



# Citizens Advisory Committee Meeting on updating the Towns Plans for Prosperity



A meeting of the Citizen's Advisory Committee to update the Plans for Prosperity for the Towns of Gardnerville and Minden will be held at 9:00 a.m. on Thursday, February 15, 2018, at the CVIC Hall located at 1602 Esmerelda Ave, Minden.

NOTICE: to persons with disabilities: Reasonable efforts will be made to assist and accommodate individuals with disabilities desiring to attend the meeting. Please contact the Minden Town Office in writing at 1604 Esmeralda Avenue in Minden, Nevada or call 775-782-5976 in advance of the meeting, preferably at least 24 hours prior to the meeting, so that the arrangements may be conveniently made.

NOTICE: Items on the Agenda may be taken out of order. The Citizen's Advisory Committee may combine two or more agenda items for consideration. The Committee may at any time remove an item from the agenda or delay discussion relating to an item on the agenda. Any restrictions imposed by the Committee or its chair on public comment must be reasonable and may restrict time, place and manner of comments but may not restrict comments based on viewpoint.

Michelle Brown, Town of Minden Secretary posted copies of this notice and agenda at 1:40 p.m. by the third working day, Feb. 9 2018, before the meeting at the following locations: Minden Administration Office, 1604 Esmeralda Avenue, Suite 101, Minden, NV 89423; Minden Post Office, 1640 US Hwy 395, Minden, NV 89423; Douglas County Administrative Building, 1616 8<sup>th</sup> Street, Minden, NV 89423; and CVIC Hall bulletin board, 1602 Esmeralda Ave, Minden, NV 89423. Signed: Michelle Brown: Michelle Brown, Secretary.

Paula Lochridge, Town of Gardnerville Office Assistant, posted copies of this notice and agenda at 2:00 a.m. by the third working day, 2-9-18, before the meeting at following locations: Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410; Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423; Gardnerville Post Office, 1267 US HWY 395 #L, Gardnerville NV 89410; Gardnerville Town Offices, 1407 HWY 395 N, Gardnerville NV 89410 at and on the Internet at www.gardnerville-nv.gov. Signed: Paula Lochridge: Paula Lochridge, Office Assistant.

Copies of supporting material may be requested from Michelle Brown, Secretary, at 1604 Esmeralda Avenue, Minden, Nevada; by mail addressed to Ms. Brown addressed to the Minden Town Office; by phone at (775) 782-5976 or by email at [mibrown@douglasnv.us](mailto:mibrown@douglasnv.us). Copies of supporting material are available to the public at the Town Office, on the Town's website, [www.townofminden.com](http://www.townofminden.com), and at the meeting on the date and place listed above.

### 9:00 A.M. CALL THE MEETING OF THE CITIZENS ADVISORY COMMITTEE TO ORDER (Chair)

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF PREVIOUS MINUTES from the CAC Meeting on 1-10-2018 - Public comment.

1-8:07A  
2-8:17A  
3-8:25A  
4-8:38A

**PUBLIC COMMENT:** Discussion may be limited to three minutes per person at the discretion of the Chair. No action may be taken on a matter raised under this public comment portion of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

- For possible action:** Discussion and possible action by the citizen's advisory committee to adopt the committee bylaws and procedures. Appearance by Jenifer Davidson, Minden Town Manager. **Public comment.**
- For possible action:** Discussion on Critical issues related to the update of the plans for the towns and possible action to provide feedback to and advise the Towns of Gardnerville and Minden ("Towns") on the updates to the respective Plans for Prosperity ("Plans"). Presentation and discussion on what has changed in the Towns since the Plans were adopted, by Jenifer Davidson (Minden) and Tom Dallaire (Gardnerville). Discussion and possible action may include, but not be limited to, the identification and prioritization by the citizen's advisory committee of the critical issues which may be addressed in the Plans on what stays, what needs to change, what needs to be removed, and what is missing and should be included in the plans. **Public comment.**
- Not for possible action:** Discussion on what's next, efforts to increase community participation in the Public Workshop March 14<sup>th</sup> @ 6:00 p.m., including but not limited to community youth, for example, GE interns, DHS Leadership and DHS Student Body President.

APPROVAL OF DRAFT MINUTES from this CAC meeting

PUBLIC COMMENT

ADJOURN

Next Meeting - Public Workshop – CVIC HALL, March 14<sup>th</sup>, 2018 @ 6:00 PM



## Citizen's Advisory Committee Meeting on updating the Towns Plans for Prosperity



A meeting of the **Citizen's Advisory Committee** to update the Plans for Prosperity for the Towns of Gardnerville and Minden was held at 2:00 p.m. on Wednesday, January 10, 2018, at the Town of Minden Public Works Facility located at 1330 Buckeye Road.

Committee Members Present: Brain Fitzgerald, Shannon Albert (2:15pm), Rick Towner, Douglas Robbins, Bob Pohlman, Steve Mauser, Heidi Saucedo, Bill Chernock, Dave Brady  
Minden Staff present: Jenifer Davidson, Ryan Russell, Michelle Brown  
Gardnerville Staff present: Tom Dallaire, Jennifer Yturbide  
Town Manager Tom Dallaire called the meeting to order at 2:00pm  
The Pledge of Allegiance was led by Tom Dallaire

### **APPROVAL OF AGENDA:**

Pohlman/Fitzgerald moved to approve the agenda. Motion passed with (9-0), Ms. Albert was not present at time of voting.

### **PUBLIC COMMENT:** none

1. **For possible action: Discussion and possible action by the citizen's advisory committee to appoint a Chairperson and Vice Chairperson for the committee. Appearance by Jenifer Davidson, Minden Town Manager.**

Ms. Davidson gave an introduction about the process. Each member introduced and gave a background on themselves.

Mr. Polhman nominated Mr. Brady as chairman. Mr. Brady declined the nomination. Mr. Robbins nominated himself as Chairman.

Public Comment: None

**After thoughtful and intelligent deliberation Robbins/Fitzgerald moved to nominate Douglas Robbins as the Chairman. Motion passed (9-0). Ms. Albert was not present at time of voting.**

Ms. Saucedo nominated Mr. Chernock for Vice Chairman.

Let the record show that Ms. Albert arrived at 2:15pm.

Public Comment: None

**After thoughtful and intelligent deliberation Saucedo/Fitzgerald moved to nominate Bill Chernock as the Vice Chairman. Motion passed (10-0).**

2. **Not for possible action: Presentation by Ryan Russell, Legal Counsel for the Town of Minden and Jennifer Yturbide, Legal Counsel for the Town of Gardnerville regarding the role, expectations and purpose of the Citizen's Advisory Committee to Update the Plans for Prosperity for the Towns. Appearance by Ryan Russell for Town of Minden and Jennifer Yturbide for Town of Gardnerville.**

Ryan Russell gave a presentation regarding the roles, expectations and purpose of the committee, as well as open meeting laws, then opened the floor for any questions the committee may have.

Committee comments included questions of clarification in regards to open meeting laws.

3. **PUBLIC WORKSHOP TO DISCUSS CRITICAL ISSUES RELATED TO THE UPDATE OF THE PLANS FOR PROSPERITY FOR THE TOWNS OF MINDEN AND GARDNERVILLE.** **For possible action: Discussion and possible action to provide feedback to and advise the Towns of Gardnerville and Minden on the updates to the Plans for Prosperity ("the Plans") for the Towns. Discussion and possible action may include, but not be limited to, the identification and prioritization by the citizen's advisory committee of the critical issues which may be addressed in the Plans, including but not limited to; Towns Urban Service Boundary as identified in the Douglas County Master Plan, specific policies, goals or actions plans related to transportation, land use, economic development, urban services, and community character in the Towns. Appearance and introductory presentation by Bruce Race, RACESTUDIO.**

Mr. Bruce Race explained the scope of the project for the update to the Town's Plans for Prosperity which included timelines, future project, housing, transportation and parking, as well as addressing current and future demographics.

Mr. Race opened up the workshop and asked the committee to address and identify several matters to move forward on and the Committee members commented on a variety of topics that included financial feasibility, trains right of way, more round-a-bouts, Pedestrian only streets, historical districts, housing elements, parking, revitalization and redefying the downtown areas, location of the county buildings, design guidelines/review, perception of the downtown in regards to the vacancies of businesses, arts related elements.

Mr. Robbins motioned to have the committee meet every thirty days. Mr. Russell suggested that the committee revisit this topic at the next meeting so it can be agenized.

**Public comment** included suggestions for areas of focus included; communications, regional events coordination, financial feasibility, sustainability, fast food restaurants, infrastructure, public spaces, emergency handling, hot sun relief areas, accessible/enhancing BLM land areas, broadcast television.

**No action taken**

**PUBLIC COMMENT:** None

**ADJOURNMENT:** Chernock/Towner moved to adjourn at 4:48pm

## CITIZENS ADVISORY COMMITTEE

- Issues:
  - Trains and roundabouts with train
    - Roundabouts, Managed Streets
    - Historical Districts – then and now, memory (old town Minden Higher Value/SF)
    - Communication Strategy (PC)
    - Regional events (sports) Hosting. (PC)
    - Financing, services-Regional Funding, nexus bottom serv's x funding (PC)
    - Sustainability-vs support (PC)
    - How to deal with Big Box (PC)
    - Muller Pkwy-not the issue-it's transportation on 395 – complete streets and underground utilities on 395 (PC)
    - Housing-workforce
      - Carrying capacity – how do we get from here to there?
      - Neighborhood discussion
      - Workforce is economic diversity and part of that strategy
      - Rent increase people leaving due to price to live here
      - TOD - Transit Oriented Development
    - Revitalization districts “defined” - places and uses
      - Professional offices, galleries and retail
    - Minden-County Seat-Move it? \$2m for a county administration center Campus
    - Design guidelines or system
      - Orientation, process & package, how will it fit?
      - Sense of place – quantitative / qualitative
    - Peer committees-learning from others
    - Perception-vacancies-why?
    - CIPs – priorities
      - Access traffic counts
      - Demographics
      - Amount of small square footage frontage and parking lot access
    - Commercial services
      - Market support
      - Characteristics of inventory
      - Independent stores
    - Value in building
    - Infrastructure – power outages, Internet broadcast TV, cell service (PC)
    - Roads-flooding/rwil (PC)
    - Climate/landscaping (PC)
      - Hot sun – make more appealing with shade
    - Arts-arts element/barter revitalization strategy
    - Changing demographics – Big trends “ask the future”



**Citizens Advisory  
Committee Meeting on  
updating the Towns  
Plans for Prosperity**



## **AGENDA ACTION SHEET**

- 1. For Possible Action:** Discussion and possible action by the citizen's advisory committee to adopt the committee bylaws and procedures. Appearance by Jenifer Davidson, Minden Town Manager. **Public comment.**
- 2. Background Information:** At the last CAC meeting, we mentioned that the bylaws would be created for the Citizens Advisory Committee to provide reference to the CAC members as to how the committee will operate and do its business. Both Town boards heard and approved the bylaws at their respective February meeting. See attached Bylaws.

**Town of Minden & Town of Gardnerville**  
Citizens Advisory Committee By-Laws and Procedures

1. Mission

The update to the Plans for Prosperity for the Towns of Gardnerville and Minden will address several driving policy issues including transportation, land use, economic development, urban services, housing, regional drainage concepts and community character. Because the final draft of these plans cannot be successfully implemented without the participation and valued input of those who will be most impacted, the Towns appointed residents/business owners from each town, to join representatives of the Carson Valley Visitors Authority, the Chamber of Commerce, the Douglas County Business Council and the Carson Valley Arts Council as members of a Citizens Advisory Committee dedicated to assisting with the update. The Citizen's Advisory Committee serves at the pleasure of and in an advisory capacity to the Town Boards. During the process the committee members will discuss and identify critical issues facing the Towns, and serve as a sounding Board to vet ideas and concerns.

2. Membership

There are 13 Committee members appointed to the Citizens Advisory Committee.

3. Officers

The committee shall select a chairperson at its first meeting who will preside at meetings. The committee shall then choose a vice-chairperson who shall preside in the absence of the chairperson.

4. Meetings

a. Public Process

The meetings of the Citizens Advisory Committee shall be conducted in accordance with the State of Nevada's Open Meeting Law (NRS 241).

b. Agenda

Matters to be heard, within the scope of the committee's authority, shall be submitted on or before the time of agenda setting, allowing for review by the Town Managers and the chairperson and proper noticing in conformance with the Open Meeting Law.

The chairperson will work with the Town Managers to review agendas for the appropriate timing and placement of items. The chairperson does not have the authority to remove items placed on the agenda or to prevent placement of items on the agenda. The Town Managers, at the direction of the Town Boards, have final approval authority of the draft agenda and items contained therein for consideration.

c. Minutes

All meetings shall be recorded on an electronic media that can be copied and written minutes of all meetings shall be maintained in accordance with the Open Meeting Law and Public Records Law.

Because the committee will meet only as necessary, draft minutes will be approved at the end of each meeting.

d. Quorum

Quorum Required. A quorum of at least fifty-one percent (51%) of all appointed members is required to have a meeting or to transact any business.

When No Quorum Is Possible. If the chairperson or the Town Managers are aware that a quorum will not be present any time during the scheduled public meeting, then the meeting shall be cancelled.

If There Will Be A Late Quorum. If it is reasonably believed that one or more members will arrive late to complete the quorum, the meeting may begin at its scheduled time, but the chairperson may call for only non-action informational agenda items and public comment to be heard by the committee until a quorum is present. At any time after call to order, the chairperson may call a recess until the quorum is present, or call an adjournment (without a vote) after providing both opening and closing public comment periods if the quorum does not timely appear.

If There Is a Loss of Quorum. If for any reason during a public meeting that has been convened the committee loses its quorum, the chairperson may call for only non-action informational agenda items and public comment until a quorum is present. At any time after losing a quorum, the chairperson may call a recess until the quorum is present, or call an adjournment (without a vote) after providing for public comment if the quorum does not timely reappear.

e. Meeting Location and Time

The Town Managers, in consultation with the Chairperson, shall designate meeting locations and times for the committee, taking into consideration a time and location designed to facilitate public attendance and participation and the convenience to the membership of the committee.

f. Legal Counsel

The attorneys for each Town will serve as legal counsel for the committee.

5. Reports to the Town Boards

The actions of the committee will be reported to the Town Boards by each respective Town Manager. In so doing, the positions of staff, the committee, and the position of the members not voting in the majority, if so requested, will be presented.

6. Staff Liasion

The Town Managers will be the staff liaisons to the committee.

7. Term

The committee will have completed its charge and be discharged on the presentation of the final report to the Town Boards by the Town Managers.





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## **AGENDA ACTION SHEET**

- 1. For Possible Action:** Discussion on Critical issues related to the update of the plans for the towns and possible action to provide feedback to and advise the Towns of Gardnerville and Minden ("Towns") on the updates to the respective Plans for Prosperity ("Plans"). Presentation and discussion on what has changed in the Towns since the Plans were adopted, by Jenifer Davidson (Minden) and Tom Dallaire (Gardnerville). Discussion and possible action may include, but not be limited to, the identification and prioritization by the citizen's advisory committee of the critical issues which may be addressed in the Plans on what stays, what needs to change, what needs to be removed, and what is missing and should be included in the plans. **Public comment.**
- 2. Background Information:** The committee wanted to hear from the managers on where the towns were at when the plan was created compared to where the towns are today. What's changed or been developed since the plan was prepared.

**CAC Member Assignment: In an effort to be better prepared for the meeting, Please take some time to review the plans for prosperity so you know what we are starting with. In your binders you will find the plans for both towns. Town staff will present the changes from when the plan were created to the Committee.**

We would like to have a discussion as to **What Stays, What changes, and what needs to be removed in the existing plans.**

**In an effort to be constant, We propose you mark up the plans**

What **Stays** (yellow)

What needs to **Change** (green)

What needs to be **Removed** (pink)

**You can pick up pens at the town of Gardnerville office, if you do not have those highlight colors.**



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## **AGENDA ACTION SHEET**

- 1. For Possible Action:** Discussion on what's next, efforts to increase community participation in the Public Workshop March 14th @ 6:00 p.m., including but not limited to community youth, for example, GE interns, DHS Leadership and DHS Student Body President.
- 2. Background Information:** Bruce Race Will be in town on March 14<sup>th</sup> to help moderate a PUBLIC WORKSHOP, at 6:00 PM at the CVIC HALL, located at 1604 Esmerelda Ave, Minden NV 89423. We hope to gather more critical issues from the public at large.

**We need you to spread the word of the workshop and invite the public to attend and participate in the process.**

**The success of this workshop will depend on this committee success in getting the public to attend and participate.**



**PLAN FOR PROSPERITY  
UPDATE  
Citizen's Advisory Committee**

**Would you like to help determine what  
Gardnerville and Minden will look like by 2040?**

*You're invited to attend a  
Public Workshop*

**Wednesday, March 14, 2018 at 6 pm  
CVIC Hall, 1602 Esmeralda Ave. in Minden**

**Gardnerville  
Plan for Prosperity**

The Towns of Gardnerville and Minden need your help to update the Plans for Prosperity.

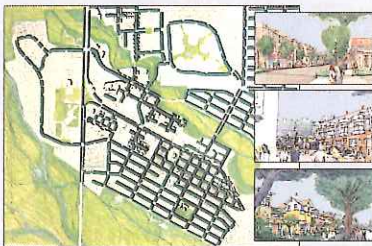


November 14, 2005  
Administrative Draft

Several driving policy issues the update will address include: transportation, land use, economic development, urban services, housing, regional drainage concepts and community character.

**MINDEN PLAN FOR  
PROSPERITY**

A Strategic Framework Plan for Investing in  
Minden's Future



January 2003

prepared by: Minden Plan for Prosperity Citizens Advisory Committee  
with assistance by: RACESTUDIO and the Sierra Business Council

We appreciate your input as we develop plans focused on vibrant, thriving communities, honoring the unique history of each town and addressing the future needs of the Carson Valley.

For more information, call:  
Gardnerville, 775-782-7134  
Minden, 775-782-5976