

CARSON CITY CONSOLIDATED MUNICIPALITY NOTICE OF THE MEETING OF THE ADMINISTRATIVE PERMIT REVIEW

Day: Wednesday
Date: February 28, 2024
Time: Beginning at 1:30 pm
Location: Community Development, Conference Room A
108 E. Proctor Street, Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

The public may provide public comment in advance of a hearing by written submission to the following email address: 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. Public Comment **

The public is invited at this time to make any public comment to the Hearing Examiner. Comments are limited to three minutes per person.

3. Public Hearing: Action Items

- 3.A For Possible Action: Discussion and possible action regarding an Administrative Permit to allow for the construction of an accessory structure with a cumulative square footage totaling 66.22 percent of the size of the primary structure on property zoned Single Family 1 Acre (“SF1A”) located at 4028 Via Grant Drive, Assessor’s Parcel Number (“APN”) 007-501-03. (Lena Reseck, lreseck@carson.org)

Staff Summary: The application from Maddison Banfield (“Applicant”) is proposing construction of a 2,445 square foot garage and guest house. A garage and guest house are permitted accessory uses in the Single Family 1 Acre zoning district; however, Carson City Municipal Code (“CCMC”) 18.05.055 requires approval of an Administrative Permit if the cumulative square footage of the accessory structure(s) on-site are more than 50 percent, but less than 75 percent of the square footage of the primary structure. The guest house is 968 square feet which complies with the maximum size requirement of Carson City Development Standards Division 1.4.4, Guest Building Development.

[Click Here for Staff Report](#)

4. Public Comment **

The public is invited at this time to make any public comment to the Hearing Examiner. Comments are limited to three minutes per person.

5. For Possible Action: Adjournment

****PUBLIC COMMENT LIMITATIONS** – Hearings conducted by the Hearing Examiner are NOT subject to Nevada’s Open Meeting Law requirements because an individual Hearing Examiner does not constitute a “public body” as that term is defined in NRS 241.015. However, to further Carson City’s policy of providing transparency in government and to encourage public participation, the Hearing Examiner will provide at least two public comment periods before adjournment. No action will 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.

The Carson City Administrative Hearing Examiner is pleased to make reasonable accommodations for members of the public who need assistance. If special arrangements for the meeting are necessary, please notify the Planning Division in writing at 108 E. Proctor St., Carson City, Nevada 89701, or call 775-887-2180, as soon as possible.

For Further Information

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. To request a copy of the supporting material for this meeting, please contact the Planning Division at planning@carson.org or call the Carson City Community Development Center at 775 -887 -2180. Supporting materials for the meeting are available in the Planning Division office located at 108 E. Proctor Street, Carson City or at <https://carson.org/government/meeting-information/agendas>. Staff reports are available approximately six days prior to the Administrative Permit Review meeting or online at www.carson.org/adm. For further information regarding the Administrative Permit Review process, please call the Planning Division at 775-887-2180.

Agenda Management Notice - Items on the agenda may be taken out of order; the hearing examiner may combine two or more agenda items for consideration; and the hearing examiner 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 if you would like copies of supporting materials for an agenda item.

This agenda has been posted at the following locations:

City Hall, 201 North Carson Street

Community Development Department, 108 E. Proctor Street

Carson City Website - <https://carson.org/government/meeting-information/agendas>

State Website - <https://notice.nv.gov>