

**STAFF REPORT FOR THE GROWTH MANAGEMENT COMMISSION MEETING OF  
MAY 30, 2012**

**FILE NO: GM-12-026**

**AGENDA ITEM: G-1**

**STAFF AUTHOR:** Lee Plemel, AICP, Planning Director

**REQUEST:** Action to recommend to the Board of Supervisors a Resolution for the establishment of the number of Growth Management residential building permit entitlements and the commercial and industrial daily water usage threshold for 2013 pursuant to the Carson City Municipal Code (CCMC) 18.12, Growth Management Ordinance.

**RECOMMENDED MOTION:** "I move to recommend to the Board of Supervisors approval of a maximum total of **698** residential building permit entitlements for 2013, with an allocation of 43% or 300 entitlements for the general property owner category and 57% or 398 entitlements for the development category, and to retain the existing commercial and industrial development water usage threshold of 7,500 gallons per day for Growth Management Commission review, and allocations for future years as further provided in the draft Board of Supervisors Resolution."

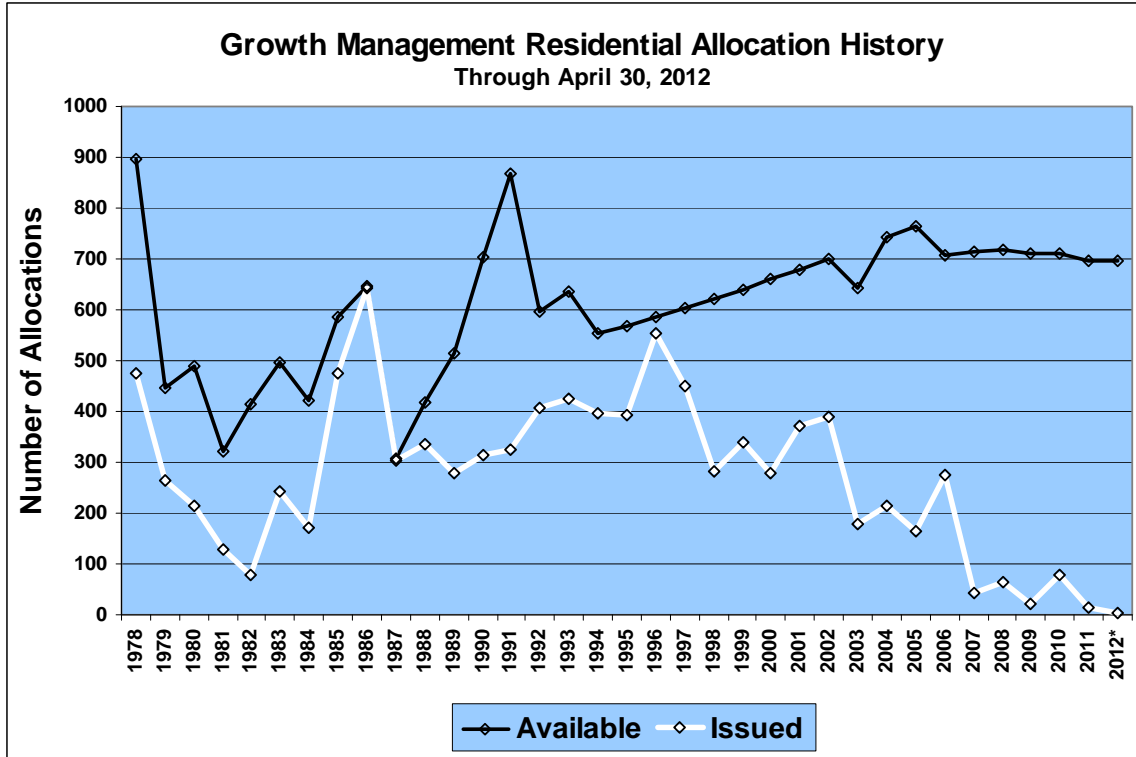
**BACKGROUND:**

The Planning Commission serves as the Growth Management Commission per the Carson City Municipal Code (CCMC) Title 18, Chapter 18.12 (Growth Management Ordinance). The Growth Management Commission is charged with reviewing the information provided by various affected city departments and outside agencies and submitting a recommendation to the Board of Supervisors to:

1. Establish a fixed number of residential building permits to be made available in the following two calendar years (2013 and 2014, on a rolling calendar basis) and estimate the number to be made available in the third and fourth years (2015 and 2016).
2. Establish a distribution of the total building permit entitlements between the "general property owner" and "development project" (31 or more lots or units) categories.
3. Establish a maximum average daily water usage for commercial and industrial building permits as a threshold for Growth Management Commission review.

The Growth Management Ordinance was originally implemented in the late-1970's to address the City's ability to provide the necessary water and sanitary sewer infrastructure to keep pace with growth at the time. For most of the Growth Management program's more recent history, the total number of building permit entitlements in a given year has been roughly based upon a maximum growth rate of 3%. Entitlements have historically been allocated between the "general property owner" and "development project" (owners/developers with 31 or more lots/units) categories in a 43%-57% split, respectively.

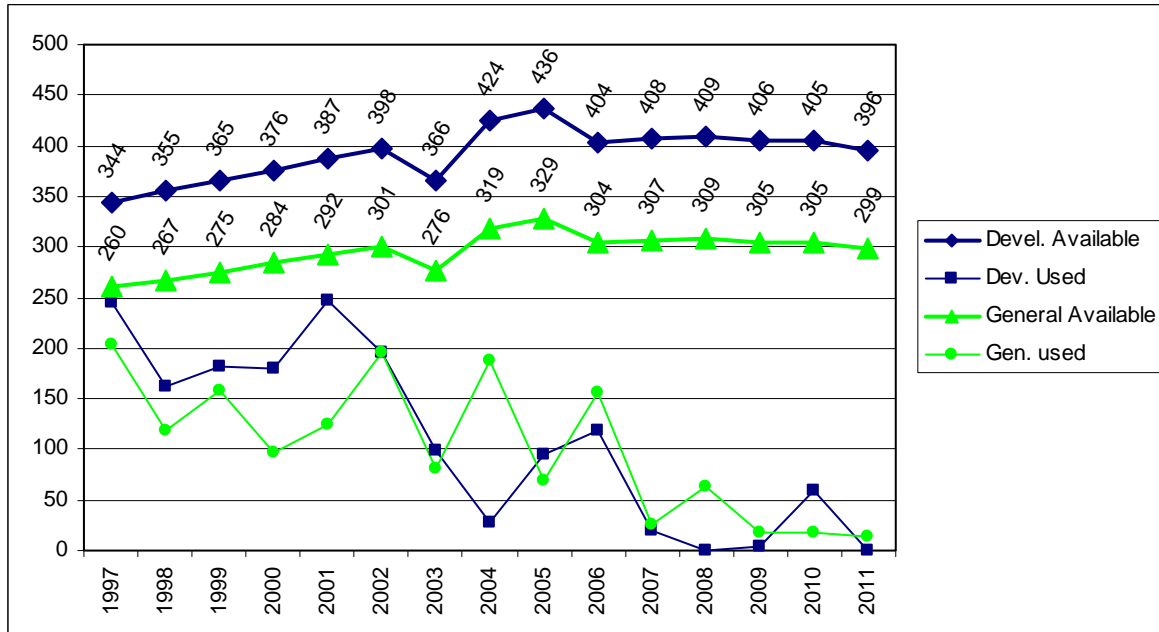
The following graphs provide historical data regarding the number of permits available, the number of permits used by the general property owner and development categories, and permits used by type of residence.

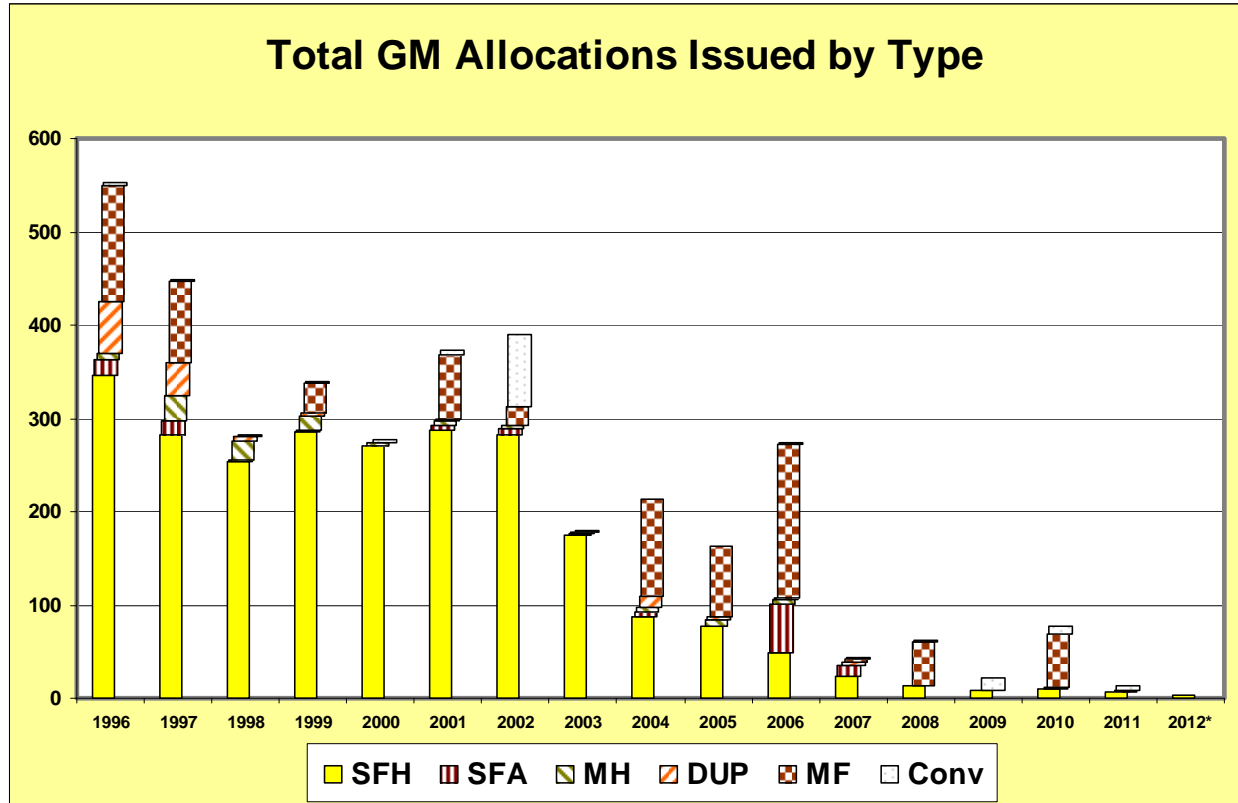


\* 4 new SF residential units for 2012 as of April 30, 2012.

- 284 = Avg. Issued/yr. 1982-2011 (30 years)
- 267 = Avg. Issued/yr. 1992-2011 (20 years)
- 144 = Avg. Issued/yr. 2002-2011 (10 years)
- 44 = Avg. Issued/yr. 2007-2011 (5 years)

### Allocations by General and Developer Categories





SFH – Single Family Detached  
 SFA – Single Family Attached  
 MH – Mobile Home  
 DUP – Duplex  
 MF – Multi-family attached (3+ units, single ownership)  
 Conv – Conversion of existing unit from well to water system

**DISCUSSION:**

The Planning Division has solicited comments from various City departments, the school district, and various city and state agencies regarding their ability to accommodate growth within Carson City and, specifically, if and what limits should be set on the issuance of residential permits for 2013. Written comments received are attached to this report. Though certain City departments note limitations in their ability to accommodate City growth at current staffing levels, no City Department or other agency comments include a recommendation to specifically limit the number of residential permits to be made available in 2013. Please refer to the attached comments for more detail.

The Planning Division annually provides various informational data for the Commission’s and Board of Supervisors’ review and consideration in determining the number of residential allocations that will be made available as well as the average daily water usage threshold. Following is some additional information for consideration.

- Where does the City currently stand in relation to residential “build-out” capacity?

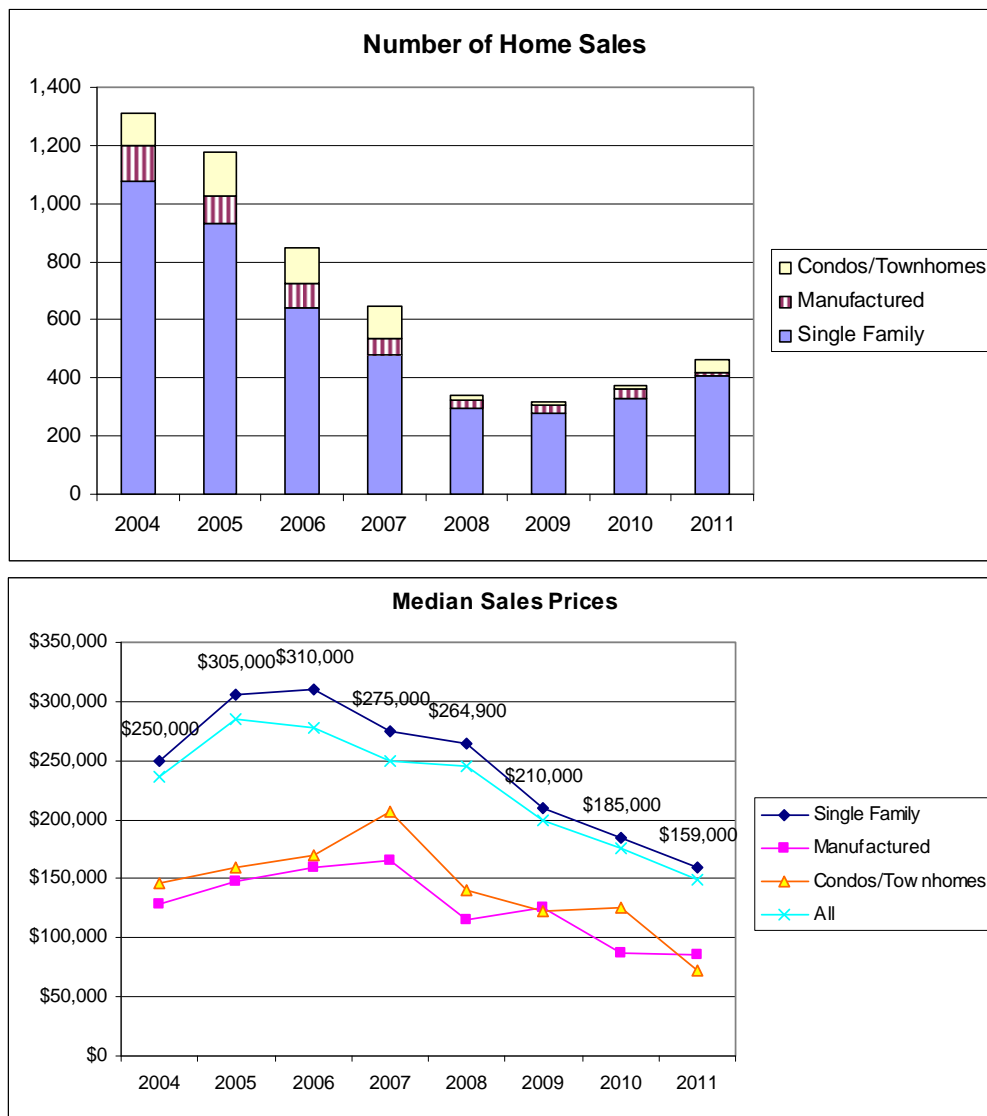
Carson City land use, water, sewer, and transportation long-range planning has been based on an estimated “build out” population of 75,000 to 80,000. Carson City currently has approximately 24,000 residential units (per Assessor’s data), with a population of approximately 56,066 (2011 State Demographer’s estimate). Approximately 32,000-33,000 residential units would be required to accommodate a population of 75-80,000 (assuming approximately 2.41 persons per unit per 2010 US Census data). This leaves approximately 8,000 to 9,000 residential units—

about one-third our current residential unit count—remaining to be constructed before the City's planned build out population is reached.

A complete list of available buildable (vacant) lots and approved subdivisions is included as Attachment E. City records indicate there are approximately 224 vacant subdivision lots (as of May 17, 2012) with an additional 1,366 lots remaining to be recorded from various approved subdivision maps. (Note that this does not account for other vacant parcels that are not part of subdivisions.)

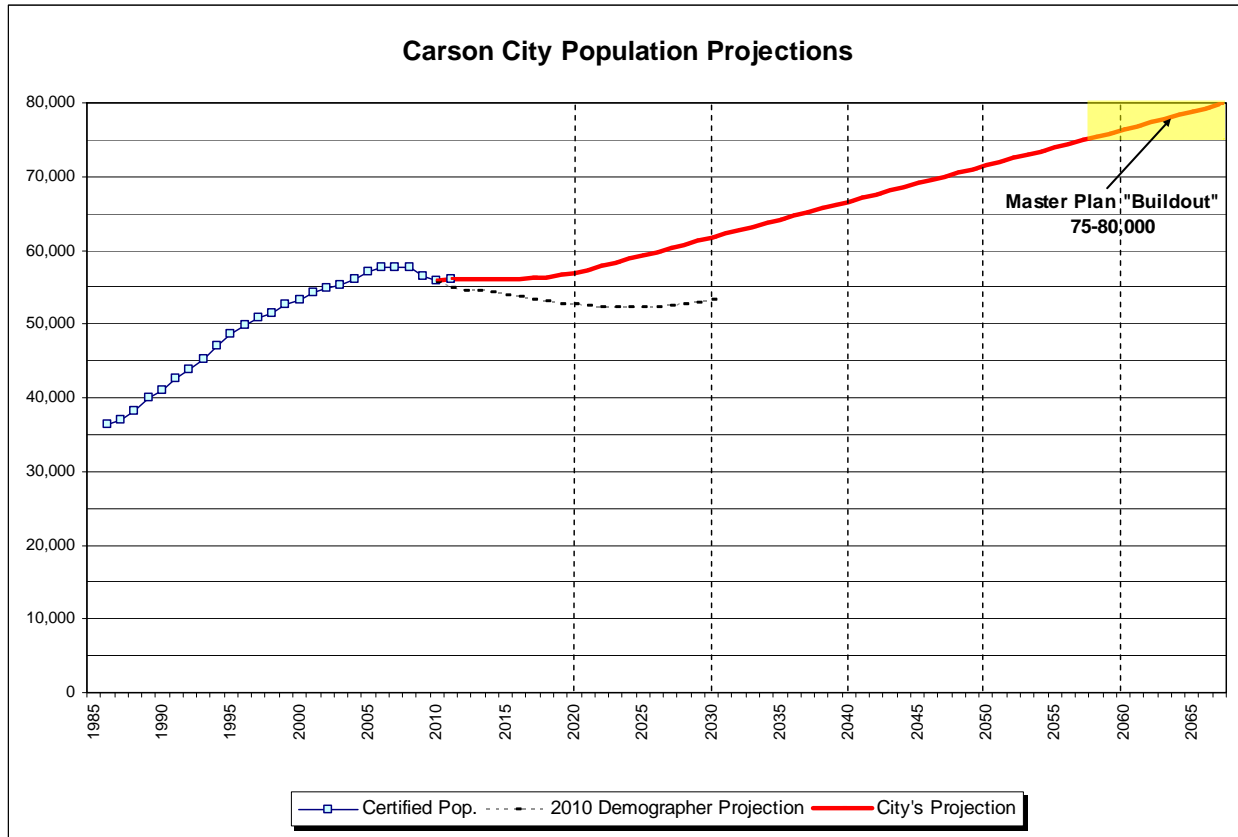
The number of home sales has a direct impact on the construction of new homes. When sales are down, there is less demand for new construction. The cost of homes and housing inventory also have an impact on new construction.

The following two graphs show the number of home sales and median home prices in Carson City over the last eight years. The graphs show that total home sales have increased over the last two years, but median home prices have continued to fall since 2006.



Source: Carson City Assessor's Office

The table below shows population projections provided by the State Demographer as well as projections used by Carson City for long-range planning purposes. The City uses these projections for long-range planning purposes, including regional transportation plans, and water and sewer capacity planning. The last State Demographer projections are from two years ago, and new projections are anticipated to be made available soon. For planning purposes, Carson City is anticipating “flat” growth for the next 3-5 years, then average growth of approximately 0.8-1.0%.



- Given current City staffing, does City staff have the capacity to process 698 permits if the maximum amount were submitted in any given year?

The building permit center is an “enterprise fund,” meaning it uses revenues directly generated by permits to fund the permit center functions. When more permits are submitted, this immediately generates revenues that can be used to ensure that appropriate staff is hired to handle the workload. This includes funding the time for staff in the planning, engineering, fire, and health departments to review and inspect building permit plans. The funds generated from building permits could be used to hire any additional staff necessary to process the permits.

This could also be said of many services provided by the City. Some City departments have noted that they cannot accommodate growth while maintaining current levels of service at existing staffing levels. However, while there could be temporary service impacts if growth were to suddenly spike, the growth would also bring with it additional City revenues to be able to pay for additional resources to meet the growth demand. Significant growth in the residential sector of the economy would be an indicator that the overall economy is significantly improving, which

would also result in additional City revenues. It should also be noted that there would be a delay of a few months between the issuance of a building permit and the completion and occupancy of the residence.

In addition to general service capacity issues, the Sheriff notes that studies show that low-income housing has a disproportionate impact on “gang and drug” crime. While this issue may be considered to the extent that a project requires discretionary approval, the City cannot distinguish between nor condition the allocation of Growth Management residential allocations upon the type or level of affordability of the residences using the allocations.

- How is the number of available allocations determined each year?

The Growth Management Ordinance does not specify how to determine the number of allocations that should be made available each year, only that “essential resources” must be considered in determining that number. For most of the ordinance’s history—including the last 20 years—a general rule of 3% growth has been used.

Various methods of determining the exact number of allocations to be made available have been used over the program’s history, resulting in a wide range of allocation maximums over the years, particularly before 1992. Unused allocations were carried over to the following year during a certain period, with adjustments made every few years. During a period in the 1990’s, the available allocations were increased by 3% each year, even though actual population growth was occurring at a slower rate during that same period. The Growth Management files from prior to 2006 do not indicate the exact methodology used in determining the number of allocations.

In 2006, the current method of determining the number of allocations was established. This method uses the most recent available State Demographer population estimates for Carson City as the base for establishing the number of permits that would, theoretically, result in 3% growth. This method also uses the latest Census data for the average number of persons per household (2.41) to calculate the allocations. The details of the methodology used in determining the recommended allocations for 2013 are included in Attachment D. The methodology has been included in each report since 2006 to establish a consistent method that can be tracked through time.

While the ordinance requires establishing the number of allocations to be made available in the second year and estimating the number for the third and fourth years, it should also be noted that the ordinance also requires that these numbers be evaluated and set annually. Therefore, if certain service capacity issues arise in any given year, the estimated number of allocations for future years can be adjusted. Also, the number of allocations can only approximate how much actual growth will occur in the City. For example, the State Demographer estimates that the City’s population decreased slightly in recent years, primarily due to employment impacts, even though new residential units have been constructed during that time. In theory, the City could see an actual growth rate of more than 3% in any given year even though all of the available residential allocations are not used.

- Is the annual Growth Management residential limitation necessary during the current economic downturn?

The Growth Management program was developed in response to a moratorium by the State Division of Water Resources on new subdivisions in Carson City in the 1970’s due to

wastewater and water capacity issues. The program was developed in cooperation with the State to address their issues. While there are no apparent, imminent capacity issues expected in the near future, staff believes the program should remain in place, in part, to stay in good standing with the State on water- and wastewater-related issues.

The other aspect of the Commission’s required action is to set the average daily water usage threshold for Growth Management Commission review. A threshold of 7,500 average gallons per day has historically been used for at least most of the Growth Management program’s history. To give an idea of how much water this is, it is approximately the average amount used by a large restaurant, including landscape irrigation. Public Works staff recommends keeping the 7,500 gallon threshold at least until the water system improvements currently underway are completed and the capacity impacts can be further evaluated.

Staff believes that the Growth Management program is an important planning tool to keep in place. While it may not have resulted in actually denying any building permits over the last 20-plus years, it should be kept in place to be able to address any future growth pressures that may occur. Denying permits should not be a measure of the program’s success or failure. Carson City is one of the relatively few cities in the country that has such a program, and it is much easier to keep a valid growth management system in place that to re-adopt a new one when it is really needed.

**ALTERNATIVES AND CONCLUSION:**

Per the Growth Management Ordinance, the Growth Management Commission must recommend the total number of available permits and the distribution between categories for the years 2013 and 2014 and recommend an estimated number of total permits available for 2015 and 2016. A distribution of 43% to the “general property owner” category and 57% to the “development project” category has historically been established and is recommended by staff to continue. The following table shows allocation alternatives for various growth rates that may be considered by the Commission (see Attachment D for methodology).

**Permit Allocation Alternatives**

Rate	Category	2013	2014	2015	2016
3.0%	<b>Total</b>	698	719	741	763
	<b>General</b>	300 (43%)	309 (43%)	--	--
	<b>Development</b>	398 (57%)	410 (57%)	--	--
2.5%	<b>Total</b>	582	596	611	627
	<b>General</b>	250 (43%)	256 (43%)	--	--
	<b>Development</b>	332 (57%)	340 (57%)	--	--
2.0%	<b>Total</b>	465	475	484	494
	<b>General</b>	200 (43%)	200 (43%)	--	--
	<b>Development</b>	265 (57%)	265 (57%)	--	--

Carson City has historically based the number of available permits in a given year on allowing a maximum growth rate of 3%. Note that future allocation estimates assume a continued actual growth rate of 3% and are adjusted each year based on actual estimated population growth figures—i.e. actual growth of less than 3% would result in fewer allocations in future years.

Staff recommends continuing the allocation system based upon a maximum growth rate of 3%. Refer to Attachment B to see how the allocations would be distributed throughout the year per the requirements of the Growth Management ordinance. While the actual number of permits issued has not approached the number allocated since 1996 and it is not anticipated that the

actual permits issued would reach the maximum in the short-term, the allocation would allow the maximum flexibility in providing building permits as new development occurs. Unnecessarily limiting the number of building permits can have a negative impact on the ability of developers to obtain financing for proposed developments.

Clearly, the current reduction in revenues coming into the City has resulted in reduction in staff and resources to accomplish various departments' missions. Growth without City revenue increases to for additional City service demands would certainly have a negative impact on service levels. While increased resources are needed to accommodate growth, an increase in residential construction would be a positive indicator in economic recovery and an increase in City revenues to pay for the necessary resources.

Please contact Lee Plemel in the Planning Division at 887-2180 with questions.

Respectfully Submitted,  
Lee Plemel, AICP  
Planning Director  
Carson City Planning Division

Attachments:

- A) Agency comments
- B) Building Permit Distribution Table for 2013 (3%)
- C) Draft Resolution
- D) Methodology, Number of Available Permits
- E) Buildable Lots and Approved Projects List
- F) Letter requesting comments





**CARSON CITY PUBLIC WORKS**  
3505 BUTTI WAY  
CARSON CITY, NV 89701  
PH: (775) 887-2355 EXT. 7389  
FX: (775) 887-2112

**RECEIVED**

MAY 11 2012

CARSON CITY  
PLANNING DIVISION

## MEMORANDUM

TO: Lee Plemel, Planning Director

DATE: May 9, 2012

RE: Growth Management

Carson City Public Works does not have any extraordinary service capacity issues for the water and wastewater systems that would be impacted by a residential growth of 3% in 2012-13. Each of the water and wastewater systems has capacity and the means of treatment to provide the necessary services at the above stated residential growth.

The memorandum dated June 14, 2011, by Andrew Burnham, Public Works Director, provides operational reports through 2013. After reviewing the memorandum and considering last year's growth rate was at or below 3%, last year's reports are still viable.

Additionally, Carson City Public Works is anticipating having the Regional Water Line Intertie online in May 2013; accordingly, Public Works recommends the average daily water usage threshold remain at 7,500 gallons per day until such time as the Intertie is active.

Should you have any questions or comments, please contact me at 887-2355, extension 7389.

Sincerely,

Public Works

Thomas L. Guinn, P.E.  
Utility Manager

# MEMORANDUM

**TO:** Carson City Planning Commission  
**FROM:** Andrew Burnham, Public Works Director  
**DATE:** June 14, 2011  
**SUBJECT:** Growth Management Report 2012

Thank you for the opportunity to inform you of the status of our operations and our ability to serve Carson City at a projected growth rate up to 3% through 2013.

The operational reports are as follows:

## **WATER OPERATIONS:**

Carson City's existing usable water rights are 16,660.81 acre-feet per year.

Carson City must allocate approximately 1,300 acre-feet to remaining approved undeveloped lots. As required by the State Engineer's Office, additional parceling is also being accounted for. It is estimated that in 2011, Carson City's water usage will be approximately 13,500 acre-feet. This number includes State, commercial and industrial usage. Subtracting the predicted 2011 water usage of 13,500 acre-feet and outstanding water commitments of 1,300 acre-feet from Carson City's usable water rights of 16,660.81, a balance of approximately 1,860.81 acre-feet remains, which may be allocated towards new development.

Carson City continues to utilize conjunctive use water management. During the higher than normal precipitation year of 2010, Carson City met its annual water needs from 56% groundwater and 44% surface sources. It is the goal of Public Works to provide the equipment for and operate the water system so that Carson City's needs can be fulfilled utilizing a combination of groundwater and surface sources dependent upon availability, allowing true conjunctive use water management.

Carson City will continue the outside water management program during the 2011 irrigation season which includes a THREE-DAY-A-WEEK schedule where odd-numbered addresses water on Tuesday, Thursday and Saturday and even-numbered addresses water on Sunday, Wednesday and Friday, with no watering between the hours of 10:00 a.m. to 6:00 p.m. Watering on Mondays is prohibited. This allows time for resting of the system and filling of tanks.

State Engineer's Order 1140 allows Carson City to pump additional Eagle Valley groundwater during drought years. This allows Carson City to pump a maximum of 11,700 acre-feet from the Eagle Valley ground water basin for a one year period provided that the average ground water pumped from Eagle Valley over a period of five consecutive drought years will not exceed 9,900 acre-feet annually.

Based on the current lack of growth, Public Works is not concerned with the number of building permits to be issued in 2012.

Carson City Public Works can accommodate the projected growth for the remainder of 2011 through 2013, dependent on the completion of the planned capital improvement projects regarding storage, treatment, distribution, and location/procurement of new sources.

**WASTEWATER RECLAMATION PLANT (WWRP) AND SEWER OPERATIONS:**

Wastewater flows to the plant remain relatively flat as a result of sewer line rehabilitation and/or replacement. The flow to the plant is 5.0 million gallons per day (MGD). The projected flow at the end of 2013, if a 3% annual residential growth is used, is approximately 5.3 MGD average. The WWRP can accommodate the projected growth for the remainder of 2011 through 2013.

Replacement, expansion and upgrades to the existing plant are still necessary to accommodate build out and improve effluent quality for the existing reuse program. However, obtaining the permit to discharge the seeps and increasing our focus on sewer line replacement and rehabilitation, allows us the opportunity to accomplish the Capital Improvement Program in smaller increments.

Based on the current lack of growth, Public Works is not concerned with the number of building permits to be issued in 2012.

Carson City Public Works can accommodate the projected growth for the remainder of 2011 through 2012, dependent on the completion of the phased capital improvement projects regarding plant upgrades and expansion.

**TRANSPORTATION:**

The Carson City Public Works Department is responsible for the construction and maintenance of the City's street network as well as bicycle and pedestrian facilities. Additionally, the City operates a public transit system. The City also works closely with the Nevada Department of Transportation, which owns and operates state highways in the City – including the Carson City Freeway.

With respect to the planned growth of the City and how that may be expected to impact the City's transportation system, the potential development rate of 3% through 2012 could be accommodated by the existing and planned transportation system.

Public Works staff, who serve both the Carson City Regional Transportation Commission (CCRTC) and the Carson Area Metropolitan Planning Organization (CAMPO) are familiar with the current system, the improvements that are planned to be implemented by the year 2013, and the planned improvements through the year 2030. With this knowledge, we have determined that the current system is operating well, and that significant projects are underway that will expand the capacity of the system and improve the operations. The most notable project is the planned completion of Carson

City Freeway by the Nevada Department of Transportation, which will provide significant additional traffic-carrying capacity and further reduce traffic volumes on parallel City-owned surface streets.

One of the important tools available for these evaluations is a travel demand model previously developed by the City, and now being operated and improved as part of CAMPO responsibilities. This model, based on existing and forecasted land use and socioeconomic data developed in cooperation with the Carson City Planning Division, forecasts traffic volumes by street for the year 2030. This model allows for evaluations of the impacts of changes in the land use base, the transportation network, or both. An update and extension of the modeling horizon to the year 2035 is currently underway, and is expected to be completed in calendar year 2011.

**LANDFILL OPERATIONS:**

The Carson City Sanitary Landfill (CCSL) has a current life expectancy of approximately 51 years. With continued proper management and advancements in technologies, the community's landfill may extend beyond the 51-year projection.

Carson City continues to provide a Household Hazardous Waste Program which reduces the amount of contaminants that are disposed in the landfill or otherwise disposed illegally to the environment. This program is free to Carson City residents.

Carson City has become the leader in recycling in Nevada. Carson City's current recyclables diversion rate is 41.64%. This is primarily from commercial business recycling programs and large scale programs implemented at the landfill (i.e., scrap metal, tires, wood waste, etc.), along with the curbside recycling program.

There is no need to limit the issuance of building permits with respect to the landfill operation. The landfill can support a projected 3% growth rate.



# CARSON CITY FIRE DEPARTMENT

*"Service with Pride. Commitment. Compassion"*

May 3, 2012

**RECEIVED**

**MAY 04 2012**

CARSON CITY  
PLANNING DIVISION

Lee Plemel, Planning Director  
Carson City Planning Division  
Carson City Planning Commission  
108 E. Proctor Street  
Carson City, NV 89701

Dear Lee and Commission Members:

Emergency response resources in Carson City have exceeded their limitations. This applies to both Emergency Medical Services (EMS) as well as fire services. We are supplemented by mutual aid (out-of-county) resources nearly 500 times annually. It is clear that our present emergency system is taxed to the point where response times are nearly two minutes longer than they were just ten years ago.

While our resources are stretched, not all of the resource utilization can be attributed to growth. Population increase over the past ten years has been around 1 percent, while calls for service have increased by nearly 5 percent over that same period of time. The correlation between population growth and call volume increases are not proportional. For this reason, I believe that limitations to growth will not likely have a tremendous impact upon our resource utilization.

Where growth will impact emergency services is in the development of the outer reaches of our community. As growth moves to the outer reaches of the community, the ability of the Fire Department to provide timely emergency responses for both fire and medical emergencies becomes difficult. Response times to remote locations can exceed nine minutes; a number that is beyond recommendations for fire and medical responses. In addition to longer response times, building in the wildland/urban interface environment increases the need for resources in the event of a wildland fire. We have attempted to mitigate the threat to homes in the urban interface by implementing code changes to address the most prevalent concerns. However, the fact remains, if a fire occurs, the number of responding fire units will need to be sufficient to address the threat.

In summary, the Fire Department is beyond its capacity to provide fire and EMS protection to the community. While response times are maintaining at a steady level, dependence upon out-of-county mutual aid is increasing yearly. The growth management ordinance and limitation on growth will likely not have an effect upon this trend, except as it pertains to construction in the City's rural areas.

Please contact me if you need any additional information.

Sincerely,

R. Stacey Giomi  
Fire Chief

911 E Musser St.  
Carson City, NV 89701



Ken Furlong  
Sheriff  
775-887-2500  
Fax: 775-887-2359

15 May 2012

Lee Plemel, AICP  
Planning Director  
Carson City

Re: Growth Management

Lee,

With the exception of traffic concerns, a slight increase in population should not negatively impact the Sheriff's Office ability to provide the current level of service to Carson City.

A few years ago, the Sheriff's Office had a reduction in budget and with that a reduction in staffing. That equated to 12 employees with eight being sworn officers. Sworn staff operates the Jail and answer calls for service on the streets of Carson City. We conducted a restructure of the Sheriff's Office to accommodate the loss in staffing. As of today, we are able to answer calls for service and operate the Jail without any interruption to service. Any additional losses would change that dramatically. The one problem this restructure did create is the loss of our Traffic Division. We had to transfer all traffic deputies into Patrol to handle calls for service and to comply with contractual concerns. Traffic complaints are the most prevalent complaint we receive. We are able to respond with the beat deputy, but that takes the deputy away from other assigned duties. We are able to juggle traffic concerns and calls for service, but any increase in traffic flow would change this. Please keep this in mind while issuing any building permits.

We currently staff what is known as SET. The three deputies and the supervisor of this special unit handle street level drug and gang crime in Carson City. They are working hard in an attempt to make Carson City a safer place to live and work. They are very active with arrests and other activity. In comparison to other law enforcement units, they would be considered overworked. Our Patrol Division is able to place five to eight deputies on duty to handle calls for service. Not many for a community the size of Carson City. We would be concerned about any increase in affordable, low income housing. Studies show we would experience an increase in gang and drug crime with an increase in such housing. We believe there is adequate affordable housing in Carson City.

The Sheriff's Office operates the Communications Center for Carson City. Our staffing is at the minimum need to staff the center safely and efficiently. They are responsible for answering 9-1-1 calls, dispatching Sheriff, Fire, EMS and after hours Public Works. Spikes in calls for service can be absorbed without issue; however, a consistent increase would impact the ability to provide the same

level of service.

The Sheriff's Office operates the City Jail. For the past several years, the Jail has averaged 179 persons in custody. The Jail has the ability to house 210. The Jail is staffed by the minimum needed to provide safety for the staff and all in custody. Any substantial increase in population would create a significant problem within the Jail.

All other Sheriff's Office functions are staffed at minimum for operation. Any significant increase in workload could cause a decrease in efficiency and safety as well as a possible loss in services.

Respectfully,

Ray Saylo  
Chief Deputy, Operations  
Carson City Sheriff's Office



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**CARSON CITY, NEVADA**  
CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

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**Memorandum**

**To:** Lee Plemel, Planning Director  
**CC:** Marena Works, Health and Human Services Director  
**From:** Dustin Boothe, Epidemiologist  
**Date:** 5/21/2012  
**Re:** 2012 Growth Management

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A three (3) percent residential growth will have impacts on the following programs and services at Carson City Health and Human Services:

**1. Environmental Health Division**

With current staffing at pre 1998 levels, increased growth in the community will have a direct impact to the work load of current staff. With growth in our residential population we would likely see an increased work load and increase to the time needed to complete the building permit review process. Increased residential growth will also increase the number of customer complaints in regards to unsanitary conditions in their neighborhoods, and commercial establishments in our community.

**2. Animal Services Division**

Since 2000 we have reported that residential growth has a very large and direct impact on the Animal Services Division with increased complaints and use of the undersized shelter facility. The Animal Services facility is in dire need of being replaced, so that it can meet our current and future needs of our community; we are unable to comply with statues until it is built and properly staffed.

**3. Human Services Division**

As our senior population grows, our long-term care budget has the potential to increase. Also, a three (3) percent growth rate may affect our ability to provide assistance to our citizens through our general assistance programs.

**4. Community Health Division**

This division will be able to handle a three (3) percent residential growth rate.

**5. Public Health Preparedness Division**

This division will be able to handle a three (3) percent residential growth rate.

**6. Wellness Division**

This division will be able to handle a three (3) percent residential growth rate.

**Health and Human Services**

900 East Long Street ■ Carson City, Nevada 89706  
(775) 887-2190 FAX (775) 887-2248



**From:** "Byron Elkins" <Byron.Elkins@swgas.com>  
**To:** <lplemel@carson.org>  
**CC:** "Elkins, Byron" <Byron.Elkins@swgas.com>, "Robbins, Mark" <Mark.Robbins@...>  
**Date:** 5/15/2012 10:55 AM  
**Subject:** Growth Management

Good morning Lee,

I hope you are having a pleasant day.

In regards to your request for subject information, Southwest Gas Corporation respectfully submits the following:

Does your department or agency have any extraordinary service capacity issues that would be negatively impacted by residential growth in 2012-2013? If so, identify the issues.

Southwest Gas does not have any concerns associated with growth in Carson City and the company would not experience any negative impacts with growth up to and/or exceeding the 3% cap.

Do you recommend limiting the number of residential building permits (new construction) that will be made available for the 2013 calendar year to address these issues? If so, what limit, and how will this limit on residential growth resolve your service capacity problem?

Southwest Gas Corporation does not recommend limiting the number of building permits (new construction) made available in 2013.

What is needed by your department or agency to solve any service capacity issues identified above?

Southwest Gas will not experience any service capacity issues relative to projected growth in Carson City.

Please let me know if you have any questions or need additional information.

Best regards,  
Byron

Byron A. Elkins | Director, District Operations  
Southwest Gas Corporation  
PO Box 1190 | 24A-295 | Carson City, NV 89701-8401  
direct 775-887-2744  
email byron.elkins@swgas.com (mailto:first.last@swgas.com) | www.swgas.com

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Southwest Gas Corporation does not guarantee the privacy or security of information transmitted by facsimile (fax) or other unsecure electronic means (including email). By choosing to send or receive information, including confidential or personal identifying information, via fax or unencrypted e-mail, you consent to accept any associated risk.

Thank you for your cooperation.

## 2013 Building Permit Distribution Table (at 3% growth)

	<b>Period 1</b> January, February & March	<b>Period 2</b> April, May & June	<b>Period 3</b> July – December
<b>Total Available</b>	<ul style="list-style-type: none"> <li>• <b>698</b> allocations available</li> </ul>	<ul style="list-style-type: none"> <li>• All remaining permits available</li> </ul>	<ul style="list-style-type: none"> <li>• All remaining available</li> </ul>
<b>Development Category</b> (31 or more lots or units)	<ul style="list-style-type: none"> <li>• <b>398</b> building permits available (57%)</li> <li>• Permits divided equally among the qualified development projects on the list as of January 2.</li> <li>• Where a development project has less units or lots than the total number of building permits allocated to it, the remaining units shall be divided equally among the remaining development projects.</li> <li>• Additional development projects may be added to the list during Period 1 and use any remaining building permits if the units or recorded lots of the qualifying projects on the list total less than the number of building permits allocated to the development category.</li> </ul>	<ul style="list-style-type: none"> <li>• A maximum cumulative total of <b>597</b> permits (50% above the maximum number originally allocated to the category) may be obtained on a first come, first served basis, or until permits run out, whichever comes first.</li> </ul>	<ul style="list-style-type: none"> <li>• Any remaining building permits available on a first come, first served basis</li> </ul>
<b>General Category</b>	<ul style="list-style-type: none"> <li>• <b>300</b> building permits available (43%)</li> <li>• A maximum of 30 permits may be issued to an individual property owner during this period.</li> </ul>	<ul style="list-style-type: none"> <li>• A maximum cumulative total of <b>600</b> permits (100% above the maximum number originally allocated to the category) may be obtained on a first come, first served basis, or until permits run out, whichever comes first.</li> </ul>	<ul style="list-style-type: none"> <li>• Any remaining building permits available on a first come, first served basis</li> </ul>

RESOLUTION NO. 2012-R-\_\_

A RESOLUTION AMENDING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS UNDER THE CARSON CITY GROWTH MANAGEMENT ORDINANCE FOR THE YEARS 2013 AND 2014 AND ESTIMATING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMITS FOR THE YEARS 2015 AND 2016; ESTABLISHING THE NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS AVAILABLE WITHIN THE DEVELOPMENT AND GENERAL PROPERTY OWNER CATEGORIES; AND ESTABLISHING A MAXIMUM AVERAGE DAILY WATER USAGE FOR COMMERCIAL AND INDUSTRIAL BUILDING PERMITS AS A THRESHOLD FOR GROWTH MANAGEMENT COMMISSION REVIEW.

WHEREAS, Carson City Municipal Code Section 18.12 requires the Board of Supervisors of Carson City to establish a fixed number of residential building permits on a two year rolling basis to manage growth within Carson City; and

WHEREAS, pursuant to Carson City Municipal Code Section 18.12 the Growth Management Commission met in a duly noticed public hearing on May 30, 2012, and recommended the maximum number of residential building permits to be made available to calendar years 2013 and 2014, and the Commission estimated the maximum number of residential building permits for calendar years 2015 and 2016; and

WHEREAS, the Board of Supervisors finds and declares pursuant to Carson City Municipal Code Section 18.12 that city water and wastewater treatment capacity are essential resources that limit the available residential building permits authorized by this resolution; and

WHEREAS, the Board of Supervisors now desires to fix, by resolution, the available number of building permits and the categories for the permits.

NOW, THEREFORE, the Board of Supervisors hereby resolves:

A. Beginning on the first city working day in January 2013, the Building Division shall make available a total of **698** residential building permits. The 2012 year end balance of unused permits shall be voided and returned to the utility manager. The building permits shall be disbursed as follows:

1. For the general property owner category, a subtotal of **300** residential permits (43% of total residential building permit allocation). General property owners shall

be entitled to apply for a maximum of 30 residential building permits in Period 1 (January 2013 through March 2013) subject to the availability of building permits.

2. For the development project category, a subtotal of **398** residential building permits (57% of total residential building permit allocation). Individual development projects qualified for inclusion on the project list shall be entitled to apply for an equal share of building permits during Period 1 based on the number of qualified development projects that have applied to the Building Division for development project status as of the first City working day in January 2013. Where a development project has less lots or units than the total share of building permits allocated to it, the remaining building permits shall be distributed equally among the remaining development projects. Additional development projects may be added to the list during Period 1 and use any remaining building permits. If no additional permits are available in Period 1 in this category, development projects not on the list at the beginning of Period 1 may only apply for building permits from the general property owner category during Period 1 in accordance with the limitations set forth above and may be added to the development category anytime during Period 2 (April 2013 through June 2013).

3. Any residential building permits remaining from Period 1 shall be made available in Periods 2 and 3 (July 2013 through December 2013) in accordance with Carson City Municipal Code Section 18.12.055.

B. Beginning on the first city working day in January 2014, the Building Department may upon Board of Supervisors' approval make available pursuant to Carson City Municipal Code Section 18.12 a maximum total of **719** residential building permits, assuming three percent growth in 2012. The building permits shall be disbursed as follows:

1. For the general property owner category, a subtotal of **309** residential building permits may be made available. General property owners shall be entitled to apply for a maximum of 30 residential building permits in Period 1 subject to the availability of building permits.

2. For the development project category, a subtotal of **410** residential building permits may be made available. Development projects qualified for inclusion on the project list shall be entitled to apply for building permits in accordance with paragraph A(2), above.

3. Any building permits remaining from Period 1 shall be made available for Periods 2 and 3 in accordance with Carson City Municipal Code Section 18.12.

C. For calendar year 2015, it is estimated that the Board of Supervisors may make available a maximum of 741 residential building permits, assuming continued three percent growth.

D. For calendar year 2015, it is estimated that the Board of Supervisors may make available a maximum of 763 residential building permits, assuming continued three percent growth.

E. Pursuant to Carson City Municipal Code Section 18.12, prior to issuance of building permits, any commercial or industrial projects proposed in 2013 that exceed the threshold of **7,500 gallons per day water usage** must have the Growth Management Commission's review and approval to assure water availability.

F. Any building permits made available by this resolution shall be subject to all of the requirements of Carson City Municipal Code Chapter 18.12 (Carson City Growth Management Ordinance).

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G. This resolution supersedes all prior resolutions establishing growth management allocations and shall have the full force and effect of law and be incorporated by this reference into Carson City Municipal Code Chapter 18.12.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

VOTE: AYES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ROBERT L. CROWELL, Mayor

ATTEST:

\_\_\_\_\_  
ALAN GLOVER, Clerk-Recorder

## Methodology for Determining Number of Residential Allocations

ATTACHMENT D

Assumptions:

- The 2011 certified Carson City population estimate is 56,066. (The most current population estimate.)
- This certified 2011 population estimate is used as the “baseline” for establishing 2012 residential allocations
- 2012 Population estimate = 2011 Pop. x 2011 allocations x 2.41 persons per household
- 2.41 persons per household is assumed per 2010 US Census

Methodology:

- 1) (2011 pop.) + (2011 allocations issued x 2.41) = 2012 pop.
- 2) (2012 pop.) x (% growth rate) = 2013 population
- 3) (2013 pop.) – (2012 pop.) = 2013 pop. growth
- 4) (2013 pop. growth) ÷ (2.41 pop./unit) = **Number of 2013 allocations**

2011 Population:

56,066

2011 Res. Permits Issued:

8

At 3.0% growth rate:

- 1) 56,066 + 19 = 56,085
- 2) 56,085 x 1.03 (3.0%) = 57,768
- 3) 57,768 - 56,085 = 1,683 persons
- 4) 1,683 / 2.41 = **698 allocations**

Subsequent Years

2014	719 at 3%
2015	741 at 3%
2016	763 at 3%

At 2.5% growth rate:

- 1) 56,066 + 19 = 56,085
- 2) 56,085 x 1.025 (2.5%) = 57,487
- 3) 57,487 - 56,085 = 1,402 persons
- 4) 1,402 / 2.41 = **582 allocations**

Subsequent Years

2014	596 at 2.5%
2015	611 at 2.5%
2016	627 at 2.5%

At 2.0% growth rate:

- 1) 56,066 + 19 = 56,085
- 2) 56,085 x 1.02 (2.0%) = 57,207
- 3) 57,207 - 56,085 = 1,122 persons
- 4) 1,122 / 2.41 = **465 allocations**

Subsequent Years

2014	475 at 2%
2015	484 at 2%
2016	494 at 2%

**Carson City Approved Subdivision Vacant Lot Information**

**Recorded Subdivision Lots**

	<b>Subdivision Name</b>	<b>File No.</b>	<b>Approval Date</b>			<b>Lots Recorded</b>	<b>Vacant Lots</b>	<b>Location and Notes</b>
1	Carmine Street	TSM-04-132	Oct-04			15	11	North of Hwy 50 East and South of Carmine Street
2	Cottonwood Court	P-92/93-4	Jul-93			20	7	North of Fifth St, east of Roop St
3	Goni Canyon Estates, Phase I Goni Canyon Estates, Phase 2 Goni Canyon Estates, Phase III	S-91/92-6	Jul-92			41 42 16	4 4 2	South of Fermi Rd; Goni Rd extension
4	Heritage Park at Quail Run Phase 5 Phase 6	P-93/94-2	Mar-94			21 82	8 13	Corner of Fairview Dr and Saliman Rd
5	Hidden Meadows Estates #1 Hidden Meadows Estates #2 Hidden Meadows Estates #4	S-95/96-6 S-96/97-3	Sep-96			31 25 30	2 1 4	East of Carson River Rd and south of Fifth St
6	Highland Estates	S-87-1	May-87			60	7	"C" Hill, west of Lake Glen Manor
7	Kingston Park	Parcel Maps	Jul-87			28	13	At the west end of Long St extension
8	Lakeview	S-79-4 S-79-5	May-79 May-79			258	34	South of Carson City/Washoe County line, west of US Hwy 395 North
9	Long Ranch Estates PUD, 1A Phase IB Phase 6	P-92/93-1	Nov-92			31 30 29	1 12 2	Approximately 1,000 ft. west of North Ormsby Blvd, and north and south of Kings Canyon Rd
10	Riverview PUD	PUD 9/78	Oct-78			262	14	End of Fifth St, north of Eagle Valley Junior High School
11	Silver Oak PUD (1,074 total)** Phase I Phase 5 Phase 12 Phase 16 Phase 18 Phase 19	P-93/94-1	Oct-93			70 33 60 57 21 10	2 2 3 25 6 9	West of N. Carson Street north of Winnie Lane  ** Recorded lots plus remaining future phases.
12	Sundance Ridge II (SFA)	TSM-05-160	Nov-05			32	20	West of Lepire Drive
13	Timberline	no file #	Oct-78			101	10	West end of Combs Canyon Rd
14	Wellington Crescent	S-89/90-3	Jan-90			59	8	North of Ash Canyon Rd and approximately 1,300 ft. west of Winnie Lane

**Total of Vacant Subdivision Lots: 224**



**Carson City Approved Subdivision Vacant Lot Information**

**Approved Tentative Maps with Lots Pending to Record**

	<b>Subdivision Name</b>	<b>File No.</b>	<b>Approval Date</b>	<b>Expiration Date</b>	<b>Extension Available</b>	<b>Lots Approved</b>	<b>Lots Remaining</b>	<b>Location and Notes</b>
T1	City View Greenhomes	TSM-09-003	Apr-09	4/2/13	4/2/15	8	7	North of West Appion Way and West of Voltaire Street
T2	Clearview Ridge	TPUD-06-146	Sep-06	9/21/12	Yes	75	75	West side of Cochise, south side of Roventini. Extensions available per development agreement
T3	Combs Canyon I	TSM-06-168	Sep-06	10/19/12	No	23	23	West side of Combs Canyon Rd., north of Timberline Dr.
T4	Combs Canyon II	TSM-07-027	Sep-06	5/17/13	No	19	19	East side of Combs Canyon Rd.
T5	East Ridge Village	TSM-08-043	Jun-08	6/19/12	6/19/14	115	115	North of Flint Drive and East of HWY 50 East
T6	Mills Landing	TPUD-07-202	Dec-12	12/18/12	No	94	94	West side of State St., north of William St.
T7	Ross Park PUD	TPUD-07-010	Mar-07	3/15/13	No	23	23	Snyder Ave., California St. & Appion Wy.
T8	Schultz Ranch Development	TSM-05-144	Oct-05	8/21/14	Yes	521	521	Race Track Road vicinity, east of Center Dr.
T9	Silver Oak PUD	P-93/94-1	Oct-93	7/27/13	Yes	1,074	489	West of N. Carson Street north of Winnie Lane. Extensions available per development agreement.

**Total Approved Tentative Map Lots Pending: 1,366**  
**Total of Vacant and Pending Subdivision Lots: 1,590**

**Multi-Family Residential Major Project Reviews (last 12 months)**

	<b>Development Name</b>	<b>File No.</b>	<b>Review Date</b>				<b>Number of units</b>	<b>Location and Notes</b>
	Brinson Project	MPR-12-020	Mar-12				12	Minnesota Street Existing units on site-includes demo

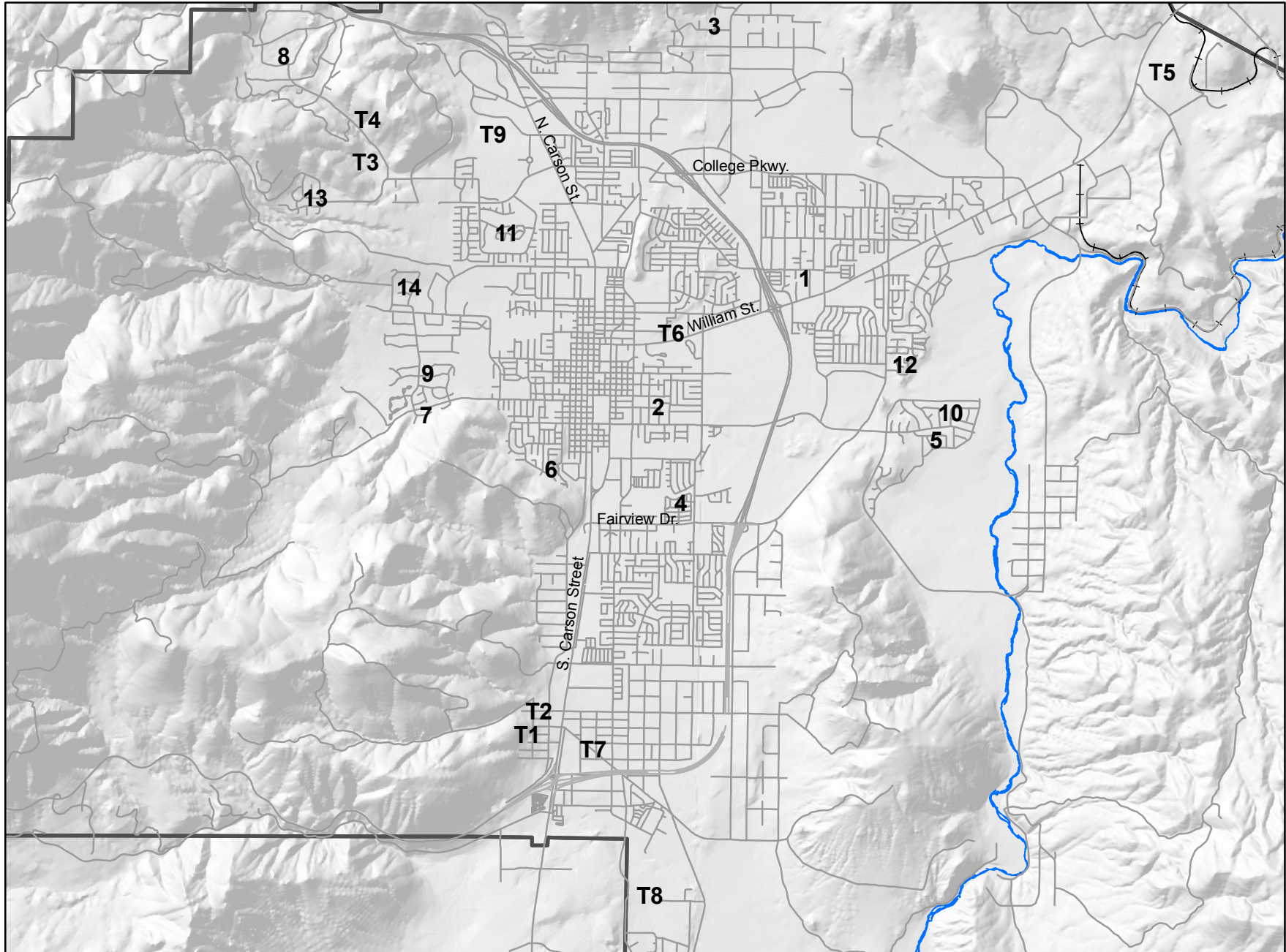
**Total Potential Multi-family Units: 12**

**Conceptual Map Reviews (last 12 months)**

	<b>Development Name</b>	<b>File No.</b>	<b>Date</b>			<b>Existing Proposed</b>	<b>Proposed Remaining</b>	<b>Location and Notes</b>
	None							

**Total Conceptual Units: 0**  
**Total Vacant, Pending, Conceptual and Multi-Family: 1,602**

# Carson City Subdivision Locator Map





## Carson City Planning Division

108 E. Proctor Street  
Carson City, Nevada 89701  
(775) 887-2180  
planning@carson.org  
www.carson.org/planning

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May 1, 2012

Dear Carson City Growth Management Stakeholder:

The Carson City Growth Management Commission (Planning Commission) will hold its annual meeting on May 30, 2012, to recommend entitlements for the residential Growth Management program for the 2013 calendar year as required by Carson City's Growth Management Ordinance (CCMC 18.12). The Board of Supervisors will take final action on the allocations on July 19, 2012, to establish the number of building permits for residential units that will be permitted in 2013.

This letter is intended to solicit your input in accordance with the Growth Management Ordinance in order to assemble data and comments relative to the effect that residential growth has on services your department or agency provides to the citizens of Carson City. Specifically, the Growth Management Commission and Board of Supervisors are interested in determining how the allocation of permits for residential construction in 2013 will impact your department's or agency's ability to serve the citizens of Carson City and what level of residential growth could be accommodated. (Note: The number of residential permits made available annually generally corresponds to what would result in approximately 3% residential growth.)

Please address the following questions in your response:

- 1. Does your department or agency have any extraordinary service capacity issues that would be negatively impacted by residential growth in 2012-13? If so, identify the issues.*
- 2. Do you recommend limiting the number of residential building permits (new construction) that will be made available for the 2013 calendar year to address these issues? If so, what limit, and how will this limit on residential growth help resolve your service capacity problem?*
- 3. What is needed by your department or agency to solve any service capacity issues identified above?*

**Thank you in advance for providing this valuable information to the Carson City Planning Division no later than Tuesday, May 15, 2012.** It is important that any issues are identified in advance of the public meetings so staff can incorporate appropriate Growth Management measures and alternatives.

Attached is the "Purpose" section of the Growth Management Ordinance to identify the scope of the Growth Management program and assist you in assembling your information and comments. Also attached, for your information and reference, is a summary of the Growth Management residential allocation history and population projections for Carson City. If your agency or department sent comments last year, they are also attached for your reference.

Thank you again for your timely response in providing your comments and information. Please direct your correspondence to me at the Planning Division. If you have any questions regarding Growth Management or this information packet, feel free to contact me at 283-7075, or email at [lplemel@carson.org](mailto:lplemel@carson.org).

Sincerely,

Lee Plemel, AICP  
Planning Director

Attachments:

- 1) Growth Management Ordinance Excerpt
- 2) Residential Allocation History Chart
- 3) Population History and Projections Chart
- 4) Letter distribution list

Copy: Attached Distribution List

**18.12 Growth Management**

**18.12.015 Purpose.**

1. The Board finds and declares:
  - a. A measure of sustained, balanced growth in Carson City is both desirable and necessary for the continued viability of the community; and
  - b. The health, safety and general welfare of the city's citizens dictate the continued availability of essential public facilities and services and adequacy of community resources; and
  - c. The ability to provide essential resource or service at the quality and quantity desired by the community is an integral part of the city's quality of life; and
  - d. Growth experienced in the past, and pressures for continued growth indicate that Carson City may reach capacity in the delivery of one or more of essential resources or services; and
  - e. If capacity to provide an essential service or resource is reached, the Board may cause total cessation of residential growth for an interim period of time; and
  - f. When the city sets the quantity of building permits available for a specific year, the Board declares that there are certain limits to the capacity or capability of the city to deliver water or sewer services.
2. The Board declares that the following essential resources shall be considered for the managed growth of Carson City:
  - a. City water: quantity, quality, supply, capacity, infrastructure;
  - b. City sewer: treatment and disposal capacity; system or infrastructure ability to transport sewage from a residential dwelling unit of the treatment system;
  - c. Sheriff protection services;
  - d. Fire protection services;
  - e. Traffic and circulation;
  - f. Drainage and flooding;
  - g. School enrollment and capacity;
  - h. Parks and recreation; and
  - i. Other resources or services as determined by the Board.
3. Upon declaration of these findings, the Board of the consolidated municipality of Carson City has determined that a workable and reasonably equitable system for the management of population growth shall be a part of the land development process. The provisions in this Chapter achieve this purpose.

Byron Elkins  
Southwest Gas Company  
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Carson City, NV 89701

Rob Hooper  
NNDA  
704 W. Nye Lane, #201  
Carson City, NV 89703

Susan Keema  
CC School District  
PO Box 603  
Carson City, NV 89702

Attn: Lisa Arnold  
Charter Communications  
1338 Centerville Lane  
Gardnerville, NV 89410

Cliff Lawson  
Div Environmental Protection  
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Marena Works, Director  
Environmental Health Dept

Stacy Giomi  
Fire Department

Sheila Banister  
Juvenile Detention Department

Kevin Gattis  
Building & Safety

Roger Moellendorf  
Parks & Recreation

Ken Furlong  
Sheriff's Office

Andrew Burnham, Director  
Public Works

Ken Arnold  
Public Works Operations

Darren Schulz  
Deputy Public Works Director

Jeff Sharp  
City Engineer

Patrick Pittenger  
Regional Transportation

Larry Werner  
City Manager

Supervisor Molly Walt

Supervisor Shelly Aldean

Supervisor John McKenna

Mayor Robert L. Crowell

Supervisor Karen Abowd

Thomas Guinn  
Public Works, Water Division