

**CARSON CITY CONSOLIDATED MUNICIPALITY**  
**REVISED\* NOTICE OF MEETING OF THE**  
**PLANNING COMMISSION**

**Day:** ~~Wednesday~~ **Tuesday**  
**Date:** December 19, 2023  
**Time:** Beginning at 5:00 pm  
**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 only to view the meeting may watch the livestream of the Planning Commission and meetings 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: [planning@carson.org](mailto:planning@carson.org) or via mail to the Planning Division of the Carson City Community Development Department (“Planning Division”) at 108 E. Proctor St., Carson City, NV 89701. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be received by the Planning Division not later than 3:00 p.m. the day before the meeting.

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. 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.

- 5. For Possible Action: Approval of the Minutes – November 29, 2023**
- 6. Meeting Items**

**6.A. LU-2021-0452** For Possible Action: Discussion and possible action regarding a request for a one-year time extension to January 26, 2025 for an approved special use permit (“SUP”) to allow alternative compliance of the Downtown Mixed Use Standards, specifically standards related to the mixed use, sidewalk, window transparency and building envelope step-back requirements in a multi-family residential development on property zoned Downtown Mixed Use (“DT-MU”), located at 201 E. William Street, Assessor’s Parcel Number (“APN”) 002-161-10. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary: Kingsbarn Capital and Development (“Applicant”) is in the process of obtaining permits associated with the project. The Applicant previously obtained a one-year time extension that will expire on January 26, 2024 and is requesting an additional year to obtain necessary permits and to begin construction. The Planning Commission is authorized to approve the requested time extension.

**6.B. LU-2023-0384** For Possible Action: Discussion and possible action regarding an application for a special use permit (“SUP”) to allow for the construction of a structure exceeding 45 feet in height on property zoned Retail Commercial (“RC”), located at 4011 North Carson Street, Assessor’s Parcel Number (“APN”) 002-761-03. (Heather Manzo, [hmanzo@carson.org](mailto:hmanzo@carson.org))

Staff Summary: Jaswinder S. Dhami (“Applicant”) is proposing the construction of a new hotel building that will have a maximum building height of ±54 feet. Carson City Municipal Code (“CCMC”) 18.04.195 allows structures in the RC zoning district to exceed the 45-foot maximum height with the approval of an SUP. The Planning Commission has the authority to approve the SUP.

**6.C. ZA-2023-0426** For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors (“Board”) concerning an application for an ordinance amending Carson City Municipal Code (“CCMC”), Title 18 to allow for a child care facility use in the Residential Office (“RO”) use district as a conditional use. (Heather Manzo, [hmanzo@carson.org](mailto:hmanzo@carson.org))

Staff Summary: A child care facility use is currently permitted in the RO use district as a conditional use accessory to a primary residential use. The Boys and Girls Club (“Applicant”) is proposing an amendment to the RO use district, CCMC 18.04.110, to permit a child care facility use as a conditional use in the RO use district without being accessory to a residential use. A special use permit (“SUP”) will still be required for a child care facility use in the RO use district.

**6.D. LU-2023-0423** For Possible Action: Discussion and possible action regarding an application for a special use permit (“SUP”) to allow for the establishment of a child care facility on a property within the Residential Office (“RO”) zoning district located at 2805 Mountain Street, Assessor’s Parcel Number (“APN”) 001-021-12. (Heather Manzo, [hmanzo@carson.org](mailto:hmanzo@carson.org))

Staff Summary: The Boys and Girls Club (“Applicant”) is proposing the establishment of a childcare facility within an existing building. This request is contingent on the adoption of an amendment to Title 18 (ZA-2023-0426). The Planning Commission has the authority to approve the SUP.

**6.E. MPA-2023-0408** For Possible Action: Discussion and possible action regarding recommendations to the Board of Supervisors (“Board”) concerning the implementation of the Master Plan and the annual Master Plan report. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: Nevada Revised Statutes (“NRS”) 278.190 requires the Planning Commission to annually make recommendations to the Board regarding the implementation of the Master Plan. Staff will provide the Planning Commission with information regarding past, current and future Master Plan implementation actions for the Commission’s consideration for the annual Master Plan report to the Board.

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Appeal of a Commission item: An appeal must be submitted to the Planning Division within 10 days of the Commission’s action. To be part of the administrative record regarding an appeal of an item on the agenda, you must present your comments at the podium or have previously sent correspondence to the Planning Division regarding an item on this agenda. For information regarding an appeal of a Commission decision, please contact Hope Sullivan, Community Development Director, at 775-887- 2180, via e-mail at hsullivan@carson.org, or via fax at 775-887-2278.

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**7. Staff Reports (non-action items)**

- Director's report to the Commission. (Hope Sullivan)
- Future agenda items.
- Commissioner reports/comments.

**8. 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.

**9. For Possible Action: Adjournment**

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**\*\*PUBLIC COMMENT LIMITATIONS –** The Planning Commission will provide at least two public comment periods prior to adjournment in compliance with the minimum requirements of the Open Meeting Law. In addition, it is the Planning Commission’s aspirational goal to also provide for item specific public comment. In order for members of the public to participate in the Planning Commission’s consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the Chair or Vice-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. **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.

Please note: Any person who wishes to have their complete testimony included in the permanent record of this meeting should provide a written or electronic copy to the Chair or Vice-Chair in addition to any other written material. Minutes of the meeting are produced in a summary format and are not verbatim.

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 would like more information about an agenda item listed above, please contact the staff member listed at the end of the particular item in which you are interested at 775-887-2180. Contact [planning@carson.org](mailto:planning@carson.org) if you would like copies of supporting materials for an 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 Planning Division in writing at 108 E. Proctor St., Carson City, Nevada 89701, or call 775-887-2180, at least 24 hours in advance of the meeting.

This agenda and supporting materials for the meeting are available in the Planning Division office located at 108 E. Proctor Street, Carson City or at [www.carson.org/agendas](http://www.carson.org/agendas).

*This agenda has been posted at the following locations:*  
*City Hall, 201 North Carson Street*  
*Community Development Department, 108 E. Proctor Street*  
*Community Center, 851 E. William Street*  
*Carson City Website - <https://carson.org/agendas>*  
*State Website - <https://notice.nv.gov>*