

**STAFF REPORT FOR THE PLANNING COMMISSION MEETING OF MAY 27, 2015**

**FILE NOS:** VAR-15-042 & TSM-15-036

**AGENDA ITEMS:** F-3(A) & 3(B)

**STAFF AUTHOR:** Lee Plemel, AICP, Community Development Director

**REQUESTS:**

**A) VAR-15-042** – A Variance to reduce the minimum lot size from 43,560 square feet (one acre) to approximately 39,204 square feet (0.9 acre), and to reduce the minimum lot frontage width on a cul-de-sac lot from 54 feet to 49 feet for a Tentative Subdivision Map.

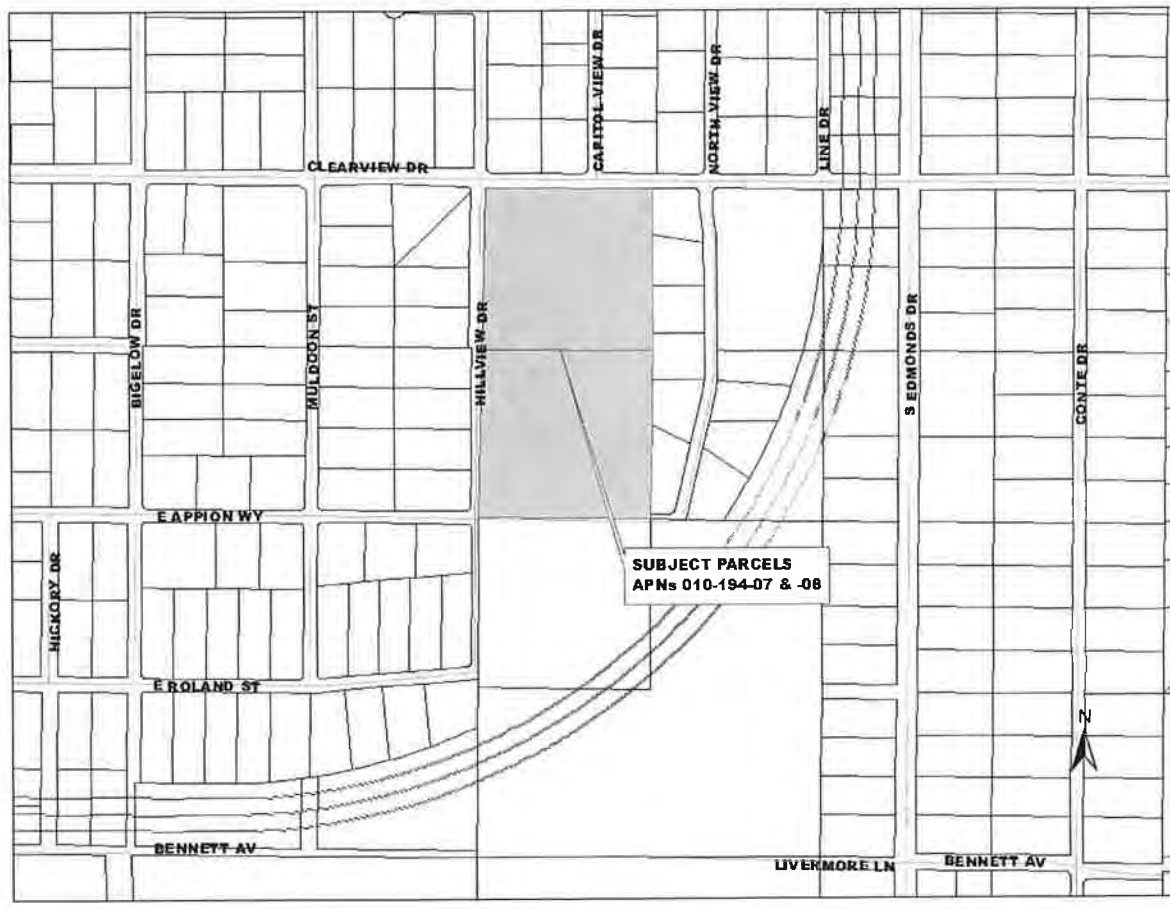
**B) TSM-15-036** – A Tentative Subdivision Map to create 18 single-family residential lots on property zoned Single Family One Acre (SF1A).

**APPLICANT:** Divinni NV, LLC

**OWNER:** Meek, MJ Ltd Partnership et al and Enterprises Realty

**LOCATION:** East of Hillview Drive between Clearview Drive and East Appion Way

**APN(s):** 010-194-07 & -08



**RECOMMENDED MOTIONS:**

**A) VAR-15-042** – “I move to approve VAR-15-042, a Variance to reduce the minimum lot size from one acre to approximately 0.9 acre, and to reduce the minimum lot frontage width on a cul-de-sac lot from 54 feet to 49 feet for a Tentative Subdivision Map known as Canyon Vista, located east of Hillview Drive between Clearview Drive and East Appion Way, APNs 010-194-07 and -08, based on the findings and subject to the recommended conditions of approval in the staff report.”

**B) TSM-15-036** – “I move to recommend to the Board of Supervisors approval of TSM-15-036, a Tentative Subdivision Map known as Canyon Vista, consisting of 18 single family residential lots on property zoned Single Family One Acre, located east of Hillview Drive between Clearview Drive and East Appion Way, APNs 010-194-07 and -08, based on the findings and subject to the recommended conditions of approval in the staff report.”

**TENTATIVE SUBDIVISION MAP AND VARIANCE  
RECOMMENDED CONDITIONS OF APPROVAL**

**The following are general conditions of approval:**

1. The applicant must sign and return the Notice of Decision including conditions of approval within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, the item may be rescheduled for the next Planning Commission meeting for further consideration.
2. Prior to submittal of the any Final Map, the Engineering Division shall approve all on-site and off-site improvements. The applicant shall provide construction plans to the Engineering Division for all required on-site and off-site improvements, prior to any submittals for approval of a Final Map. The plan must adhere to the recommendations contained in the project soils and geotechnical report.
3. Individual homes will require application for a Building Permit, issued through the Carson City Building Division. This will necessitate a complete review of the project to verify compliance with all adopted construction codes and municipal ordinances applicable to the scope of the project.
4. A Site Improvement Permit will be required for all roadway and drainage improvements intended to serve the entire site.
5. Hours of construction will be limited to 7:00 a.m. to 7:00 p.m., Monday through Friday, and 7:00 a.m. to 5:00 p.m. on Saturday and Sunday. If the hours of construction are not adhered to, the Carson City Building Division will issue a warning for the first violation, and upon a second violation, will have the ability to cause work at the site to cease immediately.
6. A Final Map, prepared in accordance with the Tentative Map, for the entire area for which the Tentative Map has been approved must be approved by the Board of Supervisors for recording within four years after the approval of a Tentative Map unless a longer time is provided for in an approved development agreement with the City.
7. Prior to the recordation of the Final Map for any phase of the project, the improvements associated with said phase must either be constructed and approved by the City, or the specific performance of said work secured by providing the City with a proper surety in the amount of 150% of the engineer’s estimate. In either case, upon acceptance of the

improvements by the City, the developer shall provide the City with a proper surety in the amount of 10% of the engineer's estimate to secure the Developer's obligation to repair defects in workmanship and materials which may appear in the work within one year of acceptance by the City.

8. Lots not planned for immediate development shall be left undisturbed and no mass grading and clearing of natural vegetation shall be allowed. Any and all grading shall comply with City standards. A grading permit from the Nevada Division of Environmental Protection shall be obtained prior to any grading. Noncompliance with this provision shall cause a cease and desist order to halt all grading work.

**The following shall be included in the design of the Improvement Plans:**

9. Placement of all utilities shall be underground within the subdivision.
10. The applicant shall adhere to all City standards and requirements for water and sewer systems, grading and drainage, and street improvements.
11. Appion Way must be improved enough to provide a minimum 20 foot wide paved area for two way traffic. Hillview Drive must have half street improvements meeting Development Standards and Standard Details for Public Works Construction, as adopted by Carson City.
12. In accordance with CCDS 12.10 and 12.11.10, pavement sections shall be based on subgrade strength values determined by Resistance (R) Value or California Bearing Ratio (CBR) as shown in the Soils Engineering Report. Refer to CCDS Division 17 for soils report requirements. In no case shall the proposed pavement section be less than the minimum section prescribed in standard drawing C-1.12.
13. Storm drainage facility improvements shall be designed in accordance with CCDS Division 14. A Technical Drainage Study is required with submittal of Improvement Plans in accordance with CCDS 14.9 through 14.10.

**The following shall be conditions to be completed prior to obtaining a Construction Permit or Final Map:**

14. Final improvement plans for the development shall be prepared in accordance with CCDS Division 19 and the Standard Specifications and Details for Public Works Construction, as adopted by Carson City.
15. The applicant shall obtain a dust control and stormwater pollution prevention permit from the Nevada Division of Environmental Protection (NDEP). The site grading must incorporate proper dust control and erosion control measures.
16. A "will serve" letter from the water and wastewater utilities shall be provided to the Nevada Health Division prior to approval of a final map.

**The following must be submitted or included with the Final Map:**

17. All Final Maps shall be in substantial conformance with the approved Tentative Map.

18. The following notes shall be added to the Final Map:
  - A. These parcels are subject to Carson City's Growth Management Ordinance and all property owners shall comply with provisions of said ordinance.
  - B. All development shall be in accordance with the Canyon Vista Tentative Map (TSM-15-036).
  - C. The parcels created with this Final Map are subject to the Residential Construction Tax payable at the issuance of Building Permits for residential units.
19. A copy of the signed Notice of Decision shall be provided with the submission of any Final Map.
20. The applicant shall provide evidence to the Planning Division indicating the all agencies' concerns or requirements have been satisfied and that all conditions of approval have been met.
21. All streets within the boundary of the subdivision shall be named in accordance with Carson City Development Standards, Division 22 – Street Naming and Address Assignment. Street names shall be reviewed and approved by Carson City GIS and shall be shown on the Final Map.
22. The District Attorney shall review any CC&Rs prior to recordation of the Final Map.

**LEGAL REQUIREMENTS:** CCMC 17.05 (Tentative Maps); CCMC 17.07 (Findings); NRS 278.330; CCMC 18.02.050 (Review); 18.02.085 (Variances); 18.04.040 (Single Family Five Acre District); and 18.04.190 (Residential Districts Intensity and Dimensional Standards)

**MASTER PLAN DESIGNATION:** Low Density Residential (0.2-3 dwelling units per acre)

**ZONING DISTRICT:** Single Family One Acre (SF1A)

**KEY ISSUES:** Does the proposal meet the Tentative Map requirements and other applicable requirements? Has the applicant met the required findings for the granting of a Variance for lot size and minimum lot frontage on a cul-de-sac?

#### **SURROUNDING ZONING AND LAND USE INFORMATION**

NORTH: Single Family One Acre (SF1A)/Residential  
SOUTH: Public Regional (PR)/Vacant City Parks property  
WEST: Single Family One Acre (SF1A)/Residential  
EAST: Single Family One Acre (SF1A)/Residential

#### **ENVIRONMENTAL INFORMATION:**

FLOOD ZONE: Zone X (Outside a Special Flood Hazard Area).

SLOPE/DRAINAGE: Gentle grade draining generally to the northwest corner of the property at an average slope of approximately 2.5%.

SOILS: Surprise gravelly sandy loam.

SEISMIC ZONE: Zone II (Moderate) – No identified faults on or adjacent to the property; possible faults within approximately one-half mile of the site.

## **SITE DEVELOPMENT INFORMATION:**

SUBJECT SITE AREA: 19.54 acres  
EXISTING LAND USE: Vacant Land  
TOTAL RESIDENTIAL LOTS: 18 Proposed  
PROPOSED LOT SIZES: 0.90 to 1.11 acres  
REQUIRED SETBACKS:  
    Front: 30 feet  
    Side: 15 feet  
    Street-Side: 20  
    Rear: 30 feet  
PARKING REQUIRED: Two spaces per dwelling unit  
PROJECT PHASING: Canyon Vista Subdivision will be completed with one Final Map.  
VARIANCES REQUIRED: Reduction in minimum lot size from one acre to as small as 0.90 acre for 10 of the 18 proposed lots.

## **SITE HISTORY:**

CSM-15-014: Conceptual Subdivision Map Review.

## **BACKGROUND:**

On March 16, 2015, the applicant participated with City staff in a Conceptual Subdivision Map Review for the proposed subdivision per the subdivision process requirements of the Carson City Municipal Code. The purpose of the Conceptual Map Review is for City staff to provide comments to the developer regarding City requirements for the proposed subdivision.

The Conceptual Map proposal consisted of 18 single family home sites, with 12 of the 18 parcels less than one acre in area and as small as 0.9 acres. Staff noted that a Variance would be required to approve the subdivision with lots less than one acre in area, and noted that a Minor Variance could be obtained administratively pursuant to CCMC 18.02.085(10) for a reduction in lot size of less than 10% subject to "written consent of the owner of any adjacent property that could be affected by the requested deviation" of the standards. There are several adjacent properties surrounding the subject property that could be affected by the proposed Variance, and the applicant was unable to obtain written consent from all property owners. Therefore, while the requested Variance is for a deviation of less than 10% of the requirement, the Planning Division requires approval of a Variance application by the Planning Commission in order for the applicant to be permitted to reduce the lot sizes to less than one acre.

At the recommendation of Planning Division staff, the applicant modified the subdivision plans to increase the lot sizes of the proposed parcels that would front on Hillview Drive to one acre, adjacent to existing residential properties with one-acre parcels. The Tentative Subdivision Map submitted with this application reflects this change.

## **DISCUSSION:**

The proposed Canyon Vista Subdivision is located east of Hillview Drive between Clearview Drive and East Appion Way with existing residential lots to the north, east and west. A vacant City Parks property is located to the south of the property south of East Appion Way. The applicant is proposing 18 parcels ranging in size from 0.9 acres to 1.1 acres, with a Variance requested for the lot size reduction to less than the one acre minimum required by the zoning district in which the property is located. In addition to the reduced lot size, four parcels on the

cul-de-sac bulbs have lot frontages between 49-50 feet where 54 feet is required by the zoning code.

The applicant sent a copy of the proposed Tentative Subdivision Map with additional project information to the surrounding property owners on May 6, 2015. A copy of that letter is attached.

The property owners have asked various questions of staff and expressed various concerns regarding the project. The questions and concerns are generally regarding the proposed lot size, traffic, and drainage/flood zones. These issues will be discussed in more detail later in this staff report.

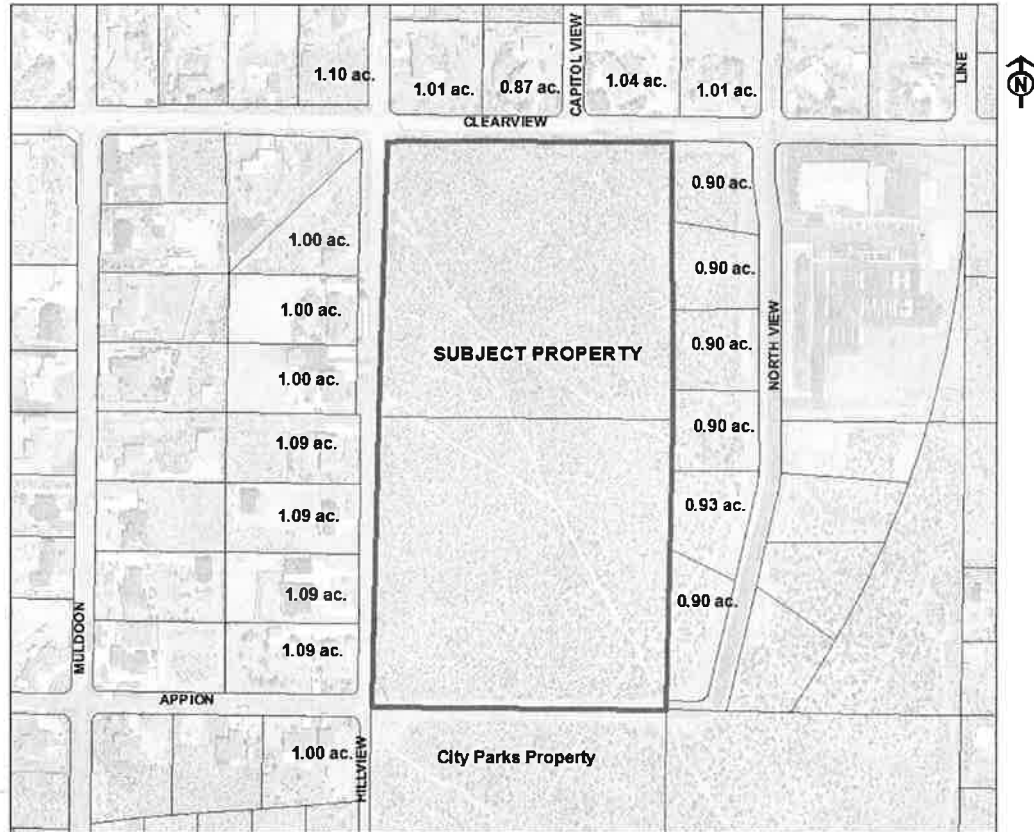
In order for the project to be approved as proposed, the Planning Commission must grant the Variance for the reduced lot size and cul-de-sac lot frontage and recommend approval of the Tentative Subdivision Map to the Board of Supervisors. The Planning Commission has final-decision authority regarding Variance requests unless the decision is appealed to the Board of Supervisors. The Board of Supervisors reviews and has final-decision authority on all Tentative Subdivision Maps, taking into consideration the Planning Commission's recommendations. The Planning Commission should take separate actions for the Variance and Tentative Subdivision Map (TSM) applications, with action on the Variance first since that could have an impact on the Tentative Subdivision Map design. Staff will address the Variance and TSM issues separately for the purposes of legal findings for each, but the Planning Commission should consider and discuss the issues concurrently prior to rendering a decision on either application.

**Variance:**

The applicant is requesting a Variance for lot sizes for 10 of the 18 proposed lots, as well as a reduction in the lot frontage of four cul-de-sac parcels from 54 feet to 49-50 feet. The reduction in cul-de-sac lot frontage is minimal and is not a concern of Planning or Engineering staff, nor is it expected to be a particular concern of surrounding neighbors. City staff supports this portion of the Variance request and will focus more discussion on the proposed lot size reduction.

As noted previously, 10 of the proposed lots would be less than one acre and as small as 0.9 acre. Two proposed parcels abutting ("backing") on Clearview Drive are approximately 0.9 acres, two proposed parcels abutting ("backing") on East Appion Way are approximately 0.9 acres, two proposed parcels along the east project boundary are less than one acre and back up to existing 0.9-acre parcels to the east, and the remaining four parcels that are less than one acre are interior to the property.

It is not uncommon for parcels within this SF1A vicinity to be less than one acre. The lots to the east of the subject property were recently created and are all less than one acre. Approval of an administrative Minor Variance was obtained for the reduction of those lot sizes pursuant to the permitted provisions of the Municipal Code. There is also an adjacent parcel to the north, on the north side of Clearview Drive, that is less than one acre (0.87 acre). Following is a graphic showing the lot sizes of surrounding parcels adjacent to the subject property.



The applicant has proposed parcels one acre or larger along the Hillview Drive frontage across the street from existing one acre lots to minimize potential visual impacts to those properties. The proposed lot size decrease is relatively minimal and would be difficult for most people to distinguish from the street, with the lot frontages meeting minimum lot widths for SF1A lots. The overall gross project density remains at less than one unit per acre (0.92 units per acre), which can also be expressed as 1.08 acres per unit.

The applicant has noted to staff that if all lots were at least one acre, it would result in only 17 lots with the current cul-de-sac configuration. This would result in 8 lots on one cul-de-sac and 9 on the other with an uneven configuration.

Surrounding property owners have noted to City staff that it appears that the subdivision could be reconfigured so that Capitol View Drive is continued south through the property to East Appion Way, with enough property available for 18 lots (six lots on each side of the roads) without the need for reducing the lot sizes below one acre. Based on a rough calculation of the right-of-way dedication that would be required through the length of the property at 50 feet wide, it appears that this could possibly be accomplished in such an alternate design. However, the applicant is not proposing this configuration and there may be other technical difficulties or other reasons why the applicant is not proposing this configuration. There is no City requirement for the applicant to propose such a configuration and the Planning Commission and Board of Supervisors must review the project as submitted for how it meets the code and required findings for approval. Furthermore, in response to that question, the Engineering Division has noted that an additional intersection on Clearview Drive, which is classified as a minor arterial road, is not desirable from a traffic engineering standpoint.

In order to approve the Variance, the Planning Commission must make the required findings of CCMC 18.02.085(5), which are:

- a. *That because of special circumstances applicable to the subject property, including shape, size, topography or location of surroundings, the strict application of the zoning ordinance would deprive the subject property of privileges enjoyed by other properties in the vicinity or under identical zone classification;*

Staff comment: While there are generally no special circumstances applicable to the subject property related to shape, size, or topography, it is noted that some surrounding properties include lots that are less than one acre. The applicant is requesting a reduction in lot size for some of the lots—consistent with existing lots less than one acre in size to the east and north of the site—while maintaining the one-acre minimum lot size for lots adjacent to existing one-acre lots on Hillview Drive. Should the applicant not be granted the Variance, the applicant would not be given the privileges enjoyed by other properties in the vicinity within the same zoning classification.

- b. *That the granting of the application is necessary for the preservation and enjoyment of substantial property rights of the applicant;*

Staff comment: As noted above, the applicant is requesting a reduction in lot size consistent with existing lots less than one acre in size to the east and north of the site while maintaining the one-acre minimum lot size for lots adjacent to existing one-acre lots on Hillview Drive. Should the applicant not be granted the Variance, the applicant would not be given the privileges and property rights enjoyed by other properties in the vicinity.

- c. *That the granting of the application will not, under the circumstances of the particular case, adversely affect to a material degree the health or safety of persons residing or working in the neighborhood of the subject property and will not be materially detrimental to the public welfare or materially injurious to property or improvements in the neighborhood of the subject property.*

Staff comment: The proposed reduction in lot size and cul-de-sac lot frontage is relatively minimal and will not affect to a material degree the health or safety of persons residing in the neighborhood or the subject property. Several properties in the vicinity are already less than one acre. All the proposed parcels would be subject to the same required setbacks and building heights as other properties, and they would be allowed the same uses as other properties within the SF1A zoning district.

### **Tentative Subdivision Map:**

The SF1A zoning of the property allows the subdivision of the property to one-acre lots as long as certain standards are met. Approval of the Variance request would allow a reduction in the lot size. The following must be considered by the Planning Commission and Board of Supervisors in approving the Tentative Subdivision Map pursuant to the required findings of CCMC 17.07.005, which are:

1. *Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal.*

The proposed subdivision will be required to obtain a dust control and stormwater pollution prevention permit from the Nevada Division of Environmental Protection (NDEP), and the site



grading must incorporate proper dust control and erosion control measures. The subdivision will also be required to connect to the City water and sewer system.

2. *The availability of water which meets applicable health standards and is sufficient in quantity for the reasonably foreseeable needs of the subdivision.*

The project will connect to the City water system, which has sufficient quantity for the foreseeable needs of the subdivision. Sufficient water resources are addressed through the Growth Management building permit allocation system and other ongoing water management efforts.

3. *The availability and accessibility of utilities.*

The project will connect to all available utilities that abut the site and serve the existing neighborhood.

4. *The availability and accessibility of public services such as schools, police protection, transportation, recreation and parks.*

The project is located within an existing neighborhood that is served by existing schools, sheriff protection, transportation facilities and parks. The proposed subdivision will not overburden these services. The Carson City School District has no operational concerns regarding the proposed subdivision.

5. *Access to public lands. Any proposed subdivision that is adjacent to public lands shall incorporate public access to those lands or provide an acceptable alternative.*

The proposed subdivision is adjacent to City Parks property to the south. The Parks property can be accessed via the existing East Appion Way and additional access does not need to be provided by the development.

6. *Conformity with the zoning ordinance and land use element of the City's Master Plan.*

The proposed subdivision is consistent with the Master Plan in permitted land use density at 0.92 dwelling units per acre. The applicant is requesting a Variance of up to 10% of the one-acre minimum lot size zoning requirement. With approval of the Variance the subdivision would be in full compliance with the zoning ordinance.

7. *General conformity with the City's Master plan for streets and highways.*

The proposed subdivision would meet the City's master plan for streets with the recommended conditions of approval to improve the existing adjacent streets and construct the internal streets.

8. *The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision.*

The existing public streets are adequate to accommodate the traffic generated by the proposed subdivision, and service levels on existing streets will be minimally impacted. Public comments have noted that the project would result in a total of 25 homes with access off of Hillview Drive between Clearview Drive and East Appion Way, where only seven homes access currently, and general concerns regarding the increase in traffic. Based on the traffic study submitted and general street capacity standards, the Engineering Division has determined that the additional trips can be accommodated with minimal impacts to the level of service at nearby intersections.

This low-density development would create relatively minimal traffic compared to accepted street capacity levels. As properties are developed in Carson City, it is not reasonable for nearby residents to expect that no increase in the number of vehicles using a street will occur.

9. *The physical characteristics of the land such as flood plains, earthquake faults, slope and soil.*

The land is relatively flat and does not contain a flood plan or earthquake fault, nor are there any unusual soil concerns. The subdivision will be required to make drainage improvements so as not to impact nearby flood hazard zones or adjacent properties.

10. *The recommendations and comments of those entities reviewing the subdivision request pursuant to NRS 278.330 thru 278.348, inclusive.*

The recommendations of reviewing departments and other entities have been incorporated into the conditions of approval for the proposed subdivision, as applicable.

11. *The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands.*

The project is located within an existing neighborhood that is served by fire protection services in the area. Adequate water is provided in the area to meet fire demands, and the project will be required to install additional fire hydrants and meet required fire flows to meet current standards. The Fire Department does not have concerns with approval of the proposed subdivision.

12. *Recreation and trail easements.*

The proposed subdivision has access to streets that provide access to recreation and trail facilities in the area. No additional recreation or trail services or easements are required on the subject property.

**PUBLIC COMMENTS:** Public notices were mailed on to 33 adjacent property owners within 300 feet of the subject site pursuant to the provisions of NRS and CCMC. As of the completion of this staff report, one letter (attached to this report) had been submitted with concerns regarding increased traffic and drainage. Staff has also received questions from several additional residents in the vicinity with similar concerns. Any written comments that are received after this report is completed will be submitted prior to or at the Planning Commission meeting on May 27, 2015, depending on their submittal date to the Planning Division.

**OTHER CITY DEPARTMENT OR OUTSIDE AGENCY COMMENTS:** Comments were received from various city departments and are attached to this staff report. Recommendations have been incorporated into the recommended conditions of approval, where applicable.

#### **ALTERNATIVES:**

- 1) Approve the Variance and TSM. The TSM would go to the Board of Supervisors and the Variance would be approved, unless appealed to the Board of Supervisors.
- 2) Deny the Variance (or portion thereof) and approve the TSM subject to increasing all the lot sizes to a minimum of one acre. Should the Planning Commission determine that the findings for approval of the Variance cannot be made in this particular instance, the Commission may deny the permit based on the alternative findings for denial provided

by staff at the end of this report (or as modified by the Planning Commission). Should the Planning Commission deny the variance for a reduction in lot size, the applicant may 1) modify the TSM with the present cul-de-sac configuration to meet the one-acre minimum lot size for each parcel and proceed with that TSM to the Board of Supervisors; 2) appeal the Planning Commission's decision to deny the Variance and proceed with the Appeal and proposed TSM concurrently to the Board of Supervisors for final decision on each application; or 3) request a continuance from the Planning Commission to modify the TSM in a new configuration (e.g. with Capitol View Drive going through the property and no cul-de-sacs) and bring back the modified TSM to the Planning Commission for consideration, including appropriately modified recommended staff conditions of approval.

**VARIANCE FINDINGS FOR APPROVAL:** Staff recommends approval of the Variance based on the findings below, pursuant to CCMC 18.02.085 (Variances), subject to the recommended conditions of approval, and further substantiated by the applicant's written justification.

1. ***That because of special circumstances applicable to the subject property, including shape, size, topography, and location of surroundings, strict application of the zoning ordinance would deprive the subject property of privileges enjoyed by other properties in the vicinity or under identical zone classifications.***

While there are generally no special circumstances applicable to the subject property related to shape, size, or topography, it is noted that some surrounding properties include lots that are less than one acre. The applicant is requesting a reduction in lot size for some of the lots—consistent with existing lots less than one acre in size to the east and north of the site—while maintaining the one-acre minimum lot size for lots adjacent to existing one-acre lots on Hillview Drive. Should the applicant not be granted the Variance, the applicant would not be given the privileges enjoyed by other properties in the vicinity within the same zoning classification.

2. ***That the granting of the application is necessary for the preservation and enjoyment of substantial property rights of the applicant.***

As noted above, the applicant is requesting a reduction in lot size consistent with existing lots less than one acre in size to the east and north of the site while maintaining the one-acre minimum lot size for lots adjacent to existing one-acre lots on Hillview Drive. Should the applicant not be granted the Variance, the applicant would not be given the privileges and property rights enjoyed by other properties in the vicinity.

3. ***That the granting of the application will not, under the circumstances of the particular case, adversely affect to a material degree the health or safety of persons residing or working in the neighborhood of the subject property and will not be materially detrimental to the public welfare or materially injurious to property or improvements in the neighborhood of the subject property.***

The proposed reduction in lot size and cul-de-sac lot frontage is relatively minimal and will not affect to a material degree the health or safety of persons residing in the neighborhood or the subject property. Several properties in the vicinity are already less than one acre. All the proposed parcels would be subject to the same required setbacks and building heights and other properties, and they would be allowed the same uses as other properties within the SF1A zoning district.

**TENTATIVE MAP FINDINGS:** Staff recommends approval of the Tentative Subdivision Map based on the findings below and in the information contained in the attached reports and

documents, pursuant to CCMC 17.05 (Tentative Maps); 17.07 (Findings) and NRS 278.349, subject to the recommended conditions of approval, and further substantiated by the applicant's written justification. In making findings for approval, the Planning Commission and Board of Supervisors must consider:

- 1. *Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal.***

The proposed subdivision will be required to obtain a dust control and stormwater pollution prevention permit from the Nevada Division of Environmental Protection (NDEP), and the site grading must incorporate proper dust control and erosion control measures. The subdivision will also be required to connect to the City water and sewer system.

- 2. *The availability of water which meets applicable health standards and is sufficient in quantity for the reasonably foreseeable needs of the subdivision.***

The project will connect to the City water system, which has sufficient quantity for the foreseeable needs of the subdivision. Sufficient water resources are addressed through the Growth Management building permit allocation system and other ongoing water management efforts.

- 3. *The availability and accessibility of utilities.***

The project will connect to all available utilities that abut the site and serve the existing neighborhood.

- 4. *The availability and accessibility of public services such as schools, police protection, transportation, recreation and parks.***

The project is located within an existing neighborhood that is served by existing schools, sheriff protection, transportation facilities and parks. The proposed subdivision will not overburden these services. The Carson City School District has no operational concerns regarding the proposed subdivision.

- 5. *Access to public lands. Any proposed subdivision that is adjacent to public lands shall incorporate public access to those lands or provide an acceptable alternative.***

The proposed subdivision is adjacent to City Parks property to the south. The Parks property can be accessed via the existing East Appion Way and additional access does not need to be provided by the development.

- 6. *Conformity with the zoning ordinance and land use element of the City's Master Plan.***

The proposed subdivision is consistent with the Master Plan in permitted land use density at 0.92 dwelling units per acre. The applicant is requesting a Variance of up to 10% of the one-acre minimum lot size zoning requirement. With approval of the Variance the subdivision would be in full compliance with the zoning ordinance.

**7. General conformity with the City's Master plan for streets and highways.**

The proposed subdivision would meet the City's master plan for streets with the recommended conditions of approval to improve the existing adjacent streets and construct the internal streets.

**8. The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision.**

The existing public streets are adequate to accommodate the traffic generated by the proposed subdivision, and service levels on existing streets will be minimally impacted. Public comments have noted that the project would result in a total of 25 homes with access off of Hillview Drive between Clearview Drive and East Appion Way, where only seven homes access currently, and general concerns regarding the increase in traffic. Based on the traffic study submitted and general street capacity standards, the Engineering Division has determined that the additional trips can be accommodated with minimal impacts to the level of service at nearby intersections. This low-density development would create relatively minimal traffic compared to accepted street capacity levels. As properties are developed in Carson City, it is not reasonable for nearby residents to expect that no increase in the number of vehicles using a street will occur.

**9. The physical characteristics of the land such as flood plains, earthquake faults, slope and soil.**

The land is relatively flat and does not contain a flood plan or earthquake fault, nor are there any unusual soil concerns. The subdivision will be required to make drainage improvements so as not to impact nearby flood hazard zones or adjacent properties.

**10. The recommendations and comments of those entities reviewing the subdivision request pursuant to NRS 278.330 thru 278.348, inclusive.**

The recommendations of reviewing departments and other entities have been incorporated into the conditions of approval for the proposed subdivision, as applicable.

**11. The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands.**

The project is located within an existing neighborhood that is served by fire protection services in the area. Adequate water is provided in the area to meet fire demands, and the project will be required to install additional fire hydrants and meet required fire flows to meet current standards. The Fire Department does not have concerns with approval of the proposed subdivision.

**12. Recreation and trail easements.**

The proposed subdivision has access to streets that provide access to recreation and trail facilities in the area. No additional recreation or trail services or easements are required on the subject property.

**ALTERNATIVE VARIANCE FINDINGS FOR DENIAL:** Should the Planning Commission determine that the findings for approval of the Variance cannot be made in this particular instance, the Commission may use the following alternative findings for denial pursuant to CCMC 18.02.085 (Variances).

1. ***That because of special circumstances applicable to the subject property, including shape, size, topography, and location of surroundings, strict application of the zoning ordinance would deprive the subject property of privileges enjoyed by other properties in the vicinity or under identical zone classifications.***

There are **no special circumstances** applicable to the subject property related to shape, size, topography, or location of surroundings that warrant the Variance. The applicant may develop the property with one acre parcels as done similarly to other properties in the vicinity within the same zoning classification.

2. ***That the granting of the application is necessary for the preservation and enjoyment of substantial property rights of the applicant.***

The Variance **is not necessary** for the preservation of substantial property rights of the applicant, as the applicant may develop the property with one acre parcels as done similarly to other properties in the vicinity within the same zoning classification.

#### Attachments

- City and State Agency Comments
- Letter sent to residents by Applicant
- Public Comments
- Application (TSM-15-036)



Letter and information sent to surrounding property owners by the applicant. (11 pages)

May 6, 2015

Adjacent Property Owners to  
The Proposal Canyon Vista Development on Hillview Drive

**RE: Canyon Vista Development Information**

This letter is being provided to provide further information regarding the proposed development on Hillview Drive (south of Clearview Drive) and will focus on items such as drainage, traffic, dust, CCR's, lighting, animals, fencing, and the look of the proposed homes.

**Drainage:**

Based on the existing site there is the existing potential in high runoff storm events for water to sheet flow across Hillview Drive from the proposed project area and will limited roadside ditches on the west side of Hillview Drive this runoff could potentially impact the housing on the west side of Hillview Drive. The proposed project will be required to install new roadside ditches on the east side of the Hillview Drive which will capture runoff from the project side and route it north on Hillview to the existing drainage ditch at the southwest corner of Hillview and Clearview Drives. Additionally the proposed cul-de-sacs will be sloped to drain to roadside ditches on both side of the cul-dec-sacs which will then be routed to the new ditch on the east side of Hillview Drive.

Drainage improvements for the project will be designed per City requirements and will work to route the City required design storm into proper drainage pathways.

**Traffic:**

A traffic analysis has been conducted to analyze the impact of the proposed 18 lots to the intersection of Hillview Drive with Clearview Drive. Based on the estimated traffic volumes for the new development the Clearview/Hillview intersection will maintain a level of service 'B'. The level of service deals with the capacity of a roadway/intersection with A as the highest with F the lowest rating. The standard for Carson City roadways/intersections is a level of service 'D'. The proposed development will have a negligible impact on the level of service of the primary intersection serving the area and the intersection will still vastly exceed the City's minimum standard.

**Dust:**

The contractor building the project will be require by the City and State to maintain ongoing dust control for the project. The lots are to remain in a natural condition until a new home is to be built which will improve the dust control for the project.

**CCRs:**

The development will have CCR's for the project (a copy is attached to the letter) that define the project and design standards for the newly created lots.

**Lighting:**

Any lighting associated with the development will be downward facing. The developer is a proponent of night sky requirements, especially with the more rural nature of this development.

**Animals:**

Per existing zoning code the newly created lots will be allowed to have up to 6 animals per acre; however, in the interest of enhancing the area the CCR's will only allow for up to 3 animals per lot.

**House Style and Fencing:**

The homes to be constructed in the development will range from 1800 to 2300 square feet. The frontage of the lots will utilize split rail fencing. Pictures of similar housing styles are attached to this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Russell". The signature is fluid and cursive, with a large initial "T" and "R".

Tim Russell, P.E.  
Engineering Manager



**SUMMARY**

**COVENANTS, CONDITIONS, AND RESTRICTIONS**

**FOR**

**CANYON VISTA**

**A RESIDENTIAL DEVELOPMENT**

**CARSON CITY NEVADA, NEVADA**

## **Architectural Standards**

### **Building Locations.**

#### **Building Setbacks.**

Building setback lines required by County Ordinances. No building shall be located on any lot in the Project nearer to the front property line, nearer to any side property line, or nearer to any rear property line, than the minimum building setback lines set forth by Carson City Ordinance in effect at the time construction is commenced. For the purposes of this Declaration, eaves, steps and open porches shall not be considered as being a part of a building.

#### **Drainage Easements, Detention Basins and Ditch Easements.**

Each lot which has any portion of a drainage easement or ditch easement may not build any structures in said easement. Fences are allowed as long as is not of a solid nature that would impede the flow of water in any way.

#### **Limited Access.**

All lots back to Clearview Drive are **not** allowed ingress or egress on to Clearview Drive

#### **Single Family Residential Use Only.**

##### **Single Family Use Only.**

Each lot in the Project may be used for one single-family residence and for conforming outbuildings and related facilities only and for no other purpose. Conforming outbuildings shall include, but shall not necessarily be limited to, guesthouses, caretakers' quarters, workshop, well houses and equipment storage facilities. No such outbuilding shall be used for rental purposes.

##### **Nuisances Prohibited.**

No activity which constitutes or which could constitute an annoyance or a nuisance to the neighborhood will be permitted on any lot in the Project or in any structure on any such lot.

##### **Conforming Outbuildings.**

The architectural style and finish materials of all outbuildings shall conform to the architectural style of and the finish materials used in the primary residence.

##### **Business Use Prohibited.**

No business or profession shall be carried on or conducted within any lot in the Project or within any improvements on any lot in the Project with the exception of home office usage permitted by Carson City.

**Commercial Use Prohibited.**

No store or other place of commercial or professional business of any kind nor any hospital, sanitarium or other facility for the care or treatment of the sick or disabled, physically or mentally, not any public theater, bar, restaurant or other public place of entertainment shall be permitted on any lot in the Project.

**Occupancy Prohibitions.**

No garage, shed, tent, trailer, barn, stable or other building or structure on any lot in the Project shall be used for permanent or temporary residential purposes at any time.

**Temporary Structures Prohibited.**

No temporary structure of any kind shall be created, constructed, permitted or maintained on any lot in the Project prior to the commencement of the erection of a residence.

**Wrecked Automobiles or Appliances.**

Storage of wrecked or junked automobiles, appliances or similar machinery shall not be permitted on any lot in the Project except in a covered and enclosed structure.

**Residence Size.**

**Single Story Residences.**

Only one single story, private residence, together with garage, private recreation facilities, retaining walls and other appurtenances approved by the ARC shall be permitted on any lots. A detached guest or servant's facility may be permissive providing:

- a. Carson City allows such quarters.
- b. There is no kitchen or other facilities capable of separate cooking.
- c. The premises are used solely for the support and convenience of the primary dwelling without charge.
- d. Residences and any accessory buildings will have a height limit of 30 feet from the finished grade of the street to the top of the roof. Split level designs will be acceptable on certain lots and will be determined by the ARC.
- e. Garages and accessory buildings shall have the same design and height characteristics of the residence.

A residence having a floor area of less than **Eighteen Hundred square feet (1,800)**, exclusive of porches, patios, terraces and garages, shall not be permitted. Approval by the Architectural Committee of any given plan and specifications, alterations or changes may be withheld due to non-compliance with any of the specific requirements of the Declaration, or due to the Committee's reasonable disapproval of the location of the building site upon any lot, for a structures' appearance, of the construction materials proposed therein or thereon, of the proposed lot grading, of the harmony of a proposed structure with the surrounding area and homes, or of the influence or impact any structure may have upon the view or outlook of adjacent and/or neighboring homes.

**Covered and Enclosed Garages.**

Every residence constructed on any lot in the Project shall have on the same lot covered and enclosed automobile storage spaces (garage) for at least two (2) automobiles. The garage shall be located within the stipulated front, rear or side yard setback areas.

**Livestock.**

3 (THREE) livestock such as horses, llamas, or sheep are allowed on any lot. Up to 10 chickens may be kept as long as they do not become a nuisance to other neighbors. No goats, pigs or cattle are allowed. A 4-H project may be an exception with written permission from adjoining neighbors.

**Household Pets.**

Dogs, cats or other household pets may be kept provided they are not kept, bred or maintained for any commercial purpose. A maximum of two (3) dogs and/or cats may be kept on any one lot in the Project. Reasonable exceptions to this provision will be allowed following births of litters pending distribution of puppies and/or kittens.

**Antennas.**

Except for any which may, at Declarant's option, be erected by Declarant or Declarant's designated representative, no exterior radio or television antenna shall be allowed. Eighteen inch (18") diameter satellite dishes may be erected in the Project and shall not be a nuisance to neighboring properties.

**Maintenance of Structures.**

All structures erected on any lot in the Project shall be constructed in a workmanship like manner and shall be maintained in good condition.

**Relocation of Buildings.**

No building shall be relocated from any other locations onto any lot in the Project.

**Modular or Manufactured Homes & Recreational Vehicles.**

No modular and manufactured homes are allowed to be put on any lot in the Project. Recreational vehicles shall not be stored on a lot or parcel unless screened from view by a solid fenced enclosure located within the rear or side yard area of the lot or parcel.

**Restriction of View.**

In no event shall either the location of any structure or its height affect adjoining properties so as to unreasonably diminish or restrict views.

### **Landscaping and Groundcover.**

All brush or other combustible materials within thirty-five (35) feet of the perimeter of each structure shall be cleared and the area shall be suitably and professionally landscaped. Areas disturbed during the course of construction shall be permanently landscaped or re-vegetated in accordance with an approved plan utilizing, where appropriate, native drought tolerant seed mixes. All landscaping and re-vegetation activities shall be completed within 12 months of occupying the residence

### **Fences.**

No front yard fence within thirty (30) feet of a road shall exceed four (4) feet in height. No side yard or rear yard property line fence shall exceed six (6) feet in height. No opaque fence or wall shall be erected, placed or altered on any lot in the Project, except where such wall or fence constitutes an integral part of the residence or encloses a swimming pool or similar recreational facility, or constitutes a trash enclosure, unless approved by the Architectural Committee. Barbed wire and chain link fences are prohibited on the front and sides to the front of the house. No fencing shall be constructed in any drainage easements

### **Driveway Encroachments.**

All private driveway encroachments connecting to the public streets or roads shall, where necessary, include culverts or dip sections of a suitable size or other approval means an accommodating run-off and drainage. Any such culvert or other approved means shall be subject to the approval of the Architectural Committee and Carson City's Department of Public Works.

### **Utilities.**

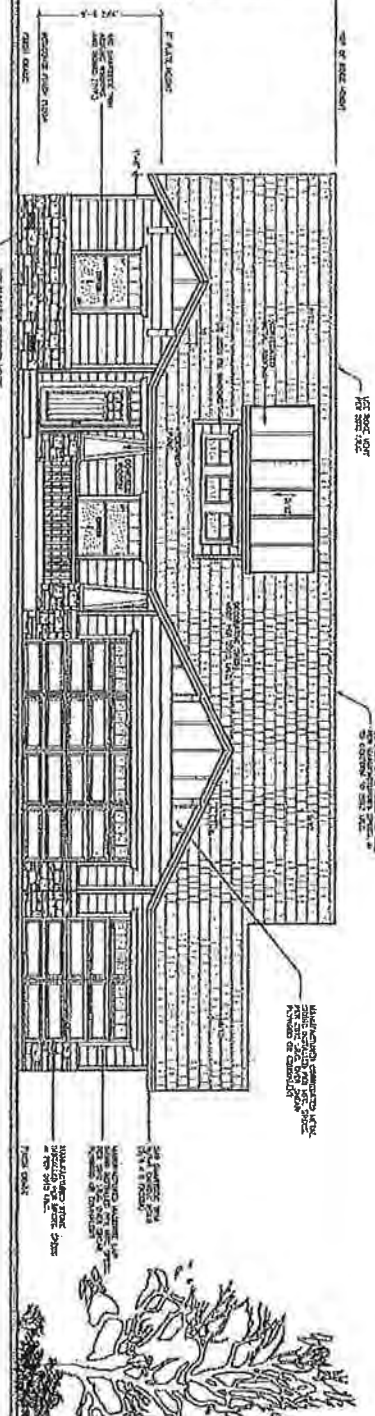
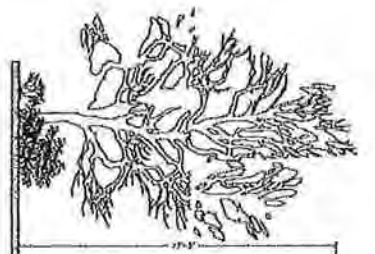
All utility connections and service lines installed to each individual lot in the Project and to each other structure to be built on any such lot shall be installed underground, including sewer, water electric service, telephone and cable, in accordance with accepted construction and utility standards.

### **Trash**

All residences shall have weekly trash service, if available. No burn barrels are allowed. Seasonal burning is allowed by permit only.

### **Exterior Lighting.**

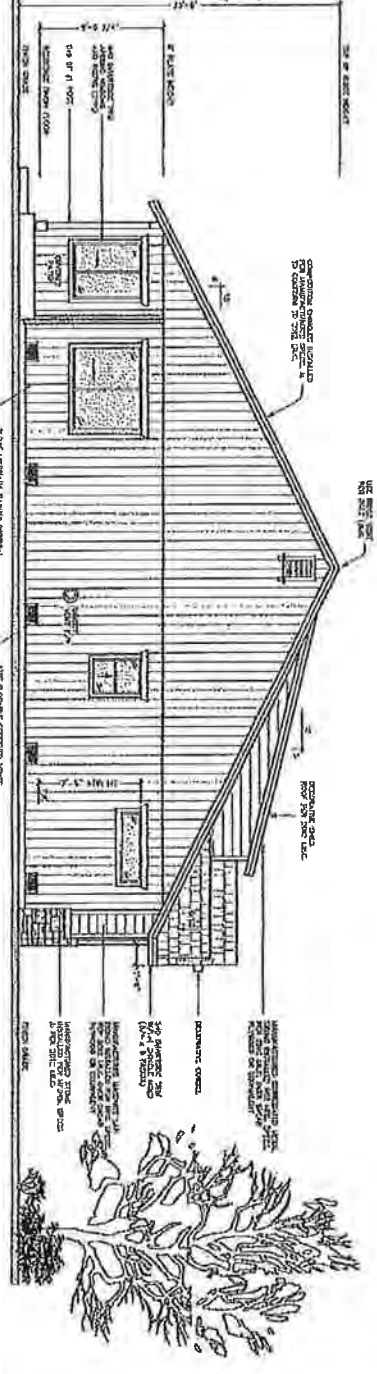
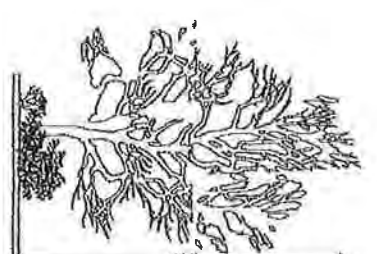
All exterior lighting shall be shrouded towards the ground. All security lighting shall be by motion sensor or timed. There are no "night lights" allowed in the subdivision. All exterior lighting shall be turned off by no later than 11:00 pm. Any exterior lighting shall be a fully enclosed light fixture. Exterior "carriage type" decorative lighting is an exception but still must be shrouded towards the ground.



**FRONT ELEVATION**  
SCALE 1/8" = 1'-0"

THIS DOCUMENTATION SHALL BE THE PROPERTY OF THE ARCHITECT. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR MODIFICATION OF THIS DOCUMENTATION WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT IS STRICTLY PROHIBITED. ALL DIMENSIONS SHALL BE IN FEET AND INCHES UNLESS OTHERWISE NOTED. ALL MATERIALS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS.

**NOTE:**  
ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS. ALL MATERIALS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED. ALL DIMENSIONS SHALL BE IN FEET AND INCHES UNLESS OTHERWISE NOTED.



**RIGHT ELEVATION**  
SCALE 1/8" = 1'-0"

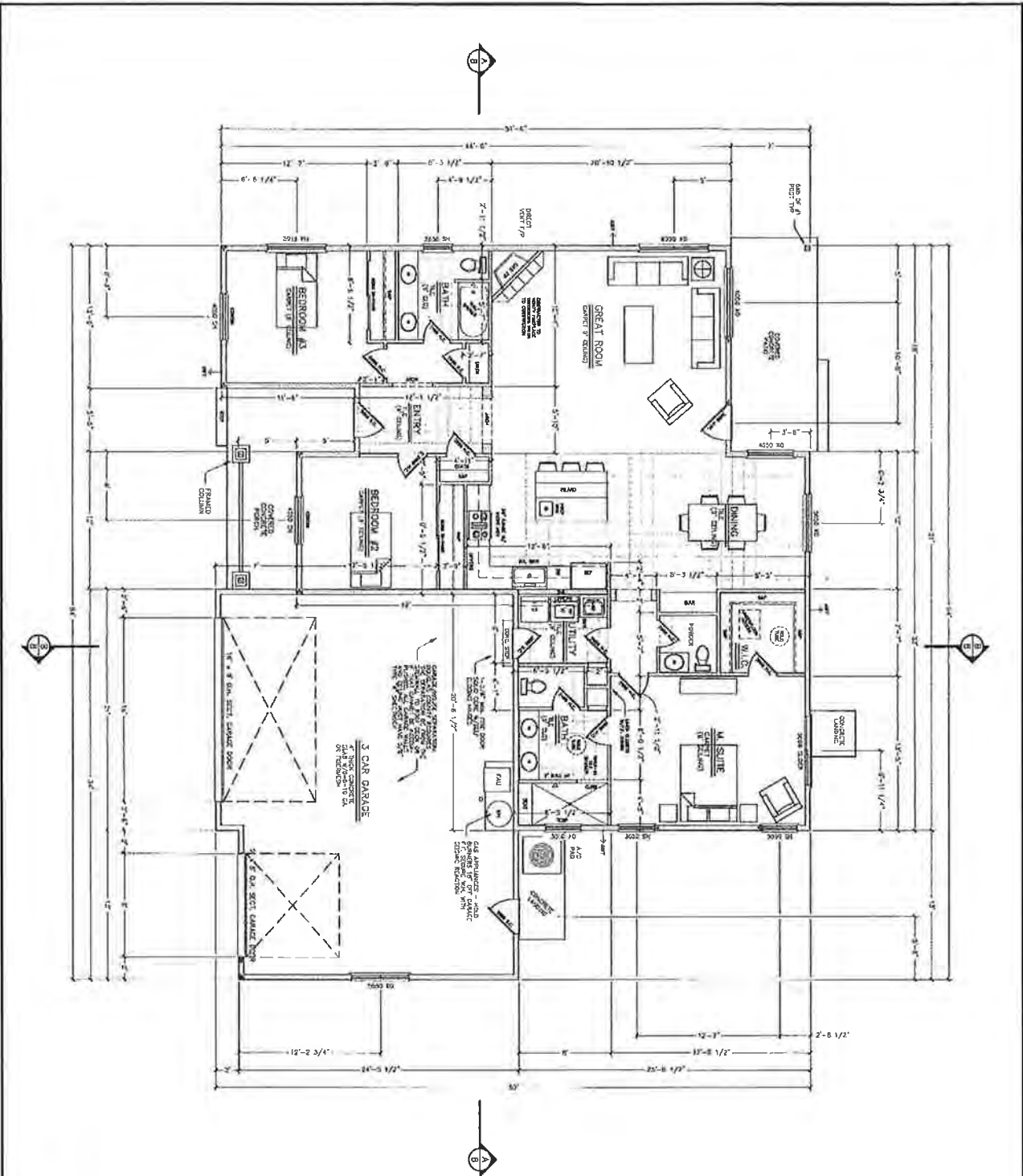
DATE	1/10/14
BY	9
NO.	2
REV.	ELEVATED
SCALE	1/8" = 1'-0"

**PROJECT FOR:**  
**PLAN 1832**  
1278 SORENSEN LANE  
GARDNERVILLE, NY 03460  
A.P.N. 1220-16-101-023

**ELEVATIONS**

**BENNETT CONSTRUCTION**  
Cullen Norris • Conzick • Benck  
995 FARMER COURT  
GARDNERVILLE, NY 03410  
PHONE (785) 768-7409  
NY LICENSE NUMBER 0046922

NO.	
DATE	
BY	
REV.	
SCALE	



**MAIN FLOOR PLAN**  
 Scale: 1/4" = 1'-0"  
 9/8/14  
 DATE: 9/8/14  
 JOB NO: 155  
 DWG: HRP:EWB  
 SCALE: 1/4" = 1'-0"  
 SHEET: 5  
 TOTAL SHEETS: 23

**GENERAL NOTES:**

1. ALL DIMENSIONS UNLESS OTHERWISE NOTED ARE TO FACE UNLESS INDICATED OTHERWISE.

2. FINISHES TO BE DETERMINED BY THE ARCHITECT.

3. ALL WORK TO BE IN ACCORDANCE WITH THE 2012 INTERNATIONAL RESIDENTIAL CODE BOOK (IRC) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL CODES.

4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

5. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.

6. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT.

7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.

8. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.

9. THE CONTRACTOR SHALL MAINTAIN A NEAT AND SAFE WORK SITE AT ALL TIMES.

10. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT.

11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

12. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.

13. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT.

14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.

15. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.

16. THE CONTRACTOR SHALL MAINTAIN A NEAT AND SAFE WORK SITE AT ALL TIMES.

17. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT.

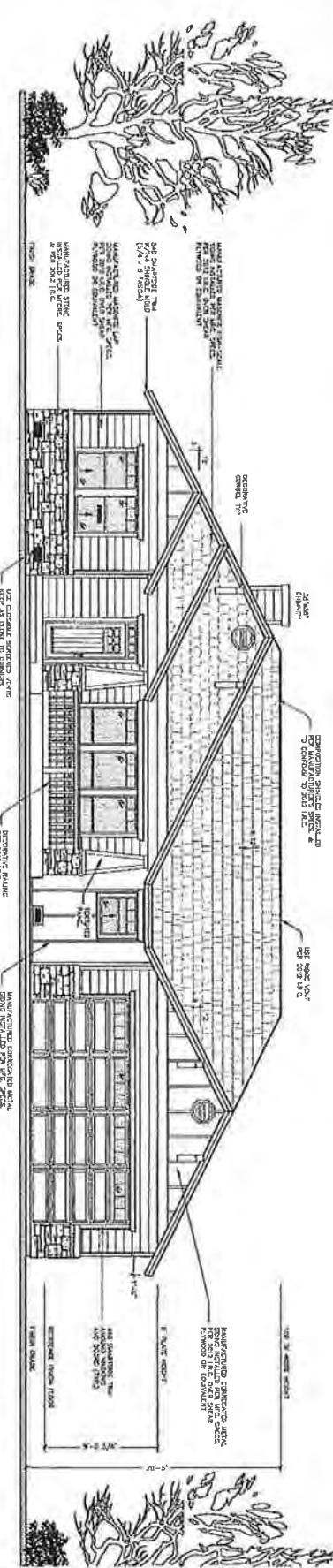
18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

19. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.

20. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT.

DATE: 9/8/14 JOB NO: 155 DWG: HRP:EWB SCALE: 1/4" = 1'-0" SHEET: 5 TOTAL SHEETS: 23	CONTRACTOR PROJECT SHEET THESE PLANS ARE PREPARED & SEEM TO BE THE WORK OF AN ARCHITECT OR ARCHITECTURAL FIRM. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME. THE CONTRACTOR SHALL MAINTAIN A NEAT AND SAFE WORK SITE AT ALL TIMES. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT.	PROJECT FOR: <b>SPEC. RESIDENCE</b> 1274 SORENSEN LANE GARDNERVILLE, NY 89460 A.P.N. 1220-16-101-024	<b>MAIN FLOOR PLAN</b>	<b>BENNETT CONSTRUCTION</b> Custom Homes • Commercial • Remodels 995 FARNIER COURT GARDNERVILLE, NY 89410 PHONE: (775) 265-7489 NV LICENSE NUMBER 0046922
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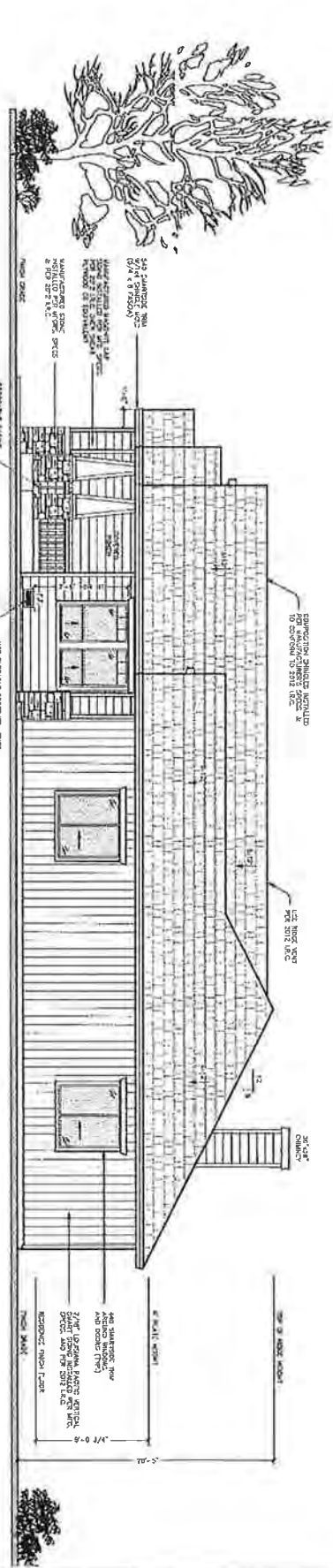




**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"

ALL CONSTRUCTION SHALL MEET THE REQUIREMENTS OF THE 2012 EDITION INTERNATIONAL RESIDENTIAL CODE AND ALL STATE AND LOCAL MEET ALL STANDARDS. ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH STANDARD PRACTICES OF THEIR RESPECTIVE TRADES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE OWNER OR CONTRACTOR BEFORE ANY WORK IS TO BEGIN.

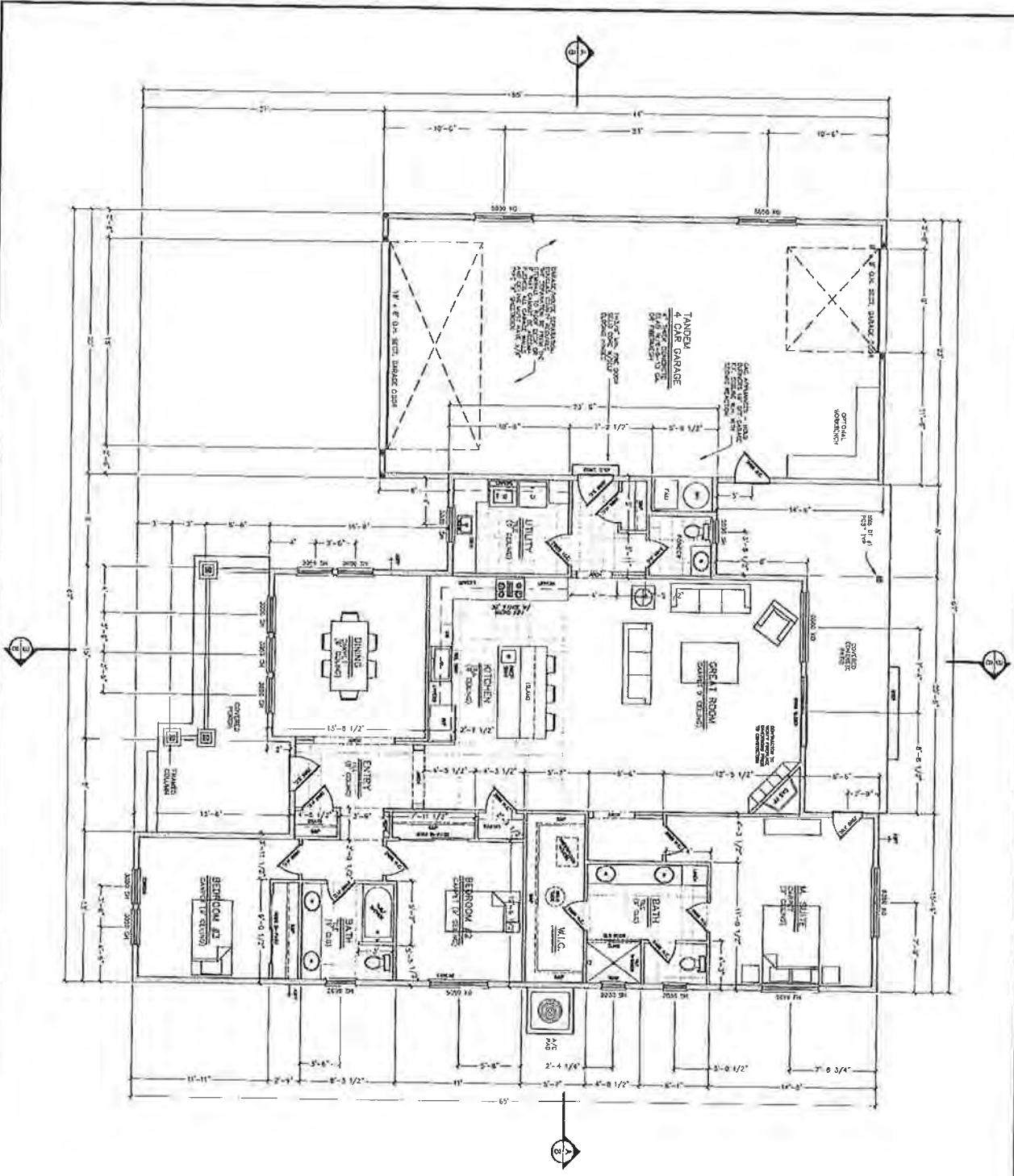
**ATMOSPHERIC VENTILATION:**  
ATM VENTILATION FOR 2012 I.R.C. SEE CHAPTER 1504.101 FOR DETAILS. SEE ALSO 1504.102 THROUGH 1504.104 FOR DETAILS.  
**UNDER-COOR VENTILATION:**  
UNDER-COOR VENTILATION FOR 2012 I.R.C. SEE CHAPTER 1504.101 FOR DETAILS.  
**DRAINAGE:**  
SEE CHAPTER 1504.101 FOR DETAILS.  
AT A MINIMUM OF ONE SLOPE FOR 10'



**RIGHT ELEVATION**  
SCALE: 1/4" = 1'-0"

DATE: 9/11/14	CS	SHEET: 2	PROJECT FOR: PLAN 2125	BENNETT CONSTRUCTION Custom Homes • Commercial • Remodels 995 FARMER COURT GARDNERVILLE, NY 89410 PHONE: (775) 265-7488 NY LICENSE NUMBER 0046922
JOB NO.	9	DWG: ELEVATION	1280 SORENSEN LANE GARDNERVILLE, NY 89460 A.P.N. 1220-16-101-022	
SCALE: 1/4" = 1'-0"	SHEETS			ELEVATIONS





**MAIN FLOOR PLAN**

DATE: 1/14/14  
 JOB NO: 9  
 DWG: 914.040  
 SCALE: 1/4" = 1'-0"

**GENERAL NOTES:**

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL RESIDENTIAL CODE BOOK (IRC) AND THE NATIONAL ELECTRICAL CODE (NEC).

2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE.

3. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE LOCAL BUILDING DEPARTMENT.

4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.

5. ALL UTILITIES SHALL BE LOCATED AND MARKED PRIOR TO CONSTRUCTION.

6. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.

7. ALL DIMENSIONS SHALL BE TO FINISH UNLESS OTHERWISE NOTED.

8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.

9. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.

10. THE CONTRACTOR SHALL MAINTAIN A CLEAN AND SAFE WORK SITE AT ALL TIMES.

11. ALL MATERIALS SHALL BE STORED PROPERLY AND PROTECTED FROM THE ELEMENTS.

12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.

13. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.

14. THE CONTRACTOR SHALL MAINTAIN A CLEAN AND SAFE WORK SITE AT ALL TIMES.

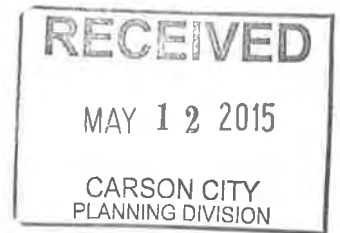
15. ALL MATERIALS SHALL BE STORED PROPERLY AND PROTECTED FROM THE ELEMENTS.

DATE:	1/14/14
JOB NO:	9
DWG:	914.040
SCALE:	1/4" = 1'-0"

**PROJECT FOR:**  
**PLAN 2125**  
 1270 SORESEN LANE  
 GARDNERVILLE, NV 89460  
 A.P.N. 1220-16-101-025

**MAIN FLOOR PLAN**

**BENNETT CONSTRUCTION**  
 Custom Homes • Commercial • Remodels  
 995 FARRIER COURT  
 GARDNERVILLE, NV 89410  
 PHONE: (775) 265-7488  
 NV LICENSE NUMBER C046922



## MEMORANDUM

**DATE:** May 5, 2015  
**TO:** Susan Pansky and Kathe Green – Planning  
**FROM:** Rory Hogen – Engineering  
**RE:** TSM 15-036 Tentative Subd. Map for Canyon Vista Subd.  
Engineering Text for Planning Commission Staff Report

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The following text is offered for inclusion in the Planning Commission staff report for the above referenced land use proposal:

**GENERAL:** The Engineering Division has considered the elements of NRS 278.349, the Carson City Municipal Code and the Carson City Development Standards in its review of the tentative map described above.

This recommendation for 'approval with conditions' from the Engineering Division is based on conceptual level analysis that indicates the development as proposed will currently meet or will meet with concurrent improvements, prior to final map approval, Nevada Revised Statutes, the Carson City Municipal Code and the Carson City Development Standards. With the request for final approval of any and all phases, detailed engineering analysis addressing the following issues and recommending system improvements will be submitted to the Engineering Division.

**FINDINGS:** The Conceptual Findings by the Engineering Division are:

(a) *Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;*

The development is required to comply with all applicable environmental and health laws concerning water and air pollution and disposal of solid waste.

(b) *The availability of water which meets applicable health standards and is sufficient in quantity for the reasonably foreseeable needs of the subdivision;*

Water supplied to the development will meet applicable health standards. Carson City's water supply capability will not be exceeded by final approval of this development.

(c) *The availability and accessibility of utilities;*

All other utilities are available in the area to serve this development.

## Lee Plemel

---

**From:** Dave Ruben  
**Sent:** Monday, April 27, 2015 4:43 PM  
**To:** Lee Plemel  
**Subject:** TSM 15-036

Comments for TSM 15-036:

1. Project must meet currently adopted fire code and amendments. Presently adopted code is 2012 IFC and Northern Nevada Amendments.

***Dave Ruben***  
Fire Marshal  
Carson City Fire Department  
777 S. Stewart Street  
Carson City, NV 89701

Direct 775-283-7153  
Main 775-887-2210  
FAX 775-887-2209

May 12, 2015

Health

TSM 15-036

**Carson City Health and Human Services**

Has no concerns with the application as submitted.

Dustin Boothe, MPH, REHS

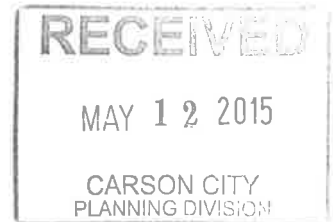
Carson City Health and Human Services

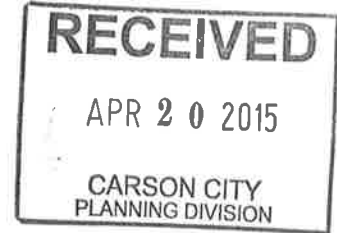
900 E. Long St.

Carson City, NV 89706

(775) 887-2190 ext. 7220

[dboothe@carson.org](mailto:dboothe@carson.org)





April 20, 2015

Comments on # TSM-15-036:

1. All projects and improvements must be performed in accordance with Nevada State Revised Statute (NRS) 623 & 624 and Carson City Municipal Code (CCMC) 15.05.020.
2. Repairs, Replacement, and Alterations must comply with 2012 International Building Codes, 2012 Uniform Plumbing Code, Uniform Mechanical Code or 2012 International Mechanical code, 2012 Fuel Gas Code, 2011 Electrical Code, Adopted International Energy Conservation Code, and 2012 Northern Nevada Amendments.
3. All Contractors are required to carry State and local license.

Thanks.

***Shawn Keating***

Chief Building Official

Carson City Community Development

108 E. Proctor Street

Carson City, NV 89701

Main 775-887-2310

FAX 775-887-2202

***Shawn Keating CBO***

Building Official

Carson City Community Development Department

Office 775-887-2310

Fax 775-887-2202

Cell 775-230-6623

[skeating@carson.org](mailto:skeating@carson.org)



## Carson City Planning Division

108 E. Proctor Street  
Carson City, Nevada 89701  
(775) 887-2180 – Hearing Impaired: 711  
planning@carson.org  
www.carson.org/planning

**TO:** TENTATIVE MAP DISTRIBUTION LIST

**FROM:** Kathe Green, PLANNING DIVISION (775) 283-7071

**DATE:** APRIL 17, 2015

**SUBJECT:** TSM-15-036 Canyon Vista, proposing creation of 18 lots

**APN:** 010-194-07 and 08

**ADDRESS:** Hillview Dr/E Appion and Hillview Dr/Clearview Dr

The subject plans are enclosed for review. Please submit written comments **ASAP** to Lee Plemel, Director, Planning Division, 108 E. Proctor St., Carson City, NV 89701. The tentative map will be heard by the Planning Commission at their May 27, 2015 meeting.

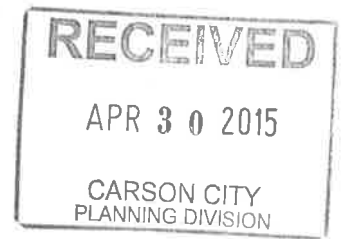
Lee Plemel  
Rory Hogen  
Dave Ruben  
Shawn Keating  
Dustin Boothe  
Mark Irwin  
Kaja Anderson (e-mail only)  
Daniel Rotter  
Daniel Doenges/Patrick Pittenger  
Joe Ward (only if CC&Rs)  
Nick Brothers (check & wet stamped plans)  
Chuck Adams  
Janelle Thomas  
Larry Gibson  
Steve Shell (check)  
Pam Glass  
Mark Freese  
Susan Keema or Mark Korinek  
John Rowan  
Jane Schmidt  
Jake Newnham

Planning  
Engineering  
Fire  
Building  
Health  
Environmental Control  
Parks and Recreation  
Public Works  
Transportation  
District Attorney  
St of NV Div. of Environmental Protection  
NV Energy  
State of NV Highway Dept  
Southwest Gas Corp  
St of NV Dept of Water Resources  
St of NV Dept of Safe Drinking Water  
St of NV Dept. of Wildlife  
Carson City School District  
AT&T  
U. S. Soils Conservation  
Charter Cable Services

Only properties east of Carson street:  
Don Hicks

Bureau of Land Mgmt

NO OPERATIONAL CONCERNS FROM CCSD.  
5/1/15



April 28, 2015

Major Project Review Committee

Re: # TSM – 15 - 036

Dear Kathe,

After initial plan review the Carson City Environmental Control Authority (ECA), a Division of Carson City Public Works Department (CCPW), has the following requirements per the Carson City Municipal Code (CCMC) and the Uniform Plumbing Code (UPC) for the TSM 15 – 036 Subdivision Map request:

1. ECA has no comments concerning this request.

Please notify Mark Irwin if you have any questions regarding these comments, I can be reached at 775-283-7380.

Sincerely;

Mark Irwin  
Environmental Control Officer 3

c: Kelly Hale, Environmental Control Supervisor



NEVADA DIVISION OF  
**ENVIRONMENTAL  
PROTECTION**

TSM-15-036

**STATE OF NEVADA**

Department of Conservation & Natural Resources

Brian Sandoval, Governor

Leo M. Drozdoff, P.E., Director

Colleen Cripps, Ph.D., Administrator

April 27, 2015

LEE PLEMEL  
PLANNING DIVISION  
108 E. PROCTOR  
CARSON CITY NV 89701



**Re: Tentative Map-Canyon Vista  
18 lots in Carson City**

Dear Mr. PLEMEL:

The Nevada Division of Environmental Protection has reviewed the above referenced subdivision and recommends approval of said subdivision with respect to water pollution and sewage disposal, provided that Carson City commits to provide sewage service to said subdivision.

Please note that if the developer of this subdivision will disturb more than one acre, he/she is required to obtain coverage under NDEP's Construction Stormwater General Permit NVR100000. A Notice of Intent must be filed electronically and submitted with a \$200 fee prior to commencing any earth-disturbing activities at the site. Visit NDEP's Bureau of Water Pollution Control's website at: [http://ndep.nv.gov/bwpc/storm\\_cont03.htm](http://ndep.nv.gov/bwpc/storm_cont03.htm) for more information about this permit.

Sincerely,

Choul Kyu Lee, E.I.  
Technical Services Branch  
Bureau of Water Pollution Control

cc:

Engineer: LUMOS & ASSOCIATES (CARSON) 800 E College Pkwy Carson City, NV 89706

Developer Name: DIVINNI NV LLC 1320 Hwy 395 N. Gardnerville, NV 89410

Control No. 10318



## Lee Plemel

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**From:** Mary Mangione <mkm2121@sbcglobal.net>  
**Sent:** Friday, May 01, 2015 9:19 PM  
**To:** Lee Plemel  
**Subject:** Canyon Vista Subdivision concerns

We reside at 4488 Hillview Dr. in South Carson City. We have concerns about the proposed Canyon Vista development off of Hillview Dr. scheduled to go before the Planning Commission on May 27th and the Board of Supervisors on June 18th. Our main concerns are the substantial increase in traffic on Hillview Dr. from 7 homes to 25 homes using a road that is less than 1 quarter mile long. In addition, there have been significant drainage issues in this area and we are concerned that the water will drain off of proposed cul-de-sacs onto the property of the existing homes on Hillview. We would be glad to meet with you and other residents on Hillview to discuss our concerns.

Thank you for your prompt attention to this matter.

Harvey Hornung & Mary Mangione

Carson City Planning Division  
 108 E. Proctor Street- Carson City NV 89701  
 Phone: (775) 887-2180 • E-mail: planning@carson.org

FOR OFFICE USE ONLY:

CCMC 18.02

**FILE # VAR - 15 -**

**VARIANCE**

APPLICANT: Divinni NV, LLC  
 PHONE #: 775-691-1777

FEE: \$2,150.00 + noticing fee

MAILING ADDRESS, CITY, STATE, ZIP  
 1320 Hwy 395 N. Gardnerville, NV 89410

**SUBMITTAL PACKET**

EMAIL ADDRESS  
 Scott@gr8rdeal.com

- 6 Completed Application Packets (1 Original + 5 Copies)
- Application Form
- Written Project Description
- Site Plan
- Building Elevation Drawings and Floor Plans
- Proposal Questionnaire With Both Questions and Answers Given, supporting documentation
- Applicant's Acknowledgment Statement
- Documentation of Taxes Paid-to-Date (1 copy)
- CD containing application digital data (all to be submitted once application is deemed complete by staff)

PROPERTY OWNER: Enterprise Realty  
 PHONE #: 916-576-3042

MAILING ADDRESS, CITY, STATE, ZIP  
 P.O. Box 255749, Sacramento, CA 95865

EMAIL ADDRESS  
 Carrie@Meeks.Com

APPLICANT AGENT/REPRESENTATIVE: Tim Russell  
 PHONE #: 775-883-7077

Application Reviewed and Received By:

MAILING ADDRESS, CITY, STATE, ZIP  
 800 E. College Parkway, Carson City, NV 89706

Submittal Deadline: See attached PC application submittal schedule.

EMAIL ADDRESS  
 trussell@lumosengineering.com

Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional information may be required.

Project's Assessor Parcel Number(s): 010-194-08	Street Address Hillview Drive/Clearview Drive	ZIP Code 89701
Project's Master Plan Designation Low Density Residential	Project's Current Zoning SF1A	Nearest Major Cross Street(s) Clearview Drive/Hillview Drive

Briefly describe your proposed project (Use additional sheets or attachments if necessary). In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal. In accordance with Carson City Municipal Code (CCMC) Section: \_\_\_\_\_, or Development Standards, Division \_\_\_\_\_, Section \_\_\_\_\_, a request to allow a variance as follows:

**PROPERTY OWNER'S AFFIDAVIT**

I, William C. Meek, Pres., being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

Signature: [Signature]  
 ENTERPRISE Realty

Address: 70 Box 255749  
SACRAMENTO CA  
95865

Date: 4/17/15

Use additional page(s) if necessary for other names.

STATE OF NEVADA )  
 COUNTY )

On \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

Notary Public \_\_\_\_\_

NOTE: If your project is located within the historic district, airport area, or downtown area, it may need to be scheduled before the Historic Resources Commission, the Airport Authority, and/or the Redevelopment Authority Citizens Committee prior to being scheduled for review by the Planning Commission. Planning Division personnel can help you make the above determination.



**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

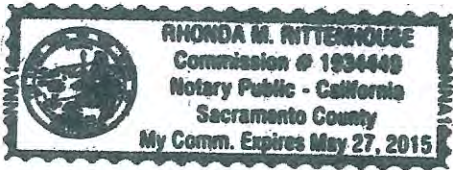
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Sacramento )  
On 4-17-15 before me, Rhonda M. Rittenhouse, Notary Public  
Date Here Insert Name and Title of the Officer  
personally appeared William C. Meek  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**  
Title or Type of Document: Property Owner Affidavit Document Date: 4-17-15  
Number of Pages: 1 Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**  
Signer's Name: William Coleek  
 Corporate Officer — Title(s): President  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_



<b>Carson City Planning Division</b> 108 E. Proctor Street • Carson City NV 89701 Phone: (775) 887-2180 • E-mail: planning@carson.org		<b>FOR OFFICE USE ONLY:</b>  CCMC 18.02  <b>VARIANCE</b>  <b>FEE: \$2,150.00 + noticing fee</b>  <b>SUBMITTAL PACKET</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 6 Completed Application Packets (1 Original + 5 Copies)</li> <li><input type="checkbox"/> Application Form</li> <li><input type="checkbox"/> Written Project Description</li> <li><input type="checkbox"/> Site Plan</li> <li><input type="checkbox"/> Building Elevation Drawings and Floor Plans</li> <li><input type="checkbox"/> Proposal Questionnaire With Both Questions and Answers Given, supporting documentation</li> <li><input type="checkbox"/> Applicant's Acknowledgment Statement</li> <li><input type="checkbox"/> Documentation of Taxes Paid-to-Date (1 copy)</li> <li><input type="checkbox"/> CD containing application digital data (all to be submitted once application is deemed complete by staff)</li> </ul>	
<b>FILE # VAR - 15 -</b>		<b>Application Reviewed and Received By:</b>  <hr/>	
<b>APPLICANT</b> Divinni NV, LLC	<b>PHONE #</b> 775-691-1777	<b>Submittal Deadline: See attached PC application submittal schedule.</b> <b>Note: Submittals must be of sufficient clarity and detail such that all departments are able to determine if they can support the request. Additional Information may be required.</b>	
<b>MAILING ADDRESS, CITY, STATE, ZIP</b> 1320 Hwy 395 N. Gardnerville, NV 89410			
<b>EMAIL ADDRESS</b> Scott@gr8rdeal.com			
<b>PROPERTY OWNER</b> MJ MECK CP	<b>PHONE #</b> 917 539 5663		
<b>MAILING ADDRESS, CITY, STATE, ZIP</b> 347 Noyac Path Water Mill NY 11976			
<b>EMAIL ADDRESS</b> JMeck@JTMcapadvisors.com			
<b>APPLICANT AGENT/REPRESENTATIVE</b> Tim Russell	<b>PHONE #</b> 775-883-7077		
<b>MAILING ADDRESS, CITY, STATE, ZIP</b> 800 E. College Parkway, Carson City, NV 89706			
<b>EMAIL ADDRESS</b> trussell@lumosengineering.com			
<b>Project's Assessor Parcel Number(s):</b> 010-194-07	<b>Street Address</b> Hillview Drive/Clearview Drive	<b>ZIP Code</b> 89701	
<b>Project's Master Plan Designation</b> Low Density Residential	<b>Project's Current Zoning</b> SF1A	<b>Nearest Major Cross Street(s)</b> Clearview Drive/Hillview Drive	

Briefly describe your proposed project: (Use additional sheets or attachments if necessary). In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal.  
 In accordance with Carson City Municipal Code (CCMC) Section: \_\_\_\_\_, or Development Standards, Division \_\_\_\_\_, Section \_\_\_\_\_, a request to allow a variance as follows:

**PROPERTY OWNER'S AFFIDAVIT**

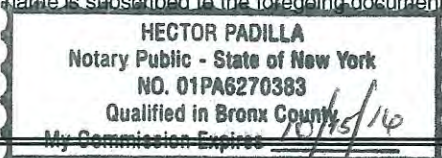
I, MJ Meck Limited Partnership, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.

Signature: [Signature] Address: 347 Noyac Path Water Mill NY 11976 Date: 4-20-15

Use additional page(s) if necessary for other names.

STATE OF ~~NEVADA~~ New York )  
 COUNTY New York )  
 On April 20th, 2015, Joanna Meck, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

[Signature]  
 Notary Public



**NOTE:** If your project is located within the historic district, airport area, or downtown area, it may need to be scheduled before the Historic Resources Commission, the Airport Authority, and/or the Redevelopment Authority Citizens Committee prior to being scheduled for review by the Planning Commission. Planning Division personnel can help you make the above determination.



## SITE PLAN CHECKLIST

The site plan shall be drawn on quality paper (minimum size of 8.5 inches by 11 inches) at an appropriate scale or dimension to depict the parcel. Any site plan larger than 8.5 inches by 11 inches must be folded. The site plan shall include the following information:

1. Show a north point arrow and plot plan scale. A bar scale is preferred because when the drawings are reduced, it will still show an accurate scale. A bar scale could appear like this for a project that has a scale of one inch equals twenty feet on the original plot plan:



2. Vicinity map must be shown on the plot plan. This is a map, not to scale, that you would provide a visitor unfamiliar with the area as directions to get to your property. It will show adjacent streets.
3. Title block in lower right-hand corner including:
  - (a) Applicant's name, mailing address, and daytime phone number (including area code).
  - (b) The name, mailing address, and daytime phone number of the person preparing the plot plan, if different from applicant.
  - (c) The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
  - (d) Assessor Parcel Number(s) (APN) and address (location, if no address) of the subject property.
  - (e) Project title and permit request. (Example: Variance, Special Use Permit).
4. Property lines of the subject property with dimensions indicated.
5. Show curb, gutter, sidewalks, ADA facilities, PFD, circulation.
6. All existing and proposed structures shall be shown, including:
  - (a) Distances from property lines indicated by dimensions.
  - (b) Distances between buildings shall be indicated on the plot plan.
  - (c) Clearly label existing and proposed structures and uses, and show dimensions.
  - (d) Square footage of all existing and proposed structures.
  - (e) If a commercial or multi-family project, show all elevations and submit roof plans showing all proposed roof equipment and means of screening from view along with plans for trash receptacle screening and loading/unloading area location and design.
  - (f) Elevations of any proposed structures/additions.
  - (g) All easements.
7. Indicate drainage patterns with arrows.
8. Project access:
  - (a) Show the location of street access and all existing accesses of neighboring properties including cross streets.
  - (b) Show adjoining street names
  - (c) Show all curb cuts with dimension.
9. Show the Assessor Parcel Number(s) of adjoining parcels.
10. Show all existing and proposed parking, landscape islands and traffic aisles, with dimensions.
11. Show location of existing and proposed utilities and indicate whether overhead or underground. Show the location of any septic lines/fields and wells.
12. If specific landscape areas are required or provided, show with dimensions.
13. Show location of all proposed amenities, such as gazebos, retaining walls, detention areas, etc.

Submit 6 copies of the entire application and site plans, including the original, or a very clear, high quality reproduction that may be used for generating additional copies. If 6 large blueprints are submitted, one 8.5 inch by 11 inch plan must also be submitted.



# VARIANCE APPLICATION QUESTIONNAIRE

PLEASE TYPE OR PRINT IN BLACK INK ON SEPARATE SHEETS AND ATTACH TO YOUR APPLICATION

State law requires that the Planning Commission and possibly the Board of Supervisors consider and support the questions below with facts in the record. These are called "FINDINGS". Since staff's recommendation is based on the adequacy of your findings, you need to complete and attach the Proposal Questionnaire with as much detail as possible to ensure that there is adequate information supporting your proposal.

The questionnaire lists the findings in the exact language found in the Carson City Municipal Code (CCMC), then follows this with a series of questions seeking information to support the findings.

(On an attached sheet, list each question, read the explanation, then write your answer in your own words.)

Answer the questions as completely as possible so that you provide the Commission and possibly the Board of Supervisors with the details that they need to consider your project. Please keep in mind that approval of a variance will **not** be considered on the basis of an economic hardship. If the question does not apply to your situation, explain why. **BEFORE A VARIANCE CAN BE GRANTED, FINDINGS FROM A PREPONDERANCE OF EVIDENCE MUST INDICATE THAT THE FACTS SUPPORTING THE PROPOSED REQUEST ARE INCORPORATED INTO YOUR APPLICATION.**

## GENERAL REVIEW OF PERMITS

Source: CCMC 18.02.085. (1) The Planning Commission and possibly the Board of Supervisors, in reviewing and judging the merit of a proposal for a variance, shall direct its considerations to, and find that the following conditions and standards are met:

### FINDINGS

- Question 1. Describe the special circumstances or conditions applying to the property under consideration which exist making compliance with the provisions of this title difficult and a cause of hardship to, and abridgment of a property right of the owner of the property; and describe how such circumstances or conditions do not apply generally to other properties in the same land use district and explain how they are not self-imposed.
- Explanation A. Think about your situation and state what is different about your property that makes your variance request necessary. Is it the topography, the design, size, etc. of your parcel, and why can you not redesign your project to fit within code requirements? Please understand that a "self-imposed" or "financial" hardship is not considered adequate reason for granting of a variance.
- Question 2. Explain how granting of the variance is necessary to do justice to the applicant or owner of the property without extending any special privilege to them.
- Explanation A. State how the granting of your variance request may or may not result in actual damage to nearby properties or prejudice by your neighbors in a precedent-setting situation. State why your project will not be harmful to the public health, safety and general welfare.
- Question 3. Explain how the granting of the variance will not result in material damage or prejudice to the other properties in the vicinity nor be detrimental to the public health, safety and general welfare.

If there is any other information that would provide a clearer picture of your proposal that you would like to add for presentation to the Planning Commission and Board, please be sure to include the information.

The following acknowledgment and signature are to be on the response to the questionnaire prepared for the project. Please type the following, signed statement at the end of your application.



**ACKNOWLEDGMENT OF APPLICANT**

I certify that the foregoing statements are true and correct to the best of my knowledge and belief. I agree to fully comply with all conditions as established by the Planning Commission/ Board of Supervisors. I am aware that this permit becomes null and void if the use is not initiated within one year of the date of the Planning Commission/Board of Supervisors approval; and I understand that this permit may be revoked for violation of any of the conditions of approval. I further understand that approval of this application does not exempt me from all City Code requirements.

      Joanna Meek      4-20-15  
Applicant's Signature      Print Name      Date  
*Signatory for MJMeek Limited Partnership*



The following acknowledgment and signature are to be on the response to the questionnaire prepared for the project. Please type the following, signed statement at the end of your application.



ACKNOWLEDGMENT OF APPLICANT

I certify that the foregoing statements are true and correct to the best of my knowledge and belief. I agree to fully comply with all conditions as established by the Planning Commission/ Board of Supervisors. I am aware that this permit becomes null and void if the use is not initiated within one year of the date of the Planning Commission/Board of Supervisors approval; and I understand that this permit may be revoked for violation of any of the conditions of approval. I further understand that approval of this application does not exempt me from all City Code requirements.

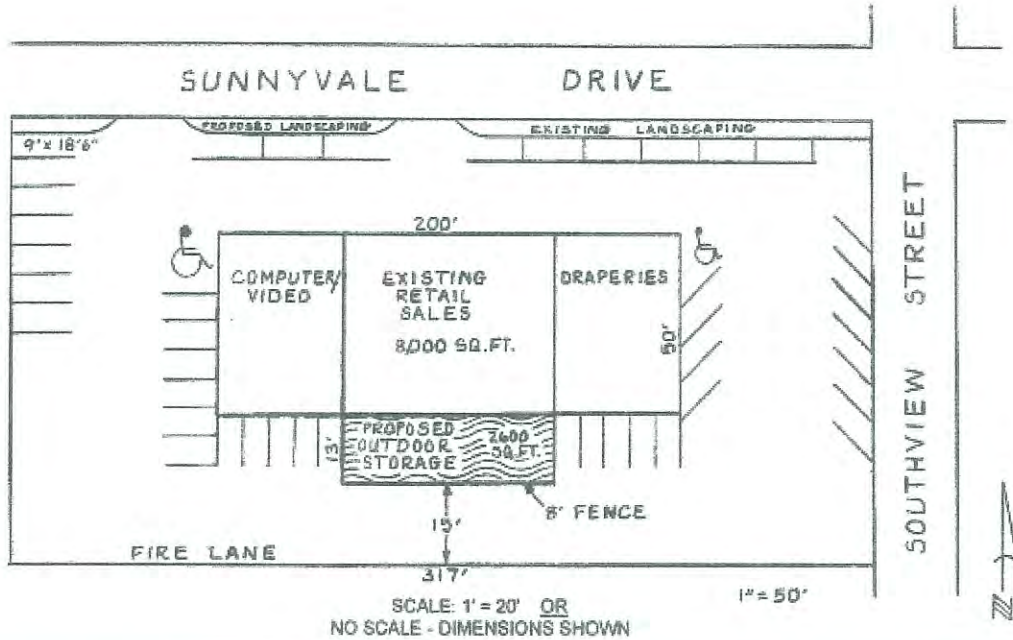
*William C. Meek, Pres*  
Applicant's Signature *Enterprise Realty*

*William C. Meek, President* *4/17/15*  
Print Name *Enterprise Realty* Date



**EXAMPLE  
SPECIAL USE PERMIT/VARIANCE**

**SITE PLAN FOR COMMERCIAL OUTDOOR STORAGE**



**OWNER:** John Doe  
123 Anyplace  
Carson City NV 89701  
(775) 111-1111

**APPLICANT:** Jane Smith  
345 Someplace  
Carson City NV 89701  
(775) 222-2222

**REQUEST:** To allow outdoor storage in Retail Commercial (RC) zone

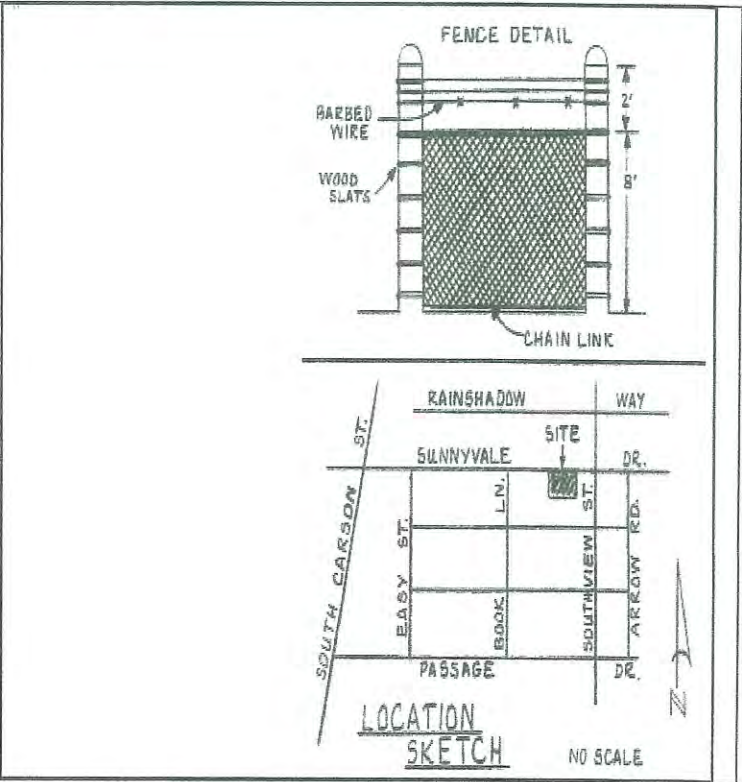
**LOCATION:** 123 Anyplace

**ZONING:** Retail Commercial (RC)

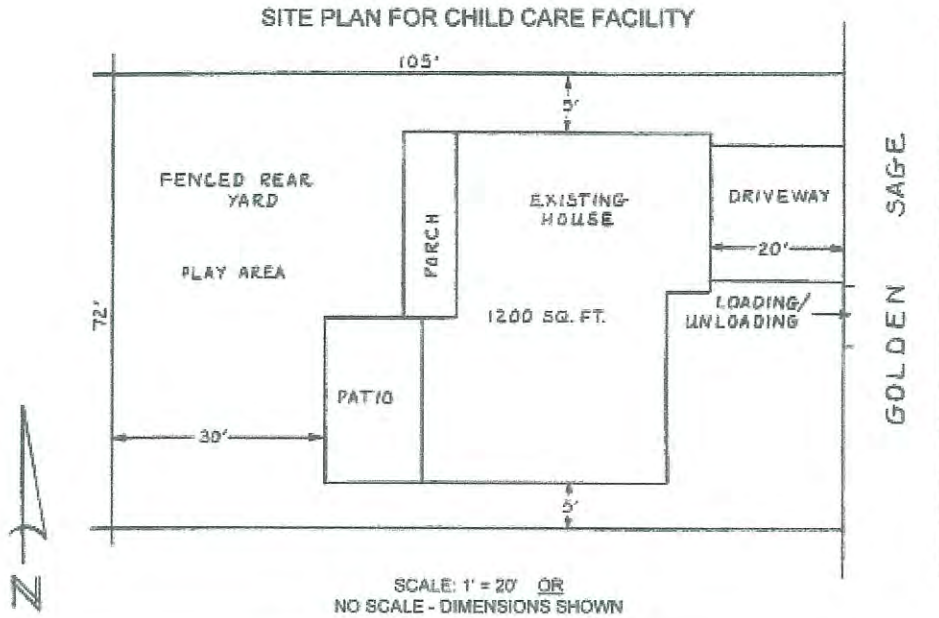
**MASTER PLAN LAND USE DESIGNATION:** Commercial

**APN:** 005-215-25

Site Plan Prepared By Jane Smith



## EXAMPLE SPECIAL USE PERMIT/VARIANCE



OWNER: John Doe  
123 Golden Sage Drive  
Carson City NV 89701  
(775) 333-3333

APPLICANT: Same

REQUEST: To allow a childcare facility

LOCATION: 123 Golden Sage Drive

ZONING: Single-Family 6,000 (SF 6)

MASTER PLAN LAND USE  
DESIGNATION: Low Density Residential

APN: 005-215-25

Site Plan Prepared By John Doe





## 2015 PLANNING COMMISSION SCHEDULE

Application Submittal Deadline (Before Noon- No Exceptions)	Application Completeness Determination meeting with applicants and staff	Deadline for Application Completeness (Before Noon)	Planning Commission Meeting Date
December 18, 2014	December 23, 2014	December 26, 2014	January 28
January 15	January 21*	January 23	February 25
February 12	February 18*	February 20	March 25
March 19	March 24	March 27	April 29
April 16	April 21	April 24	May 27
May 14	May 19	May 22	June 24
June 18	June 23	June 26	July 29
July 16	July 21	July 24	August 26
August 20	August 25	August 28	September 30
September 17	September 22	September 25	October 28
October 8	October 13	October 16	November 18* 1:00 pm
November 5	November 10	November 13	December 16* 1:00 pm
December 17	December 22	December 28*	January 27, 2016

\* Holiday conflict—date and or time adjusted

PLEASE NOTE: Master Plan Amendment applications will only be reviewed by the Planning Commission in February, May, August and November. Therefore, you must submit your application by the deadline dates in January, April, July and October.