**

13.A For Possible Action: Discussion and possible action regarding the award of a grant from the Fiscal Year ("FY") 2020 U.S. Department of Justice, Bureau of Justice Assistance, ("BJA") Northern and Middle States Rural Law Enforcement Training and Technical Assistance Grant Program in the amount of \$57,743.99, effective October 1, 2020 through September 30, 2023, and authorization for the Sheriff to sign the grant agreement. (Daniel Gonzales, dgonzales@carson.org)

Staff Summary: The Carson City Sheriff's Office ("CCSO") has been awarded a grant in the amount of \$57,743.99 from a BJA grant, administered by the National White Collar Crime Center ("NW3C") for investigations-related equipment. The equipment sought to be purchased with this funding will provide the CCSO with equipment to enhance digital forensic and drug investigative abilities. The Board of Supervisors ("Board") must accept grants of \$50,000 or more.

**(End of Consent Agenda)**

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

**14. Item(s) pulled from the Consent Agenda will be heard at this time.**

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

### **Liquor and Entertainment Board**

**16. Call to Order & Roll Call - Liquor and Entertainment Board**

**17. 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.

**18. For Possible Action: Approval of Minutes - April 7, 2022**

**19. Community Development**

19.A For Possible Action: Discussion and possible action regarding the appointment of Heather Ferris, AICP, Planning Manager, as a Liquor License Hearings Officer. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Carson City Municipal Code ("CCMC") 4.13.030 requires the Liquor and Entertainment Board to appoint a Hearings Officer "to grant or deny applications for [liquor]

licenses." The Hearings Officer also considers penalties under certain circumstances for violations pursuant to CCMC 4.13.150. Only one Hearings Officer is currently appointed by the Liquor and Entertainment Board. As Liquor License applications are routinely heard by a Hearings Officer, it is prudent to appoint another Hearings Officer to help facilitate scheduling of administrative liquor hearings.

**20. 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.

**21. For Possible Action: To Adjourn as the Liquor and Entertainment Board**

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

**23. City Manager**

23.A For Possible Action: Discussion and possible action regarding the appointment of one member to the Carson City Open Space Advisory Committee for a partial term that will expire in January 2024. (Nancy Paulson, npaulson@carson.org)

Staff Summary: Carson City Municipal Code ("CCMC") 13.06.040 provides for the Board of Supervisors to appoint seven members to the Open Space Advisory Committee who serve staggered four-year terms. Under CCMC 13.06.030, the members must be selected on the basis of expertise in the areas of natural resources, real estate, community planning, community development, outdoor recreation/education or knowledge of the community. There is one opening due to the resignation of a member. New applications were received from Laura Chavez, Jeff Rauh and Traci Nelson.

**24. Finance**

24.A PUBLIC HEARING: For Discussion Only: Public hearing regarding the proposed issuance by Carson City, Nevada of its General Obligation (Limited Tax) Infrastructure Sales Tax Bonds (Additionally Secured by Pledged Revenues), in the aggregate principal amount not to exceed \$5,550,000 for the purpose of acquiring, establishing, constructing, expanding, improving and equipping certain infrastructure projects and paying the related issuance costs. (Sheri Russell, srussell@carson.org)

Staff Summary: NRS 350.020(3) requires that a public hearing be held before the Carson City, Nevada General Obligation Infrastructure Sales Tax Bonds can be issued. The proceeds from the bonds will be used for the purpose of acquiring, establishing, constructing, expanding, improving and equipping certain infrastructure projects as defined in NRS 377B.160(3). Notice was published in the Nevada Appeal on October 5, 2022, October 12, 2022, and October 19, 2022, indicating the City's intent to hold this public hearing.

**25. Community Development - Planning**

25.A For Possible Action: Discussion and possible action regarding an application from KP Investors, LLC ("Applicant") to introduce, on first reading, an ordinance amending the Zoning Map to change the zoning from Single-Family 12,000 ("SF12") to Single-Family 6,000 ("SF6"),

for an 8.41-acre parcel located at 1051 N Ormsby Blvd., Assessor’s Parcel Number (“APN”) 001-241-14. (Heather Ferris, hferris@carson.org)

Staff Summary: The Applicant is seeking to rezone the 8.41-acre parcel from SF12 to SF6 consistent with the zoning to the south and east. The Applicant, through John Krmpotic, has concurrently applied for a tentative subdivision map, SUB-2022-0375, proposing the creation of 41 single-family residential lots. The Board of Supervisors (“Board”) has the authority to approve a zoning map amendment. The Planning Commission recommended approval of the amendment. Pursuant to Nevada Revised Statutes (“NRS”) Chapter 237, a business impact statement is not required to be prepared with this ordinance.

25.B For Possible Action: Discussion and possible action regarding an application from John Krmpotic (“Applicant”) for a tentative subdivision map (SUB-2022-0375) known as Ash Canyon SF to create 41 single-family residential lots on an 8.41-acre parcel zoned Single-Family 12,000 (“SF12”), located at 1051 N Ormsby Blvd., Assessor’s Parcel Number (“APN”) 001-241-14. (Heather Ferris, hferris@carson.org).

Staff Summary: The Applicant is proposing to create 41 single-family residential lots, with a minimum lot size of 6,004 square feet, using the provisions of Carson City Municipal Code (“CCMC”) Chapter 17.10- Common Open Space Development. The KP Investors, LLC has concurrently applied for a zoning map amendment (ZA-2022-0376) to change the zoning from SF12 to SF6. The Board of Supervisors (“Board”) has the authority to approve, conditionally approve or deny a tentative subdivision map. The Planning Commission recommended approval of the tentative subdivision map.

25.C For Possible Action: Discussion and possible action regarding an application from Andersen-Colard Ranch Enterprises, LLC (“Applicant”) concerning a tentative subdivision map (SUB-2022-0374) known as Andersen Ranch West, to create 61 single-family residential lots and a 50.33-acre remainder parcel with an existing residence on an ±80.53 acre site zoned Single Family 1 Acre (“SF1A”) and Single Family 12,000 Square Feet (“SF12”), located west of Ormsby Boulevard and north of Kings Canyon Road, Assessor’s Parcel Numbers (“APNs”) 009-012-20 and -21. (Heather Manzo, hmanzo@carson.org)

Staff Summary: The Applicant is requesting to subdivide an ±80.53-acre site consisting of two parcels into 61 single-family residential lots with a minimum lot size of ±14,380 square feet, 3.82 acres of common open space, and a 50.33-acre remainder parcel with an existing residence, using the provisions of Carson City Municipal Code (“CCMC”) Chapter 17.10 - Common Open Space Development. The Board of Supervisors (“Board”) is authorized to approve, conditionally approve or deny a tentative subdivision map. The Planning Commission recommended denial of the tentative subdivision map.

## **26. Board of Supervisors**

Non-Action Items:

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

**Closed Non-Meeting to Confer with Management Representatives and Counsel:**

Following a recess or adjournment, the Carson City Board of Supervisors may gather to meet with its management representatives or to receive information from an attorney employed or retained by the City regarding potential and/or existing litigation involving matters over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward decisions on the matters.

**27. 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.

**28. 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. 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. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

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.

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.

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.

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

This agenda and backup information are available on the City’s website at [www.carson.org/agendas](http://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.

This notice has been posted at the following locations:  
City Hall 201 North Carson Street  
[www.carson.org/agendas](http://www.carson.org/agendas)  
<http://notice.nv.gov>