

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
PLANNING COMMISSION AND THE GROWTH MANAGEMENT  
COMMISSION**

**Day:** Wednesday  
**Date:** June 30, 2021  
**Time:** Beginning at 5:00 pm  
**Location:** Community Center, Robert “Bob” Crowell Board Room, 851 East William Street Carson City, Nevada  
851 East William Street  
Carson City, Nevada

**AGENDA**

**NOTICE TO THE PUBLIC**

The State of Nevada and Carson City are currently in a declared State of Emergency in response to the global pandemic caused by the coronavirus (COVID-19) infectious disease outbreak. In accordance with the applicable Directives issued under authority of the Governor’s Declaration of Emergency, including Directive 045, and subject to any potential changes in state or federal mandates or guidelines, face coverings are no longer required to be worn when attending this meeting in person if you have been fully vaccinated against COVID-19, you are not currently experiencing symptoms of illness and you have not tested positive for COVID-19 within 10 days prior to the date of this meeting. If you do not meet all of the foregoing requirements, you must wear a face covering when attending this meeting in person.

Members of the public who wish only to view the meeting may watch the livestream of the Growth Management Commission and Planning Commission and meetings at [www.carson.org/granicus](http://www.carson.org/granicus) and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191.

The public may provide public comment in advance of a meeting by written submission to the following email address: [planning@carson.org](mailto:planning@carson.org) or via mail to the Planning Division at 108 E. Proctor St., Carson City, NV 89701. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be received by the Planning Division not later than 3:00 p.m. the day before the meeting.

- 1. Call to Order - Growth Management Commission**
  
- 2. Roll Call and Determination of a Quorum**
  
- 3. Pledge of Allegiance**

#### 4. Public Comment\*\*

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of the Growth Management Commission, including any matter that is not specifically included on the agenda as an action item.

#### 5. For Possible Action: Approval of the Minutes - May 26 2021

05-26-2021

[05-26-2021 Minutes \(GM\).pdf](#)

#### 6. Meeting Items

6.A GM-2021-0147 For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors for a resolution establishing the maximum number of residential building permit allocations under the Growth Management Ordinance for the years 2022 and 2023 and estimating the maximum number of residential building permits for the years 2024 and 2025; establishing the number of building permit allocations within the Development and General Property Owner categories; establishing a maximum average daily water usage for commercial and industrial building permits as a threshold, and identifying criteria to apply when making decisions regarding commercial and industrial projects seeking to exceed the threshold. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Summary: The Growth Management Commission is required to make annual recommendations to the Board of Supervisors to establish the number of residential permits that will be available for the following calendar year. This has historically been based upon a maximum growth rate of three percent. The commercial and industrial daily water usage threshold is 15,000 gallons per day annual average in 2021, above which Growth Management Commission approval is required. The Growth Management Commission will consider recommending criteria to be apply when making decisions relative to commercial and industrial projects that are seeking to utilize water in excess of the threshold.

[GM-2021-0147 Annual Report2 \(6.30.21\) copy.docx](#)

[GM.2021.Resolution.3%.docx](#)

[6.A GM-2021-0147.pdf](#)

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

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## **7. Public Comment\*\***

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of the Growth Management Commission including any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

## **8. For Possible Action: Adjourn as the Growth Management Commission**

## **9. Call to Order - Planning Commission**

## **10. Roll Call and Determination of a Quorum**

## **11. Public Comment\*\***

Members of the public are invited to address the Commission at this time and comment on any matter that is relevant to or within the authority of the Planning Commission, including any matter that is not specifically included on the agenda as an action item.

## **12. For Possible Action - Approval of Meeting Minutes - May 26, 2021**

05-26-2021 Meeting Minutes

[05-26-2021 Minutes \(PC\).pdf](#)

## **13. Meeting Items**

### **13.A PUBLIC HEARING**

LU-2021-0182 For Possible Action: Discussion and possible action regarding a request for a Special Use Permit to construct an accessory structure that will result in the cumulative area of accessory structures exceeding 75 percent of the size of the primary building, and 5 percent of the parcel size on a property zoned Single Family 1 Acre (SF1A), located at 5180 Silver Sage Drive, APN 009-231-08. (Lena Reseck, [lreseck@carson.org](mailto:lreseck@carson.org))

Summary: The subject property is currently improved with a 3,080 square foot home with attached garage, a 96 square foot storage shed, a 378 square foot carport, and a 576 square foot detached garage on a 1.79-acre lot. The applicant is proposing to construct a 3,000 square foot detached shop. This will result in the cumulative square footage of the detached accessory buildings being approximately 131 percent of the size of the primary building and covering approximately 5.20 percent of the lot area. As the cumulative area of the detached accessory buildings will exceed 75 percent of the size of the primary structure, and as the detached accessory buildings will cover more than 5 percent of the lot area, per CCMC 18.05.055, a Special Use Permit is required. The Planning Commission is authorized to approve a Special Use Permit.

[06.30.2021 LU-2021-0182 5180 Silver Sage Dr \(Dan Evans\).docx](#)

[5180 Silver Sage - Amundson Special Use Doc Pack.pdf](#)

[210502A10-Amundson-RV Revised Site Plan.pdf](#)

[210502A30-Amundson-RV.pdf](#)

### 13.B PUBLIC HEARING

LU-2021-0187 For Possible Action: Discussion and possible action regarding a request for a Special Use Permit to allow a temporary tract sales office, model homes, parking area, and advertising signage on properties zoned Multi-Family Duplex (MFD) located at 1350, 1356, 1362, 1368, 1374, and 1380 Little Lane, APNs: 004-391-01, 004-391-02, 004-391-03, 004-391-04, 004-391-05, 004-391-06. (Lena Reseck, [lreseck@carson.org](mailto:lreseck@carson.org))

Summary: The applicant is requesting a temporary tract sales office with conversion of the garage to an office in a model home at 1368 Little Lane (APN 004-391-03), parcels 1350, 1356, and 1362 Little Lane (APNs 004-391-06, 004-391-05, and 004-391-04) will be model homes, construction of a temporary parking area on parcels at 1374 and 1380 Little Lane (APNs 004-391-02 and 004-391-01), and to allow temporary signage advertising the model homes and proposed homes in Little Lane Village. Temporary tract sales offices are a conditional use in MFD zoning, per CCMC 18.04.100, requiring approval of a Special Use Permit. The Planning Commission is authorized to approve a Special Use Permit.

[06.30.2021 LU-2021-0187 1368 Little Ln \(Bates Homes\).docx](#)

[LU-2021-0187 Application.pdf](#)

[Little Lane in Carson City Sign Application.docx](#)

13.C U-93/94-67 For Possible Action: Discussion and possible action regarding a request for an investigation by the director of Special Use Permit U-93/94-67 for Empire Ranch Golf Course located in the Agriculture (A) zoning district at 1875 Fair Way, APN 010-581-15. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Summary: Special Use Permit U-93/94-67 for Empire Ranch golf course on property zoned Agriculture was approved on June 24, 1994. Consistent with CCMC 18.02.095, this item is placed on the meeting agenda to allow the Commission the opportunity to request that the director investigate Empire Ranch Golf Course's special use permit to determine whether grounds for revocation or reexamination of the special use permit exists.

[U-93-94-67 Empire Ranch GC discussion.docx](#)

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\*Agenda items with an asterisk (\*) indicate that final action will be taken unless appealed or otherwise announced. The Planning Commission's "ACTION" may include either approval, approval with conditions, denial, continuance, or tabling of an item.

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

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#### **14. Staff Reports (non-action items)**

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

#### **15. Public Comment\*\***

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of the Planning Commission including any matter that is not specifically included on the agenda as an action item.

#### **16. For Possible Action: Adjournment**

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**\*\*PUBLIC COMMENT LIMITATIONS** - The Growth Management Commission and the Planning Commission will, as called to order, each provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is the Growth Management Commission's and the Planning Commission's aspirational goal to also provide for item-specific public comment. In order for members of the public to participate in the Growth Management Commission's and the Planning Commission's consideration of an agenda item, the public is strongly encouraged to comment on an agenda item when called for by the Chair or Vice-Chair during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair and Vice-Chair also retain discretion to only provide for the Open Meeting Law's minimum public comment and not call for or allow additional individual-item public comment at the time of the body's consideration of the item when: 1) it is deemed necessary by the mayor/chair to the orderly conduct of the meeting; 2) it involves an off-site non-action facility tour agenda item; or 3) it involves any person's or entity's due process appeal or hearing rights provided by statute or the Carson City Municipal Code. Comments may be limited to three minutes per person or topic at the discretion of the Chair or Vice-Chair in order to facilitate the meeting.

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

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Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

### **For Further Information**

Titles of agenda items are intended to identify specific matters. If you would like more information about an agenda item listed above, please contact the staff member listed at the end of the particular item in which you are interested at 775-887-2180. Contact [planning@carson.org](mailto:planning@carson.org) if you would like copies of supporting materials for an agenda item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Planning Division in writing at 108 E. Proctor St., Carson City, Nevada 89701, or call 775-887-2180, at least 24 hours in advance of the meeting.

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

This agenda has been posted at the following locations:

City Hall, 201 North Carson Street

Community Center, 851 East William Street

Community Development Department, 108 E. Proctor Street

Carson City Library, 900 North Roop Street

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

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

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Growth Management Commission**  
**Wednesday, May 26, 2021 ● 5:00 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Commission Members**

**Chair – Charles Borders, Jr.**

**Commissioner – Paul Esswein**

**Commissioner – Sena Loyd**

**Commissioner – Teri Preston**

**Vice Chair – Jay Wiggins**

**Commissioner – Nathaniel Killgore**

**Commissioner – Richard Perry**

**Staff**

Hope Sullivan, Community Development Director

Heather Ferris, Planning Manager

Todd Reese, Deputy District Attorney

Stephen Pottéy, Senior Project Manager

Tamar Warren, Senior Public Meetings Clerk

**NOTE:** A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the Public Meeting Clerk during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and are available for review during regular business hours.

An audio recording and the approved minutes of this meeting are available on [www.Carson.org/minutes](http://www.Carson.org/minutes).

**1. CALL TO ORDER – GROWTH MANAGEMENT COMMISSION**

(5:01:12) – Chairperson Borders called the Growth Management Commission meeting to order at 5:01 p.m.

**2. ROLL CALL AND DETERMINATION OF QUORUM**

(5:01:29) – Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Charles Borders, Jr.	Present	
Vice Chair Jay Wiggins	Present	
Commissioner Paul Esswein	Present	
Commissioner Nathaniel Killgore	Present	
Commissioner Sena Loyd	Present	
Commissioner Richard Perry	Present	
Commissioner Teri Preston	Absent	

**3. PLEDGE OF ALLEGIANCE**

(5:01:44) – Commissioner Loyd led the Pledge of Allegiance.

**4. PUBLIC COMMENTS**

(5:02:15) – Chairperson Borders welcomed members of the public back into the Boardroom and read into the record information regarding public comment, noting that he preferred to hear the comments during the discussion of an item. He also entertained public comments; however, none were forthcoming.

**5. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – MAY 27, 2020.**

(5:04:54) – Chairperson Borders introduced the item and entertained comments or changes and when none were forthcoming, a motion.

**(5:05:11) – Commissioner Perry moved to approve the minutes of the May 27, 2020 Growth Management Commission meeting as presented. The motion was seconded by Vice Chair Wiggins.**

<b>RESULT:</b>	<b>APPROVED (4-0-2)</b>
<b>MOVER:</b>	Perry
<b>SECONDER:</b>	Wiggins
<b>AYES:</b>	Borders, Esswein, Perry, Wiggins
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Loyd, Killgore
<b>ABSENT:</b>	None

**6. MEETING ITEMS**

**6.A GM-2021-0147 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS FOR A RESOLUTION ESTABLISHING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS UNDER THE GROWTH MANAGEMENT ORDINANCE FOR THE YEARS 2022 AND 2023 AND ESTIMATING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMITS FOR YEARS 2024 AND 2025; ESTABLISHING THE NUMBER OF BUILDING PERMIT ALLOCATIONS 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.**

(5:05:50) – Chairperson Borders introduced the item. Ms. Sullivan gave background and reviewed the Staff Report with accompanying documents, all of which are incorporated into the record. She also highlighted comments from key stakeholders such as the Carson City School District, Carson City Fire

Department, Carson City Sheriff's Office, and the Carson City Public Works Department. Ms. Sullivan highlighted the current projects and responded to clarifying questions by the Commissioners, adding that the City was not close to meeting the housing starts approved by the Growth Management Commission in the past years.

(5:23:04) – Carson City Wastewater Utility Manager Andy Hummel reviewed the Wastewater Capacity Analysis Update, incorporated into the record as late material, and responded to Commissioner questions.

(5:38:15) – Carson City Water Utility Manager Eddy Quaglieri reviewed the overall health of the ground water basins, water usage and demand, the City's water sources, projects, and the projected demand, all of which are incorporated into the record as late material. Mr. Quaglieri and Ms. Sullivan also responded to clarifying questions. Commissioner Perry called the presentations "very good" and recommended presenting a simplified version of it to civic organizations in the City. Ms. Sullivan clarified that the modeling done for the sewer was based on communication between the Planning and Public Works Departments as development projects were being planned.

(5:56:18) – The meeting was recessed to address technical issues.

(6:05:21) – Chairperson Borders reconvened the meeting.

(6:05:40) – Commissioner Perry recommended including some language to justify going above the 15,000-gallon daily limit requirement. Commissioner Esswein also thanked Staff for the presentations and noted that he was in favor of criteria to evaluate excess water use as well, citing the drought situation being experienced currently. Ms. Sullivan noted that item 6.B would be continued in order to bring forward the criteria discussed earlier. Commissioner Loyd requested information regarding the current businesses who have received approval to exceed the 15,000-gallon daily limit. Mr. Reese noted that the Commission was not required to take action on this item.

**6.B GM-2021-0131 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST TO ALLOW FOR DAILY WATER USAGE ABOVE 15,000 GALLONS PER DAY FOR A PROPOSED DRIVE-THROUGH CARWASH ON PROPERTY ZONED RETAIL COMMERCIAL (RC), LOCATED AT 3390 S. CARSON STREET, APN 009-111-28.**

(6:13:05) – Chairperson Borders introduced the item. Ms. Sullivan explained that per the late material received, the applicant representative had requested for the item to be continued until the June 30, 2021 meeting. No action was necessary.

**7. PUBLIC COMMENT**

(6:14:04) – Chairperson Borders entertained public comments; however, none were forthcoming.

**8. FOR POSSIBLE ACTION: ADJOURN AS THE GROWTH MANAGEMENT COMMISSION**

(6:14:37) – Chairperson Borders adjourned the Growth Management Commission meeting at 6:14 p.m.

The Minutes of the May 26, 2021 Carson City Growth Management Commission meeting are so approved this 30<sup>th</sup> day of June, 2021.

**STAFF REPORT FOR THE GROWTH MANAGEMENT COMMISSION MEETING OF  
JUNE 30, 2021**

**FILE NO: GM-2021-0147**

**AGENDA ITEM: 6A**

**STAFF CONTACT:** Hope Sullivan, AICP, Community Development Director

**AGENDA TITLE:** For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors for a resolution establishing the maximum number of residential building permit allocations under the Growth Management Ordinance for the years 2022 and 2023, estimating the maximum number of residential building permits for the years 2024 and 2025, establishing the number of building permit allocations within the Development and General Property Owner categories, establishing a maximum average daily water usage for commercial and industrial building permits as a threshold, and identifying criteria to apply when making decisions regarding commercial and industrial projects seeking to exceed the threshold.

**STAFF SUMMARY:** The Growth Management Commission is required to make annual recommendations to the Board of Supervisors to establish the number of residential permits that will be available for the following calendar year. This has historically been based upon a maximum growth rate of three percent. The commercial and industrial daily water usage threshold is 15,000 gallons per day annual average in 2021, above which Growth Management Commission approval is required. The Growth Management Commission will consider recommending criteria to be applied when making decisions relative to commercial and industrial projects that are seeking to utilize water in excess of the threshold.

**PROPOSED MOTION:** “I move to recommend to the Board of Supervisors approval of the draft resolution.”

**BACKGROUND:**

At its meeting of May 26, 2021, the Growth Management Commission considered the Annual Growth Management Report (attached). The Growth Management Commission did not take any action, instead advised staff to reschedule the matter and include criteria for decision making for nonresidential uses that exceed the usage threshold, and to consider a growth rate of 2.5 percent instead of 3 percent.

The Planning Commission serves as the Growth Management Commission per the Carson City Municipal Code Title 18, Chapter 18.12 (Growth Management Ordinance). The Growth Management Commission is responsible for annually reviewing the information provided by various City departments and outside agencies and for 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 (2022 and 2023, on a rolling calendar basis) and estimate the number to be made available in the third and fourth years (2024 and 2025).
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.

In considering commercial and industrial permits, CCMC 18.12.070 states, in part, that:

*“A project which equals or exceeds the maximum average daily water usage threshold established by the board for water shall result in a consideration of the project before the commission prior to issuance of a building permit. The commission may approve the building permit, approve the permit with conditions, or deny the permit on the basis of the effect of the project on the city’s essential resources. The commission shall base its decision on the quantity of water consumed by the use for which the building is constructed compared to the availability of water; the ability of the city to deliver water services to the structure; and other effects of water usage ...”*

Since 2005, the Growth Management Commission has approved eleven requests for a building permit that exceeds the water usage threshold and denied none. The table below provides a description of the eleven approvals.

<b>Project</b>	<b>Address</b>	<b>Request</b>
GM-19-141: RV Resort	1400 Old Hot Springs	33,793 gpd
GM-18-190: RV Resort	1400 Old Hot Springs	68,500 gpd
GM-16-161: RV Resort	1400 Old Hot Springs	59,700 gpd
GM-15-039: Capitol Mall Project	n/s Musser, s/s Robinson, w/s Stewart, e/s Curry	334,339 gpd
GM-15-025: Car Wash	1250 & 1300 E William St	8,139 gpd
GM-15-024: Car Wash	3555 S. Carson St.	8,139 gpd
GM-14-163: Congregate Care / Nursing Home	608 & 610 W Washington	19,280 gpd
GM-14-005: Car Wash	2651 Hwy 50 E	13,438 gpd
GM-10-093: Restaurant (Olive Garden)	S Carson St.	9,100 gpd
GM-07-114: Concrete Plant Operation	5855 Sheep Drive	8,700 gpd
GM-08-077: Casino and Hotel	2670 HWY 50 and Lompa	82,916 gpd

In 2016, the City changed the threshold from 7,500 gallons per day to 15,000 gallons per day. The modification was due to “recent and continued improvements to the water system and additional water resources being produced and delivered from the Carson Valley ....” In addition to the water infrastructure improvements, the City’s development standards and building codes have improved over the years to where water conservation measures, such as low-flow fixtures, are included as part of the standard requirements for new commercial and industrial development.”

As previously stated, at its meeting of May 26, 2021, the Growth Management Commission discussed the threshold water usage for 2022 and in particular discussed the benefit of the Board identifying policies relative to considering “other effects of water usage.” The consensus of the Commission was that it would be beneficial to have criteria for evaluating requests for building permits for uses that would exceed the thresholds. The item was not acted on in May so that it could be properly noticed to include criteria for decision making in cases of uses exceeding the threshold of 15,000 gallons per day.



In discussing potential criteria, the Commission discussed water conservation, impact on employment, economic development, tax base, and quality of life. Based on the input of the Commission, the staff has included in the draft resolution that in considering “other effects of water usage,” the Commission shall consider if the use will:

- Promote health and safety; or
- Create quality jobs; or
- Promote tourism; and
- Utilizes water conservation measures and techniques.

Also at its meeting of May 26, 2021, the Commission requested staff advise what the housing starts numbers would be if the number of allocations is increased by 2.5 percent instead of 3 percent. There were also questions relative to the historically established distribution between the general category (43%) and the development category (57%). The table below provides various alternatives relative to percentage increase.

**Permit Allocation Alternatives**

Rate	Category	2021	2022	2023	2024
3.0%	<b>Total</b>	672	692	713	734
	<b>General</b>	289 (43%)	298 (43%)	--	--
	<b>Development</b>	383 (57%)	394 (57%)	--	--
2.5%	<b>Total</b>	560	574	588	603
	<b>General</b>	241 (43%)	247 (43%)	--	--
	<b>Development</b>	319 (57%)	327 (57%)	--	--
2.0%	<b>Total</b>	448	457	466	475
	<b>General</b>	193 (43%)	196 (43%)	--	--
	<b>Development</b>	255 (57%)	261 (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%. The recommended allocation would allow the maximum flexibility in providing building permits as new development occurs, though longer-term growth is expected to continue at a moderate pace. Unnecessarily limiting the number of building permits could have a negative impact on the ability of developers to obtain financing for proposed developments and have a generally suppressive effect on the Carson City economy. Should a lower limit actually limit developers’ ability to increase the housing supply to meet market demand, it could also reduce the affordability of housing in Carson City.

Attachments:

- Draft Resolution
- May 26, 2021 Report to the Growth Management Commission with Attachments

RESOLUTION NO. 2021-R-\_\_\_

A RESOLUTION AMENDING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS UNDER THE CARSON CITY GROWTH MANAGEMENT ORDINANCE FOR THE YEARS 2022 AND 2023, ESTIMATING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS FOR THE YEARS 2024 AND 2025, ESTABLISHING THE NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS AVAILABLE WITHIN THE DEVELOPMENT PROJECT AND GENERAL PROPERTY OWNER CATEGORIES, ESTABLISHING A MAXIMUM AVERAGE DAILY WATER USAGE AND CRITERIA FOR DECISION MAKING FOR COMMERCIAL AND INDUSTRIAL BUILDING PERMITS AS A THRESHOLD FOR GROWTH MANAGEMENT COMMISSION REVIEW; AND DIRECTING STAFF TO FORWARD THE GROWTH MANAGEMENT REPORT TO NEVADA STATE LEGISLATORS PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 240 (2019).

WHEREAS, Carson City Municipal Code Section 18.12 requires the Carson City Board of Supervisors to establish a fixed number of residential building permit allocations on a two-year rolling basis, to establish the number of residential building permit allocations available within the Development Project and General Property Owner categories, and to establish a maximum average daily water usage for commercial and industrial building permits as a threshold for Growth Management Commission review in order 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 26, 2021, and recommended the maximum number of residential building permits to be made available for calendar years 2022 and 2023, and the Commission estimated the maximum number of residential building permits for calendar years 2024 and 2025; and

WHEREAS, the Carson City Board of Supervisors finds and declares pursuant to Carson City Municipal Code Section 18.12 that city water and wastewater treatment capacity, as well as other resources identified in Section 18.12.050(2), are essential resources that limit the available residential building permits authorized by this resolution.

NOW, THEREFORE, the Carson City Board of Supervisors hereby resolves that:

1. Beginning on the first city working day in January 2022, the Building Division shall make available a total of **672** residential Growth Management allocations for building permits. The 2021 year-end balance of unused allocations shall be voided and returned to the utility manager. The allocations for residential building permits shall be disbursed as follows:

(a) For the general property owner category, a subtotal of **289** residential permits (43% of total residential building permit allocation). A property owner may apply for a maximum of 30 residential building permits in Period 1 (January through March 2022) subject to the availability of building permits.

(b) For the development project category, a subtotal of **383** 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 2022. 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 through June).

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

2. Beginning on the first city working day in January 2023, the Building Division may upon Board of Supervisors' approval make available pursuant to Carson City Municipal Code Section 18.12 a maximum total of **692** residential building permits, assuming three percent growth occurs in 2022. The building permits shall be disbursed as follows:

(a) For the general property owner category, a subtotal of **297** 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.

(b) For the development project category, a subtotal of **395** 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 1(b), above.

(c) 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.

3. For calendar year 2024, it is estimated that the Board of Supervisors may make available a maximum of 713 residential building permits, assuming continued three percent growth.

4. For calendar year 2025, it is estimated that the Board of Supervisors may make available a maximum of 734 residential building permits, assuming continued three percent growth.

5. Pursuant to Carson City Municipal Code Section 18.12, prior to issuance of building permits, any commercial or industrial projects proposed in 2022 that exceed the threshold of **15,000** gallons per day water usage must have the Growth Management Commission's review and approval to assure water availability.

6. In considering applications in response to subsection 5, the Growth Management Commission shall consider if the use utilizes water conservations measures and techniques,

and if the use will promote health, welfare and safety; create quality jobs; or promote tourism.

7. 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).

8. 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.

9. This Resolution and the Growth Management staff report to the Board of Supervisors from the meeting of July \_\_, 2021, shall be forwarded to the State legislators representing the City in accordance with Assembly Bill 240 (2019).

ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2021.

AYES: Supervisors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYES: Supervisors \_\_\_\_\_

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

\_\_\_\_\_  
LORI BAGWELL, Mayor

ATTEST:

\_\_\_\_\_  
AUBREY ROWLATT, Clerk-Recorder

**STAFF REPORT FOR THE GROWTH MANAGEMENT COMMISSION MEETING OF  
MAY 26, 2021**

**FILE NO: GM-2021-0147**

**AGENDA ITEM: 6A**

**STAFF CONTACT:** Hope Sullivan, AICP, Community Development Director

**AGENDA TITLE:** For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors for a resolution establishing the maximum number of residential building permit allocations under the Growth Management Ordinance for the years 2022 and 2023 and estimating the maximum number of residential building permits for the years 2024 and 2025; establishing the number of building permit allocations 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.

**STAFF SUMMARY:** The Growth Management Commission is required to make annual recommendations to the Board of Supervisors to establish the number of residential permits that will be available for the following calendar year. This has historically been based upon a maximum growth rate of three percent. The commercial and industrial daily water usage threshold is 15,000 gallons per day annual average in 2021, above which Growth Management Commission approval is required.

**PROPOSED MOTION:** "I move to recommend to the Board of Supervisors approval of the draft resolution."

**BACKGROUND:**

The Planning Commission serves as the Growth Management Commission per the Carson City Municipal Code Title 18, Chapter 18.12 (Growth Management Ordinance). The Growth Management Commission is responsible for annually reviewing the information provided by various City departments and outside agencies and for 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 (2022 and 2023, on a rolling calendar basis) and estimate the number to be made available in the third and fourth years (2024 and 2025).
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.

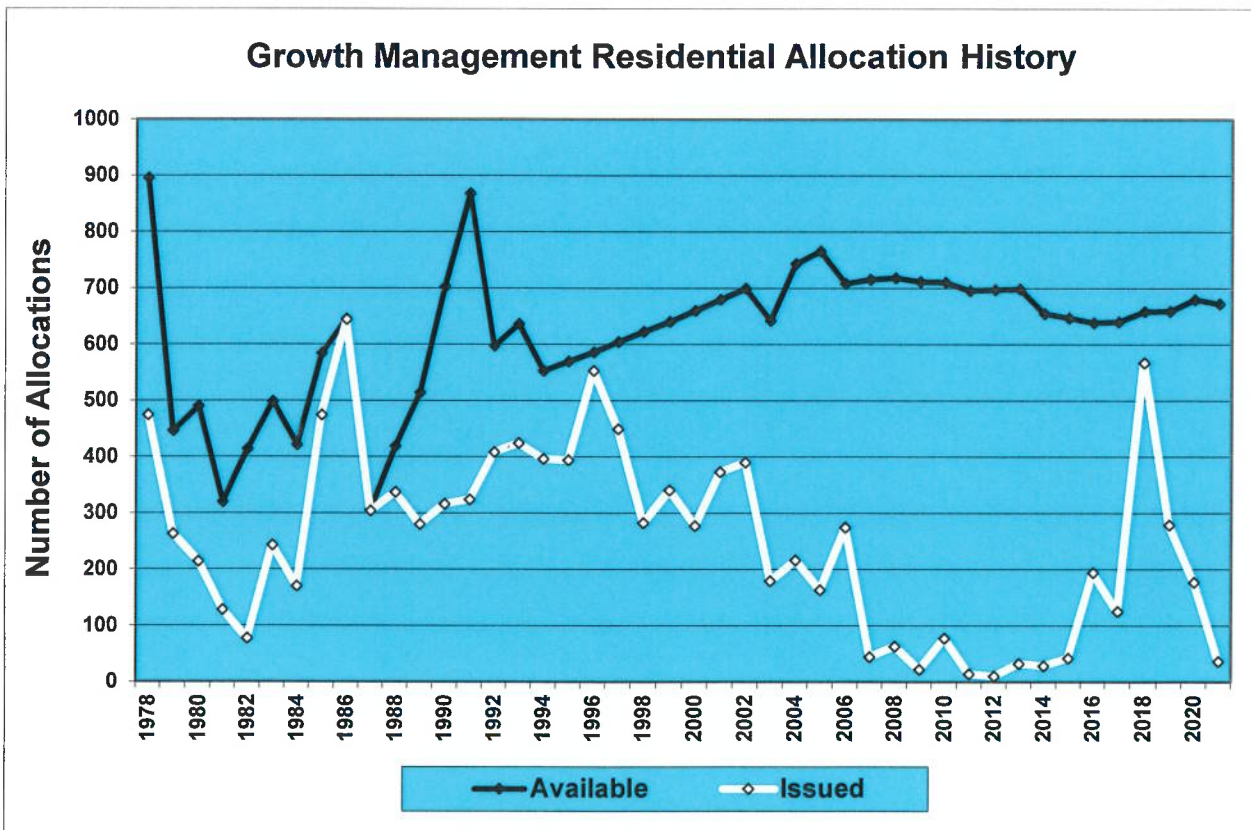
Section 18.12.050 (Purpose) of the Carson City Municipal Code, Growth Management Ordinance, states, in applicable part:

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.*

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 occurring at that time. For most of the Growth Management program's 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, for the first allocation period (January through March—see Attachment C for the detailed distribution by category).

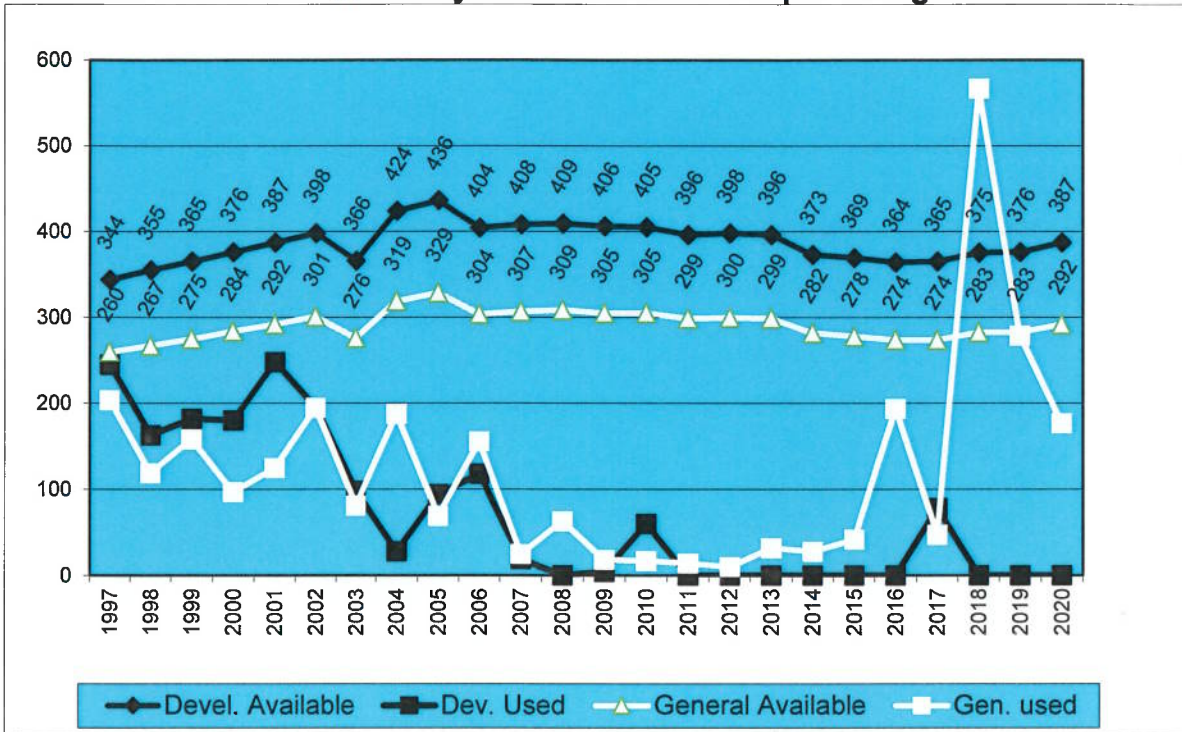
The following graphs provide historical data regarding the number of permits available, the total number of permits used, the number of permits used by the general property owner and development categories, and permits used by type of residence.



Through March 2021 (Source: Carson City Building Division)



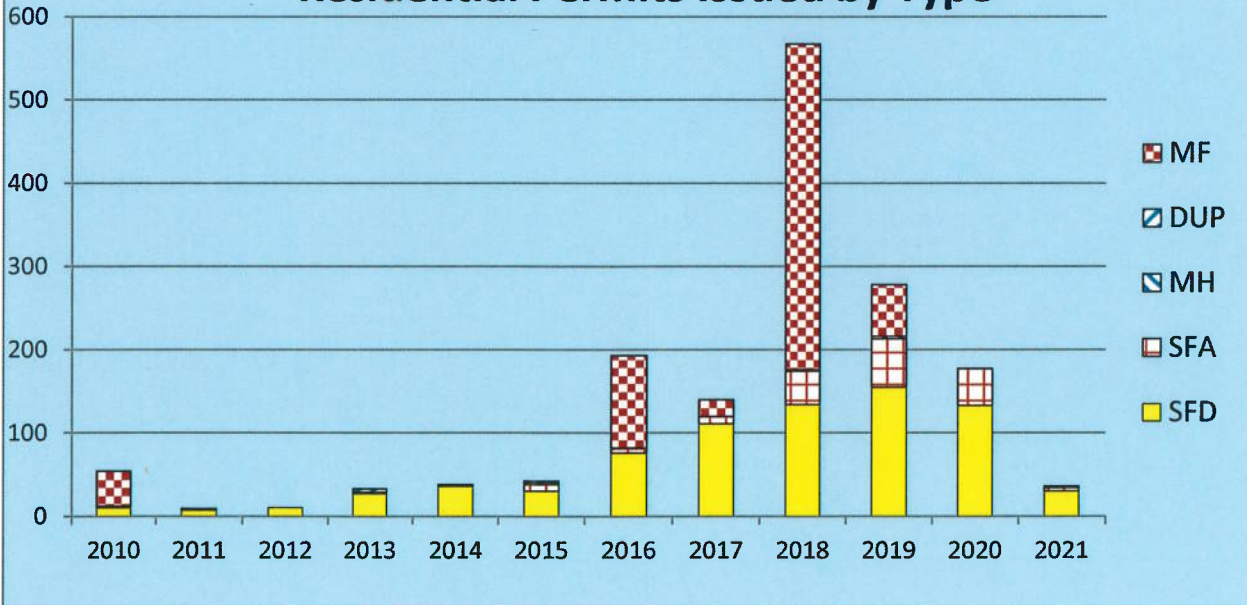
### Allocations by General and Developer Categories



Note: Available allocations by category are for Period 1 only (January through March)

### Growth Management Allocations Issued by Type

#### Residential Permits Issued by Type



Through March 2021 (Source: Carson City Building Division)

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

### Historic Averages and Maximums

	Average issued/yr.
1991-2020 (30 years)	242
2001-2020 (20 years)	168
2011-2020 (10 years)	137
2016-2020 (5 years)	241

Maximum number issued in last 30 years: 567 in 2018.

### DISCUSSION:

In addition to addressing annual growth management allocations, this report is intended to serve as the annual report for Carson City pursuant to paragraph 2 of Section 1 of Assembly Bill (AB) 240, adopted by the Nevada Legislature in 2019, which requires:

*On or before December 31 of each calendar year during the period between July 1, 2019, and December 31, 2022, each county in the region, in consultation with any cities within each such county, shall prepare and submit to each Legislator who represents any portion of the county a separate report that:*

*(a) Identifies issues relating to the orderly management of growth in the county, including cities within the county, and the region, including, without limitation, issues in the following areas:*

- (1) Conservation, including, without limitation, the use and protection of natural resources;*
- (2) Population, including, without limitation, projected population growth and the projected resources necessary to support that population;*
- (3) Land use and development;*
- (4) Transportation; and*
- (5) Public facilities and services, including, without limitation, roads, water and sewer service, flood control, police and fire protection, mass transit, libraries and parks.*

*(b) Makes recommendations regarding those issues.*

Assembly Bill 240 applies to and requires cooperation between Carson City, Douglas County, Lyon County, Storey County, Washoe County, and the cities of Reno and Sparks regarding regional growth. The bill requires these entities to submit a report to the State Legislators representing their jurisdictions by December 31 each year through 2022.

The Planning Division has solicited comments from various City departments, the Carson City School District, Carson Tahoe Hospital, and various agencies regarding their ability to accommodate growth within Carson City and, if applicable, what limits should be set on the issuance of residential permits for 2022. Written comments received are attached to this staff report.

Though City departments continue to note limitations in their ability to accommodate City growth at current resource levels, no City Department comments include a recommendation to reduce the number of residential permits to be made available in 2022. The Board of Supervisors continues to incrementally address City staffing and service needs as revenues continue to recover from recession levels. Refer to the attached department and agency comments for more detail.

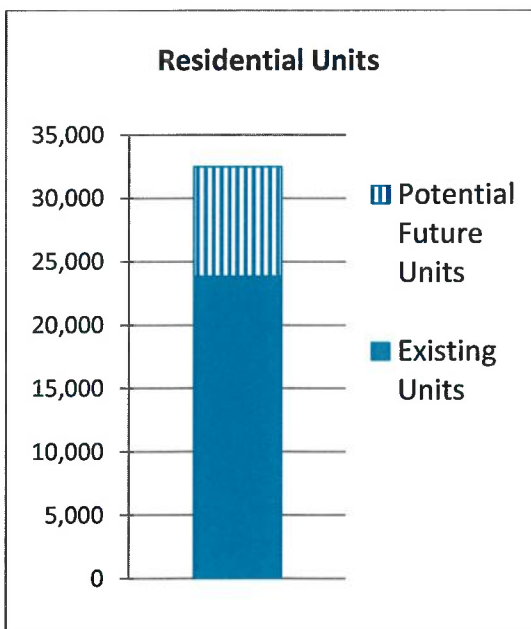


The Planning Division annually provides various informational data for the Commission’s and Board of Supervisors’ review and consideration in determining the number of residential allocations that will be made available, as well as the average daily water usage threshold for Growth Management review.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

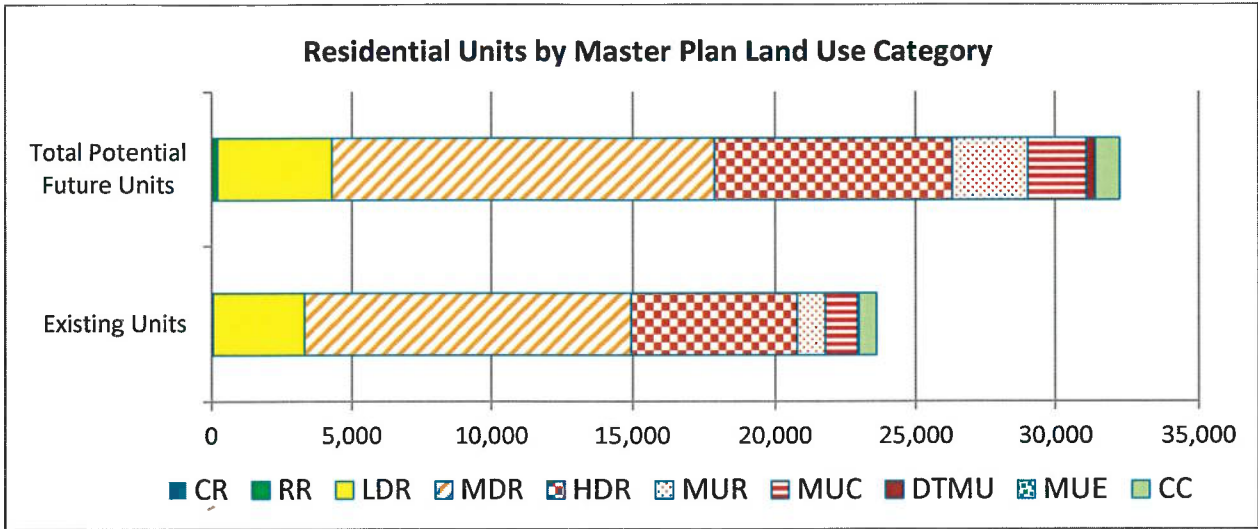
Carson City “buildout” capacity

As noted in the 2019 Growth Management report, the City has moved toward a parcel-based model for a water capacity analysis of how much growth the City can accommodate while staying within its allocated water resources. In 2019, the Public Works Department conducted a water capacity analysis assuming the entire City is developed to its maximum capacity based on current Master Plan land use designations and zoning. It included residentially designated parcels being developed to their maximum potential densities and commercial and industrial parcels being fully developed. This analysis concluded that Carson City has the allocated water resources to accommodate buildout in accordance with current Master Plan and zoning. This parcel-by-parcel analysis will also allow the City to continue to monitor how proposed changes in land use or actual water usage over time impacts the long-range forecast for water capacity.

Based on updated information, Carson City has approximately 24,169 existing residential units, and increase of 349 units from when this report was presented a year ago. Assuming all currently approved developments are completed at their proposed densities and all lands designated for residential uses are developed or redeveloped to the maximum densities, an additional 8,767 (last year was 8,660) residential units could be developed for a total of approximately 32,926 (last year was 32,480) residential units. (For example, for an existing 2-acre parcel zoned for a 1-acre parcel size with one house currently on the parcel, it is assumed that an additional dwelling unit could be developed on that property.) It is estimated that 32,936 residential units would result in a population of approximately 82,340 (using 2.5 residents per dwelling unit). This maximum density was assumed for the purposes of the water capacity analysis, though it is unlikely that all existing parcels will be developed to their maximum capacity.

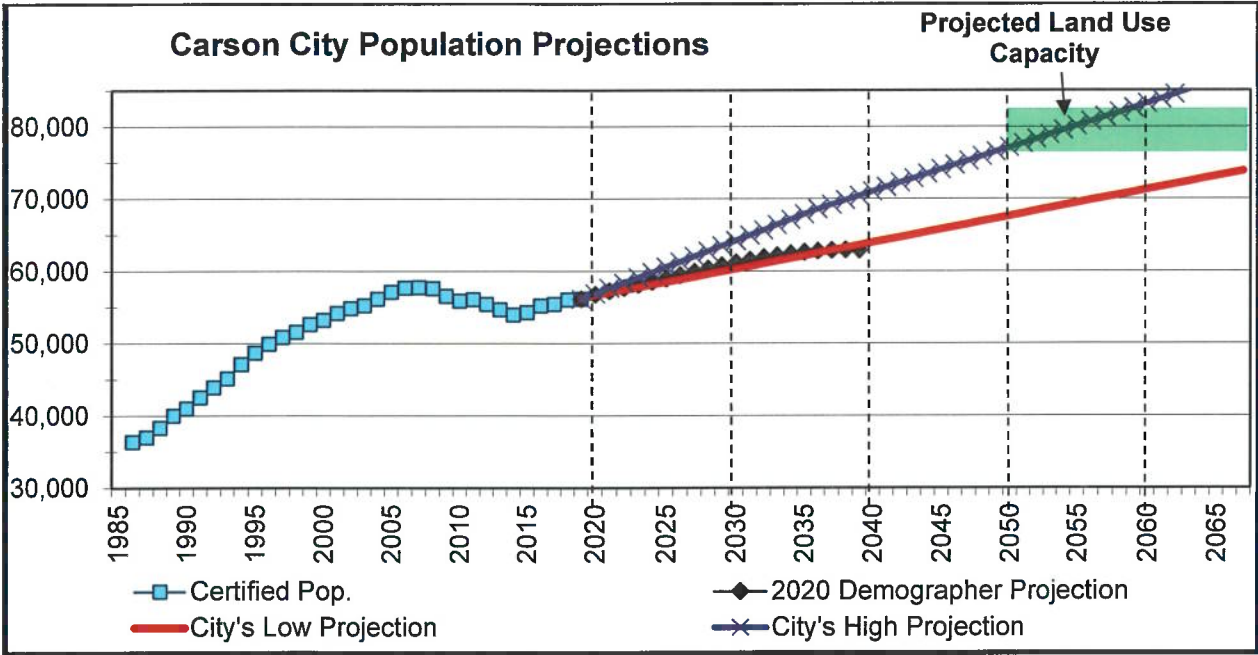


The following chart shows existing and total potential residential units by the Master Plan land use designation in which the properties are located.



Key:  
 CR – Conservation Reserve (private lands)  
 RR – Rural Residential  
 LDR – Low Density Residential  
 MDR – Medium Density Residential  
 HDR – High Density Residential  
 MUR – Mixed-Use Residential  
 MUC – Mixed-Use Commercial  
 DTMU – Downtown Mixed Use  
 MUE – Mixed-Use Employment  
 CC – Community Commercial

The following table 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 regional transportation plans, and water and sewer capacity planning. For planning purposes, Carson City is anticipating average long-term growth of approximately 0.7%-1.3%.



Source: Nevada Demographer; Carson City Planning Division

A Growth Management allocation is required at the time of building permit for each request for a dwelling unit. Each final map that is recorded includes a statement acknowledging the City's Growth Management Ordinance. So, the approval of Final Subdivision maps works in tandem with the City's Growth Management Ordinance.

### Water Conservation

Water conservation measures are applied both inside and outside of buildings. The Unified Plumbing Code address water consumption rates for toilets, sinks, and showers by limiting water usage per flush and flow rates. Division 3 of the City's Development Standards includes landscaping standards that encourage the utilization of water savings irrigation design, limitations on the use of turf in landscaping to conserve water by minimizing the need for irrigation, and the requirement for a three foot wide landscape buffer area between any turf areas and hardscape to capture irrigation overspray and runoff.

Additionally, per CCMC 12.01.120, as noted below, the waste of water is prohibited.

#### *12.01.120 - Waste of water prohibited.*

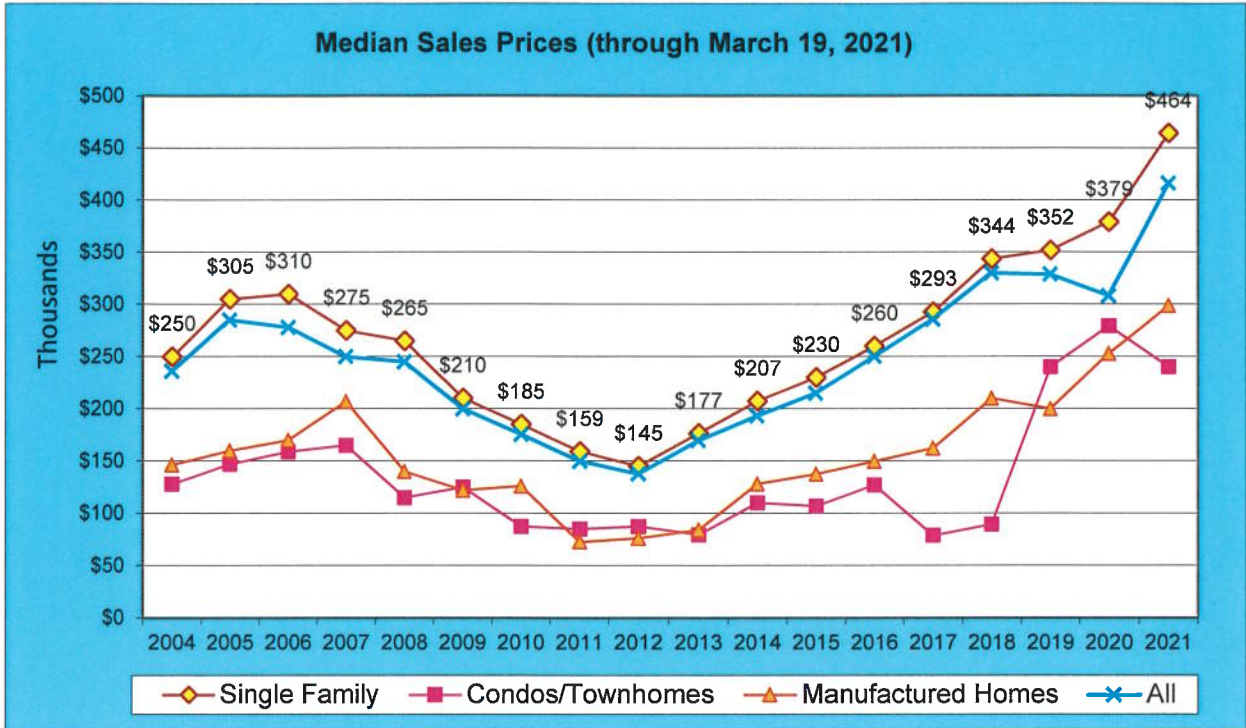
*It is unlawful for anyone connected to the city water system to waste water. For the purpose of this section, "waste" means any excessive usage which causes water to run into or along any street, alley, storm drainage system, or into or upon another's property; provided nothing in this section shall be construed as to apply to the accidental breaking of any hose, water pipe, or other irrigation device unless same is not abated within 2 hours after personal notice of such break is given the person owning, controlling or maintaining the same or having any pecuniary interest therein. If such breaks are not repaired or the water turned off within the specified time, it shall be the duty of the utilities director or his/her designee to cause the water to be shut off, and it is unlawful for any person to again turn on such water until proper repairs have been made. If personal notice is unable to be given, the water shall be immediately shut off by the public works director or his/her designee and a notice shall be placed on the front door stating the reason(s) for said shutoff. Each and every request for the water to be turned on will require the payment of \$25.00 which the city will add to the monthly bill.*

*Exception: Car washing by civic or philanthropic groups may receive written approval from the public works director or his/her designee when it is determined that said usage will not be detrimental to the city's water situation.*

This provision is enforced by the Water Division of Public Works throughout the year, and especially in the summertime. Staff works directly with property owners to correct the violation.

### Housing sales trends

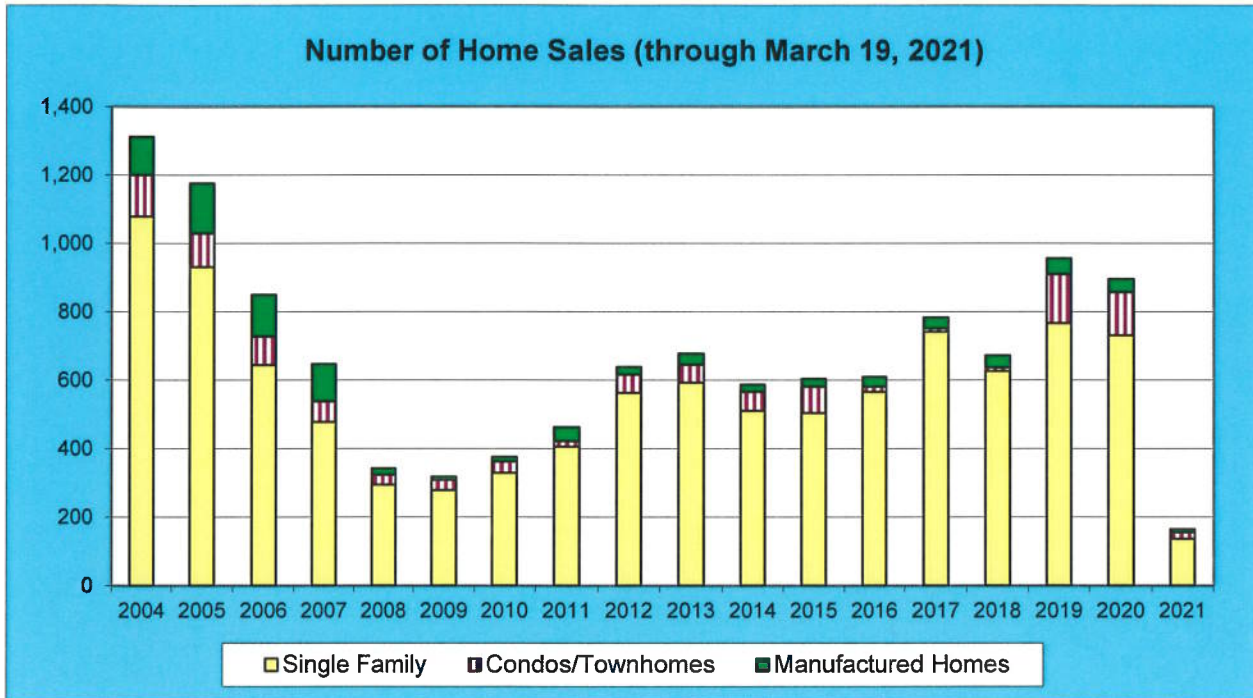
The number of home sales and sales price, as well as many other factors, can have an impact on the demand for construction of new homes. The following charts show median home sales price and sales volume trends.



Source: Carson City Assessor's data

As the above graph shows, the median sales price of housing has continued to rise for the eighth straight year in 2020, and early 2021 sales show a continued increase in median home price. An affordable home for a family with a household income of \$55,000—approximately the median household income in Carson City—would be approximately \$250,000 to \$275,000. Of the 895 total homes that were sold in 2020, 16% (144) were sold for \$275,000 or less (19% were \$250,000 or less in 2019). Of the 731 single-family detached homes (non-condo/townhome and non-manufactured homes) sold in 2020, 7% (54) were sold for \$275,000 or less. Of the 126 townhomes and condominiums sold, 48% (61) were sold for \$275,000 or less, and 76% (29) of the 38 manufactured homes (real property) that were sold in 2020 were \$275,000 or less.





Source: Carson City Assessor's data

City capacity to process 672 permits in one 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 permit processing workload. This includes funding the time for staff in the Community Development, Public Works, Fire, and Health Departments to review and inspect building permit plans. Staffing levels for building permit reviews and inspections have been increased over the last several years to handle the increase in permitting activity, including an increase in non-residential construction.

Some City departments have noted that they cannot accommodate growth while maintaining current levels of service at existing staffing and resource levels. However, the construction and community growth would also bring 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 strong, 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 a residence, delaying the associated population growth impacts.

Determination of annual number of available allocations

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 Growth Management Ordinance’s history, a general rule of allowing up to 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 years 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 (usually one year behind the current year) as the base for establishing the number of permits that would, in theory, result in 3% growth. This method also uses the latest available Census data for the average number of persons per household (2.54) to calculate the allocations. The details of the methodology used in determining the recommended allocations for 2022 are included in Attachment E. 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, 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.

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. Those specific issues were addressed by the City years ago.

Even during times of slow growth when there are no apparent, imminent capacity issues, 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 current potential growth and development pressures emphasize the need to continue the Growth Management program so that the impacts of residential growth can continue to be monitored and appropriately limited.

#### Growth impacts on the Carson City School District

"School enrollment and capacity" is one of the essential City resources that must be considered as part of the Growth Management allocation process. As growth occurs in the City and within the School District, the School District must continue to increase overall capacity to meet its educational responsibilities.

Comments from the School District are included in Attachment A. The School District notes that despite ongoing residential construction activity, the School District has not yet seen related growth in the student enrollment. The District is pursuing a program of replacing portable classrooms with permanent brick and mortar structures, is promoting 5<sup>th</sup> grade students from Fremont Elementary to Eagle Valley Middle School, and building classrooms at Eagle Valley Middle School.

#### Commercial and Industrial Average Daily Water Usage Threshold

The Commission is also required to establish the average daily water usage threshold for Growth Management Commission review. A threshold of 15,000 average gallons per day was adopted in

2016, up from 7,500 gallons that was used for years prior to that. To give an idea of how much water this is, 7,500 gallons per day is approximately the average amount used by a large restaurant, including landscape irrigation. With recent and continued improvements to the water system and additional water resources being produced and delivered from the Carson Valley, Public Works staff recommends retaining the average daily water usage threshold for Growth Management review at 15,000 gallons.

In addition to the water infrastructure improvements, the City’s development standards and building codes have improved over the years to where water conservation measures, such as low-flow fixtures, are included as part of the standard requirements for new commercial and industrial development. The Public Works Department has the ability to require improvements with building permits that are necessary to meet water demands for each project without Growth Management Commission review. Furthermore, the Public Works Department will continue to use the recently completed water capacity analysis to monitor the impacts of each development individually and in aggregate for the long-term impacts to water capacity.

**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 2022 and 2023 and recommend an estimated number of total permits available for 2024 and 2025. 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 table below shows allocation alternatives for various growth rates and how these rates would affect the number of available allocations.

**Permit Allocation Alternatives**

Rate	Category	2021	2022	2023	2024
3.0%	<b>Total</b>	672	692	713	734
	<b>General</b>	289 (43%)	298 (43%)	--	--
	<b>Development</b>	383 (57%)	394 (57%)	--	--
2.5%	<b>Total</b>	560	574	588	603
	<b>General</b>	241 (43%)	247 (43%)	--	--
	<b>Development</b>	319 (57%)	327 (57%)	--	--
2.0%	<b>Total</b>	448	457	466	475
	<b>General</b>	193 (43%)	196 (43%)	--	--
	<b>Development</b>	255 (57%)	261 (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.

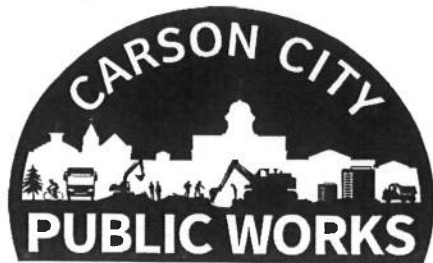
Staff recommends continuing the allocation system based upon a maximum growth rate of 3%. Refer to Attachment C to see how the allocations would be distributed throughout the year per the requirements of the Growth Management ordinance. The recommended allocation would allow the maximum flexibility in providing building permits as new development occurs, though longer-term growth is expected to continue at a moderate pace. Unnecessarily limiting the number of building permits could have a negative impact on the ability of developers to obtain financing for proposed developments and have a generally suppressive effect on the Carson City economy. Should a lower limit actually limit developers’ ability to increase the housing supply to meet market demand, it could also reduce the affordability of housing in Carson City.

Please contact Hope Sullivan in the Planning Division at 283-7922 or [hsullivan@carson.org](mailto:hsullivan@carson.org) if you have any questions regarding the Growth Management program.

Attachments:

- A) Agency comments
- B) Draft Resolution
- C) Building Permit Distribution Table for 2022 (3%)
- D) Methodology, Number of Available Permits





**CARSON CITY NEVADA**  
**Consolidated Municipality and**  
**State Capital**  
**PUBLIC WORKS**

## MEMORANDUM

**TO:** Carson City Planning Commission  
**FROM:** Darren Schulz, Public Works Director  
**DATE:** May 11, 2021  
**SUBJECT:** Growth Management Report 2021

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 2021.

The operational reports are as follows:

### **WATER OPERATIONS:**

Carson City's existing usable water rights are 18,648 acre-feet per year.

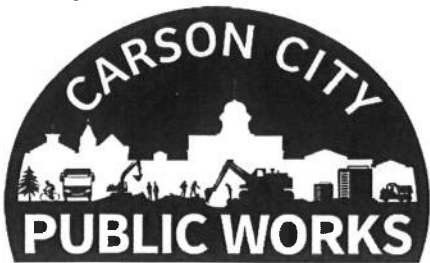
Carson City must allocate approximately 2,700 acre-feet to remaining approved undeveloped lots. As required by the State Engineer's Office, additional parceling is also being accounted for. It is estimated that in 2021, Carson City's water usage will be approximately 10,135 acre-feet. This number includes State, commercial and industrial usage.

Subtracting the predicted 2021 water usage of 10,135 acre-feet and outstanding water commitments of 2,700 acre-feet from Carson City's usable water rights of 18,648, leaves a balance of approximately 5,813 acre-feet, which may be allocated towards new development.

Carson City continues to utilize conjunctive use water management. Carson City fulfills its annual water demands from approximately 75% groundwater and 25% surface water sources. Through conjunctive resource management, Public Works operates the water system, so Carson City's needs are met through a combination of groundwater and surface sources, making the best use of the water resources available. The goal of conjunctive management is to maximize surface water when available to allow the groundwater aquifers to rest.

Carson City will continue the outside water management program during the 2021 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



## CARSON CITY NEVADA Consolidated Municipality and State Capital PUBLIC WORKS

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.

Carson City has built up an additional water rights bank account not included in the total usable water rights number in the previous paragraphs since 2006, through its managed Aquifer Storage and Recovery program within Vicee Canyon recharge basins. The total number of water rights banked under the recharge permit is approximately 5,300 acre-feet, to be able to be used in an emergency basis.

Carson City has always used a drought as the design scenario to meet peak summer demands. Currently, there is approximately 24 million gallons per day (MGD) of production supply for a drought year. The maximum maximum-day demand from 2010 to 2020 was approximately 20 MGD. There is approximately 4 MGD of peak supply capability remaining, if all supply sources are functioning.

Carson City Public Works can accommodate the projected 3% growth for the remainder of 2020 through 2021, dependent on the completion of the planned capital improvement projects regarding storage, treatment, distribution and production facilities.

With regards to the threshold for Growth Management review, we recommend keeping the threshold at 15,000 gallons per day.

### **WASTEWATER OPERATIONS:**

The Water Resource Recovery Facility (WRRF) is permitted to process a sewage flow of 6.9 million gallons per day (MGD) averaged over a 30-day (monthly) period. The 2020 maximum monthly average flow was 5.3 MGD. With respect to the planned growth, a potential development rate of 3% through 2021 could be accommodated by the WRRF and wastewater operations.

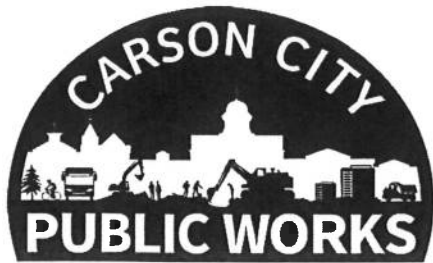
### **LANDFILL OPERATIONS:**

The Landfill has a projected life expectancy of approximately 27 years. With respect to the planned growth, a potential development rate of 3% through 2021 could be accommodated by the Landfill.

### **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. The State-owned roads include the Carson City Freeway, which connects U.S. 395 at U.S. 50 (Spoooner) to Reno.

With respect to the planned growth of the City and how that may be expected to impact the City's transportation system, increased traffic volumes anticipated to result from the potential development rate of 3% through 2020 could be accommodated by the existing and planned transportation system. Although increased traffic volumes are expected to be accommodated with existing roadway capacity, roadway maintenance activities continue to



## CARSON CITY NEVADA Consolidated Municipality and State Capital PUBLIC WORKS

operate in a deficit. Consequently, the long-term condition of the City's roadways will continue to deteriorate unless or until the funding gap is reduced.

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 2022, and the planned improvements through the year 2050. With this knowledge, we have determined that the current system is operating well with respect to capacity. As development occurs, staff must be mindful of development project impacts to the transportation system and ensure fair and appropriate mitigation measures are implemented. To that end, staff is completing a review of the Traffic Impact Study requirements provided within Carson City Municipal Code and plan to bring forward recommendations for amendments in Fiscal Year 2022.

One of the important tools available for these evaluations is a travel demand model developed and maintained as part of CAMPO responsibilities. This model, based on existing and forecasted land use and socio-economic data developed in cooperation with the Carson City Planning Division, was updated in Fiscal Year 2021 to forecast traffic volumes to the year 2050. This update was completed during preparation of CAMPO's 2050 Regional Transportation Plan which was unanimously approved by CAMPO in January 2021. The Travel Demand Model allows for evaluations of the impacts of changes in land use, the transportation network, or both. The model is used to support subarea analyses and to identify long-term critical infrastructure needs.

### **DRAINAGE AND FLOODPLAIN:**

Consistent with the current City code, the Regional Floodplain Management Plan, and Chapter 13.06 Open Space, open floodplains are a valuable asset to Carson City. As of April 15, 2021, there are 3,904.5 acres of Special Flood Hazard Area in Carson City. Of that area, 2,721.8 acres or 70% is considered open space. Carson City codes require higher regulatory standards for structures built in a floodplain. The Regional Floodplain Management Plan affirms the long-term vision of the Carson River Coalition which utilizes a "Living River Approach" that recognizes the importance of balancing the river's natural floodplain form and function with various land uses. Additionally, the city's own Master plan also aligns with the vision identified the Regional Floodplain Management Plan by outlining specific goals that encourage smart land use planning and discourage development within the 100-year floodplain and other hazard areas. All of these goals, requirements and strategies are designed with the intent to safeguard waterway corridors, floodplains, wetlands, streams and the Carson River and protect floodplains.

If the vision of our Regional Floodplain Management Plan is upheld, with respect to planned growth, a potential development rate of 3% through 2021 could be accommodated by stormwater infrastructure. Additional studies, especially with respect to the Ash and Kings Canyon watersheds, are being performed to understand the risks and limitations of development in our region. Additional stormwater infrastructure, such as regional basins, and mindful development using Low Impact Development (LID) components will help assure those risks are well managed.

911 E. Musser St.  
Carson City, NV  
89701



Ken Furlong  
Sheriff

775-887-2500  
Fax: 775-887-2026

May 4, 2021

Mr. Lee Plemel  
Community Development Director  
Carson City Planning Division

Mr. Plemel,

The Sheriff's Office is providing input to the "*Growth Management of 2022 Residential Permit Allocations and AB 240 (2019) Growth Management Report to State Legislators*" as you've requested. The information below is provided based on approximately the last 10 years of data collected, except where otherwise noted.

**General Staffing Conditions:**

- Sheriff's Office Sworn Staff: 101 Sworn
- Patrol Division: 54 Deputies & 1 Civilian (2 Deputies in whole or part grant funded)
  - Includes 5 Deputies to Traffic Management, and 5 Deputies to Schools
- Detention Division: 31 Deputies & 8 Civilians
- Investigations Division: 13 Deputies & 4 Civilians (2 Deputies assigned to state or federal Task Forces, and 2 Deputy partially grant funded)
  - Unit includes 5 assigned to Special Enforcement/Gangs
- Communications Division: 20 Civilians
- Civil/Records Division: 7 Civilians

*Note: This list is not all inclusive of part time employees.*

*Significant manpower/labor shortages are existing in the Detention and Communications Divisions.*

In response to department recommendations specific to your request, the below is provided:

1. *Does your department or agency have any extraordinary service capacity issues that would be negatively impacted by residential growth in 2022-2023? If so, identify the issues. RESPONSE: None for the period identified.*
  - a. **Manpower/Labor shortages resulting from unfunded external mandates in the Detention Center are being addressed within local budgetary allowances (Inmate pre-release program).**
  - b. **Critical Manpower/Labor shortages at the Public Safety Communications Center are being addressed within the local budgetary allowances.**
2. *Do you recommend limiting the number of residential building permits (new construction) that will be made available for the 2022 calendar year to address these issues? If so, what limit, and how will this limit on residential growth help resolve your service capacity problem? RESPONSE: None for the period identified.*

3. *What are your recommendations to solve any service capacity issues identified above? **RESPONSE: None for the period identified.***

In response to Growth Management, Purpose, of the Boards findings and declarations, the individual unit breakdowns concerning the overall conditions for Public Safety, Law Enforcement, in the community are provided for consideration:

#### **Major Sheriff's Office Key Growth Indicators:**

- **Overall Crime Index:** Continued crime reductions rates through 2020 (lowest over 10-year period).
- **Emergency Response Times:** This key indicator is holding steady at approximately 50% of the time capable of the goal of a 6-minute response time from initial ring at dispatch to the first patrol arriving on scene. In greater than 91% of calls, Deputies report on scene within 6 minutes, 40 seconds.
- **Traffic Management:** Accident occurrence rates declined in 2020, especially between March-July. Rates increased slightly for the remainder of the year, but at a level which shows improvement compared to 2019.
- **Sheriff Call Volume:** Call volume is steady after increasing over the most recent years. Call volume for 2020 remained the same compared to 2019 which was 2% over 2018 and 14% over 2017.
- **Detention Bookings:** Total Bookings in the Detention Center are holding steady, both over the long and short-term periods.

#### **Public Safety Communications Division:**

- **Annual telephone call volume increasing at a rate of approximately 1650 calls per year. Staffing levels at the Communications Center has reached critical levels.**
- 911 Incoming Calls holding steady between 25,000 and 30,000 per year
- Computer Aided Dispatch labor distribution (law) holding steady at 100,000 to 125,000 per year. Significant increases are related to medical activity.

#### **Sheriff's Patrol Division:**

- **Calls for Service** have held steady over 10-year period at 15,000 to 20,000.
- **Traffic Accident** rates were steady at 400 to 500 per year until approximately 2016 and peaking in 2019 at 650 per year (est. 30% increase in activity/labor). In 2020 accident rates declined to 511, possibly due to less traffic during Covid restrictions.
- **School Activities** dipped slightly to approximately 2,000 compared to an average of 2,250 to 2,500 calls for service annually. This is most likely due to school closures and reductions during Covid lockdowns and restrictions. There is no indication of considerable student population growth in the near future, however, densely populated environments (Carson Middle School and Carson High School) continue to draw the heaviest volume of activities.
  - Note: School response calls for service have held steady at 200-300 per month since inception of the School Resource Officer program.

#### **Coroner's Office:**

- Coroner's Office continues to hold steady over the 10-year period recording 300 to 350 deaths per year.
- Deaths related to suicide and/or drug related show an unremarkable change.

### Detention Division:

- Total Bookings at the Detention Center declined in 2020 to just over 1,800, compared to 2,500 to 3,000 per year previously. Reason for decline was due to Covid precautions and implementing alternatives to arrests such as citations or future court dates.
- Average Daily Population in 2019 (all inclusive) was estimated at 66% capacity. However, during the period examined, the Sheriff's Office increased the jail capacity 22%; therefore, ***the average daily population to Original Construction Capacity is at 82%. Capacity levels greater than 80% of original construction should be considered to exceed critical health, safety, welfare capabilities and necessitate additional staffing considerations.*** Due to Covid concerns, Average Daily Population dipped in 2020 between Apr-Aug but then began rebounding to closer to average numbers by the end of the year. Average Daily Population is expected to return to 2019 numbers in the future.

### Civil/Records Division:

- No remarkable increases or decreases in overall workload indicators have been seen over the previous 10-year period.

**Conclusion:** Immediate and short-term abilities for the law enforcement sector to maintain quality services should be assessed to be "good". While the Officer to Population Ratio continues to be significantly below the statewide average, as well as the regional average, the department has done well at keeping up with the community demand. Concerns for long-term abilities rests in the more rural environments of the community, including the western Lake Tahoe (recreational) region, and the eastern housing growth areas along the Carson River front.

Additional long-term considerations must be given to specific groups that have an impact on growth & law enforcement services:

- Homeless & Transient Population growth
- Mental Health & Crisis Intervention, and Services growth
- Congested Population Affordable Apartment style housing construction

All three of these conditions are determined to be having significant impacts on law enforcement and public safety services. Continued growth of these conditions would easily overwhelm current staffing postures, resource availabilities, and could negatively impact current growth projections.



# CARSON CITY FIRE DEPARTMENT

*Carson City Fire Department*

May 10, 2021

Hope Sullivan, Planning Director  
 Carson City Planning Division  
 Carson City Planning Commission  
 108 E. Proctor St.  
 Carson City, NV 89703

Dear Hope and Commission Members,

The Mission of the Carson City Fire Department is to serve the community with pride commitment and compassion.

The fire department is currently experiencing an increase in emergency service calls of 3% to 5% per year. The call volume increase exceeds the population growth trends for Carson City. As Carson City continues to grow, I expect the fire department's call volume and demand for service will increase proportionally.

The fire department does support growth and development in Carson City. However, in order to continue to provide the excellent service levels our community currently receives we will need additional resources and staffing.

Sincerely,

Sean P Slamon  
 Fire Chief

1402 West King Street / P.O. Box 603  
Carson City, NV 89702



Phone: (775) 283-2000  
Fax: (775) 283-2090  
[www.carsoncityschools.com](http://www.carsoncityschools.com)

Mr. Lee Plemel, Community Development Director  
Carson City Planning Division  
108 E. Proctor Street  
Carson City, Nevada 89701

May 10, 2021

Dear Mr. Plemel,

Thanks for the opportunity to provide input in accordance with the Growth Management Ordinance. I am grateful to be part of a community that values input from local governments, small business owners and citizens in the planning and operation of the Community.

As the city, state, and nation begins to emerge from the world-wide pandemic, Carson City School District is beginning to observe a return to greater social and economic activity. However, even with the ongoing construction activity and the increasing values of home prices in the area, Carson City School District has not yet seen related growth in student enrollment. Due to the pandemic this year, a number of families elected to keep their kindergarten-age students at home and/or home-school their older children. In other households, families also elected to enroll their children in full-remote classes keeping daily student presence at the schools in smaller numbers than in the recent past. As a result, projecting future student enrollment is more difficult to determine. This year, the first formalized student count occurred on September 22, 2020 with 7,576 students. As of today's date, the District has an enrollment number of 7,581 students in Kindergarten through the 12<sup>th</sup> grade. With the new construction projects (including residential properties) occurring in the city and the lack of corresponding student enrollment, one may assume there is a lack of affordable housing for young families. Because the schools are not seeing large increases in student enrollment, homebuyers are either retirees with no school-age students or families with older children who have the ability to purchase property at the high prices demanded in today's real estate market. Even the current rental prices of an average priced apartment in Carson City appear to be a limiting factor for entry-level job seekers with young families. The schools in Carson City School District have been open in some fashion for the entire school year of 2021-2022, even so, under the current conditions it is difficult to clearly determine student enrollment for the 2021-2022 school year.

In the last 20 years, student enrollment in Carson City School District has increased slowly. In addition, the District has taken steps to remove portable classrooms and replaced them with permanent brick and mortar structures. With the expectation that student growth will continue, the District has made plans to reduce over-crowding by modifying school attendance zones and adding on to existing schools. One such attempt is occurring at the middle school level where a change in attendance zones now sends all



promoting 5<sup>th</sup> grade students from Fremont Elementary to Eagle Valley Middle School (EVMS). While this action is reducing the number of students attending Carson Middle School, Eagle Valley Middle School is now nearing capacity. Thanks to the sale of a voter approved school bond and consent from the Planning Commission, the District is adding classrooms and other school-related infrastructure to EVMS. The EVMS school addition will begin the summer of 2021 with completion scheduled for the start of the 2022-2023 school year. These actions will create two large middle schools of equal student capacity, programming, and staffing in Carson City.

Due to the projected growth in Carson City, the District also plans to adjust the attendance zones of the District's elementary schools based on the current planned housing developments. The District plans to keep the elementary school populations to fewer than 650 students at each site.

With all of the wonderful things going for Carson City, growth is inevitable. As long as new, young families move to our community, both the City and the District must continue to plan for growth. It is my hope that as new developers propose projects in the city, our community leaders continue as they have in the past to alert and invite school officials to engage in the discussions. Given our challenges to raise capital funds necessary to fully purchase and or build new schools, I advocate for any school-friendly allowance or consideration that may be possible from the developer of each residential plan in the City. If possible, the District would prefer to limit new single and multiple family construction in such a way that expected student enrollment growth could occur gradually and without negatively affecting any one school due to large numbers of school-age students coming into one school attendance zone all at once.

Thanks for your service to our citizens and the community.

Sincerely,



Richard Stokes, Superintendent  
Carson City School District

C: Board of Trustees  
Andrew J. Feuling, CFO  
Mark Korinek, Director of Operations



## CARSON CITY, NEVADA

### CONSOLIDATED MUNICIPALITY AND STATE CAPITOL

**To:** Hope Sullivan, Community Development Director

**From:** Jennifer Budge, CPRP, Parks and Recreation Director *JAB*

**Subject:** Growth Management Impacts on Parks and Recreation Services

**Date:** May 10, 2021

Thank you for providing the opportunity to comment and provide feedback on the Growth Management Plan. With an anticipated population growth rate of 3%, there will be a need to increase service levels provided by the Parks, Recreation and Open Space Department (Department) for Carson City residents.

#### Public-Private Partnerships

As new subdivisions are constructed, additional neighborhood parks will be contemplated consistent with the City's Park Master Plan, and the desire for additional trail connectivity, as outlined in the Unified Pathways Master Plan. While new neighborhood parks can be funded through Residential Construction Tax (RCT) as outlined in Nevada Revised Statutes, RCT doesn't generate enough funds to adequately construct parks without a significant contribution from developers to supplement the RCT. Partnerships between the City and developers will be critical to ensure creative outdoor recreation spaces and trails can be incorporated throughout the City. Unfortunately, RCT is not a sustainable funding source, as it does not contribute to deferred maintenance and infrastructure preservation needs. *Efforts to update the City's Park Master Plan and limit the number of new parks within the City, while reinvesting/reimagining existing parks should be emphasized whenever possible, in cooperation with the development community.*

#### Infrastructure Preservation and Facility Needs

Increased growth will also contribute to the need for additional recreation facilities, especially athletic fields. The lack of sufficient athletic fields represents one of the Department's most serious service challenges. To accompany the demand for field use from local youth and adult sports, is an increasing trend in traveling sports tournaments, which positively contributes to the City's economic vitality. Creative partnerships with the Cultural and Tourism Authority, Youth Sports Association and others can help supplement City resources to meet the recreational demands of this growing community. There is also a need for additional recreation facility diversity such as dog parks. A large-scale interactive splash/spray park is desired and is a model for a financially self-sustaining operation, as demonstrated throughout other Northern Nevada park systems. *Should the growth occur, it is encouraged to focus on buildout of existing parks such as Pete Livermore and Centennial Sports Complexes, while rehabilitating and reimagining aging facilities, like Mills Park, rather than acquire additional land inventory.*

#### Sustainable Maintenance Models

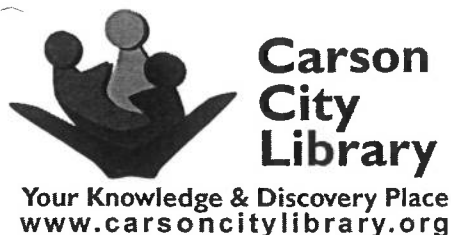
It is recommended to not limit residential permits, as it would be counterproductive toward continued economic recovery and growth, while providing much needed job creation. This is subject to a sustainable maintenance program for new parks and recreation facilities. Maintenance and



infrastructure preservation should be 100% funded by Homeowners or Maintenance Associations (HOA), with a Landscape Maintenance District (LMD) as a secondary measure, to not require funding from the City's general fund. Maintenance endowments are also recommended for new projects that require wetland mitigation or labor-intensive natural resource management. While the City already has more parks per capita than the national average, the Department operates at approximately 64-acres of parkland per park maintenance worker. *HOA's and LMD's are a creative, sustainable alternative to ensure maintenance of new facilities, while not further impacting existing staffing levels.*

#### Water Resources

Additional growth in parks and recreation will also have impacts to the community's water system. Efforts should be made to reduce turf, incorporate low impact development best management practices, utilize artificial turf, install recycled water systems, and utilize reclaimed/effluent water resources whenever possible. *A diversified approach toward water use will reduce the demand on the community's drinking water, while still providing a first-rate park system that supports wildlife habitat and the natural environment.*



TO: Lee Plemel, Community Development Director

FROM: Tod Colegrove, Library Director

DATE: 10 May 2021

RE: Growth Management – Impacts on the Carson City Library

Thank you for the opportunity to provide input for the annual Growth Management report. Please see the responses below.

**1. Does your department or agency have any extraordinary service capacity issues that would be negatively impacted by residential growth in 2021-2022? If so, identify the issues.**

The Carson City Library is proud to serve the community. It has been and remains an anchor resource in a city that has grown significantly over the years. A typical day in the library sees 500-1000 community members through its doors, whether checking out books or movies, or using library computers and internet access.

The physical library building was built in the 1970's, and expanded in the 1990's. While the facility was presumably right-sized at the time, since then the community has grown substantially. Adding to the problem, age and use has led to a building currently in need of more than \$1.9 million in repairs according to the recent Facility Condition Assessment conducted on behalf of the City dated May 13, 2020.

Use of grant and private funds made possible the addition of labor-saving materials handling units, self-service stations, and creative redesign to maximize use of existing square footage in an attempt to meet the needs of the City's growing population. Nevertheless, the library building is operating beyond capacity for services and materials with no options to add books stacks or programming space. Individual and group meeting and workspaces, much less places to sit and read, are very limited.

Increased growth will put additional pressure on a system that is already overburdened.

**2. Do you recommend limiting the number of residential building permits (new construction) that will be made available for the 2021 calendar year to address these**

**issues? If so, what limit, and how will this limit on residential growth help resolve your service capacity problem?**

The Carson City Library does not recommend a limit on residential building permits. Limiting future growth will not solve the overload already in place for a building that has not been expanded to meet the needs of the community, with repairs past due.

**3. What are your recommendations to solve any service capacity issues identified above?**

In addition to implementing needed repairs and deferred maintenance identified in the previously mentioned Facility Condition Report, a sincere effort to identify and address the existing overload needs to be made. A collaborative effort to engage the community in a conversation about how to best meet their needs for Library services would inform decisions as to potential expansion of the building at the current location, possible consideration of satellite locations, or even mobile options that could best serve the community.

Leveraging the availability of federal grant opportunities, such as the currently pending Build America's Libraries Act, in conjunction with grant funding opportunity available through the Western Nevada Development District and funding through local non-profit agencies and private donors, could go a long way toward covering costs.

## ATTACHMENT B

## RESOLUTION NO. 2021-R-\_\_\_

A RESOLUTION AMENDING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS UNDER THE CARSON CITY GROWTH MANAGEMENT ORDINANCE FOR THE YEARS 2022 AND 2023 AND ESTIMATING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS FOR THE YEARS 2024 AND 2025; ESTABLISHING THE NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS AVAILABLE WITHIN THE DEVELOPMENT PROJECT AND GENERAL PROPERTY OWNER CATEGORIES; ESTABLISHING A MAXIMUM AVERAGE DAILY WATER USAGE FOR COMMERCIAL AND INDUSTRIAL BUILDING PERMITS AS A THRESHOLD FOR GROWTH MANAGEMENT COMMISSION REVIEW; AND DIRECTING STAFF TO FORWARD THE GROWTH MANAGEMENT REPORT TO NEVADA STATE LEGISLATORS PURSUANT TO THE PROVISIONS OF ASSEMBLY BILL 240 (2019).

WHEREAS, Carson City Municipal Code Section 18.12 requires the Board of Supervisors of Carson City to establish a fixed number of residential building permit allocations on a two-year rolling basis, to establish the number of residential building permit allocations available within the Development Project and General Property Owner categories, and to establish a maximum average daily water usage for commercial and industrial building permits as a threshold for Growth Management Commission review in order 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 26, 2021, and recommended the maximum number of residential building permits to be made available for calendar years 2022 and 2023, and the Commission estimated the maximum number of residential building permits for calendar years 2024 and 2025; 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, as well as other resources identified in Section 18.12.050(2), are essential resources that limit the available residential building permits authorized by this resolution.

NOW, THEREFORE, the Board of Supervisors hereby resolves:

1. Beginning on the first city working day in January 2022, the Building Division shall make available a total of **672** residential Growth Management allocations for building permits. The 2021 year-end balance of unused allocations shall be voided and returned to the utility manager. The allocations for residential building permits shall be disbursed as follows:

(a) For the general property owner category, a subtotal of **289** residential permits (43% of total residential building permit allocation). A property owner may apply for a maximum of 30 residential building permits in Period 1 (January through March 2022) subject to the availability of building permits.

(b) For the development project category, a subtotal of **383** 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 2022. 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 through June).

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

2. Beginning on the first city working day in January 2023, the Building Division may upon Board of Supervisors' approval make available pursuant to Carson City Municipal Code Section 18.12 a maximum total of **692** residential building permits, assuming three percent growth occurs in 2022. The building permits shall be disbursed as follows:

(a) For the general property owner category, a subtotal of **297** 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.

(b) For the development project category, a subtotal of **395** 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 1(b), above.

(c) 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.

3. For calendar year 2024, it is estimated that the Board of Supervisors may make available a maximum of 713 residential building permits, assuming continued three percent growth.

4. For calendar year 2025, it is estimated that the Board of Supervisors may make available a maximum of 734 residential building permits, assuming continued three percent growth.

5. Pursuant to Carson City Municipal Code Section 18.12, prior to issuance of building permits, any commercial or industrial projects proposed in 2022 that exceed the threshold of **15,000** gallons per day water usage must have the Growth Management Commission's review and approval to assure water availability.

6. 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).

7. 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.

8. This Resolution and the Growth Management staff report to the Board of Supervisors from the meeting of July \_\_, 2021, shall be forwarded to the State legislators representing the City in accordance with Assembly Bill 240 (2019).

ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2021.

AYES: Supervisors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYES: Supervisors \_\_\_\_\_

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

\_\_\_\_\_  
LORI BAGWELL, Mayor

ATTEST:

\_\_\_\_\_  
AUBREY ROWLATT, Clerk-Recorder



**2022 Building Permit Distribution Table (3% alternative)  
Per CCMC 18.12.055(1)**

	<b>Period 1</b> January, February & March	<b>Period 2</b> April, May & June	<b>Period 3</b> July – December
<b>Total Available</b>	672 allocations available	Any remaining permits available	Any remaining available
<b>Development Category</b> (31 or more lots or units)	<p>383 building permits available (57%)</p> <p>Permits divided equally among the qualified development projects on the list as of January 2.</p> <p>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.</p> <p>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.</p>	<p>A maximum cumulative total of 574 permits (50% above the maximum number originally allocated to the category) may be obtained on a first come, first served basis, or until the total number of available permits run out, whichever comes first.</p>	<p>Any remaining building permits available on a first come, first served basis</p>
<b>General Category</b>	<p>289 building permits available (43%)</p> <p>A maximum of 30 permits may be issued to an individual property owner during this period.</p>	<p>A maximum cumulative total of 578 permits (100% above the maximum number originally allocated to the category) may be obtained on a first come, first served basis, or until the total number of available permits run out, whichever comes first.</p>	<p>Any remaining building permits available on a first come, first served basis</p>

## Methodology for Determining Number of Residential Allocations

## ATTACHMENT D

### Assumptions:

- The 2020 certified Carson City population estimate is 56,434. (The most current State Demographer population estimate.)
- This certified 2020 population estimate is used as the "baseline" for establishing 2022 residential allocations
- 2.54 persons per household is assumed per 2010 US Census.
- 2020 Allocations Issued = 177

### Methodology:

- 1) (2020 pop.) + (2020 allocations issued x 2.54) = 2021 pop. est.
- 2) (2021 pop. est.) x (% growth rate) = 2022 population estimate
- 3) (2022 pop.) – (2021 pop. est.) = 2022 pop. growth estimate
- 4) (2022 pop. growth) ÷ (2.54 pop./unit) = **Number of 2022 allocations**

### 2020 Population:

56,434

### 2020 Res. Permits Issued:

177

### At 3.0% growth rate:

1) 56,434 + 450 = 56,884	<u>Estimated Subsequent Years</u>
2) 56,884 x 1.03 (3.0%) = 58,590	2023 692 at 3%
3) 58,590 - 56,884 = 1,707 persons	2024 713 at 3%
4) 1,707 / 2.54 = <b>672 allocations</b>	2025 734 at 3%

### At 2.5% growth rate:

1) 56,434 + 450 = 56,884	<u>Estimated Subsequent Years</u>
2) 56,884 x 1.025 (2.5%) = 58,306	2023 574 at 2.5%
3) 58,306 - 56,884 = 1,422 persons	2024 588 at 2.5%
4) 1,422 / 2.54 = <b>560 allocations</b>	2025 603 at 2.5%

### At 2.0% growth rate:

1) 56,434 + 450 = 56,884	<u>Estimated Subsequent Years</u>
2) 56,884 x 1.02 (2.0%) = 58,021	2023 457 at 2%
3) 58,021 - 56,884 = 1,138 persons	2024 466 at 2%
4) 1,138 / 2.54 = <b>448 allocations</b>	2025 475 at 2%

**DRAFT MINUTES**  
**Carson City Planning Commission and Growth Management Commission Regular Meeting**  
**Wednesday, May 26, 2021 ● 5:00 PM**  
**Community Center Robert “Bob” Crowell Boardroom**  
**851 East William Street, Carson City, Nevada**

**Commission Members**

**Chair – Charles Borders, Jr.**  
**Commissioner – Paul Esswein**  
**Commissioner – Sena Loyd**  
**Commissioner – Teri Preston**

**Vice Chair – Jay Wiggins**  
**Commissioner – Nathaniel Killgore**  
**Commissioner – Richard Perry**

**Staff**

Hope Sullivan, Community Development Director  
Heather Ferris, Planning Manager  
Todd Reese, Deputy District Attorney  
Stephen Pott y, Senior Project Manager  
Tamar Warren, Senior Public Meetings Clerk

**NOTE:** A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the Public Meeting Clerk during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and are available for review during regular business hours.

An audio recording and the approved minutes of this meeting are available on [www.Carson.org/minutes](http://www.Carson.org/minutes).

**GROWTH MANAGEMENT COMMISSION**

**1. CALL TO ORDER – GROWTH MANAGEMENT COMMISSION**

(5:01:12) – Chairperson Borders called the Growth Management Commission meeting to order at 5:01 p.m.

**2. ROLL CALL AND DETERMINATION OF QUORUM**

(5:01:29) – Roll was called and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Charles Borders, Jr.	Present	
Vice Chair Jay Wiggins	Present	
Commissioner Paul Esswein	Present	
Commissioner Nathaniel Killgore	Present	
Commissioner Sena Loyd	Present	
Commissioner Richard Perry	Present	
Commissioner Teri Preston	Absent	

**3. PLEDGE OF ALLEGIANCE**

(5:01:44) – Commissioner Loyd led the Pledge of Allegiance.

4. PUBLIC COMMENTS

(5:02:15) – Chairperson Borders welcomed members of the public back into the Boardroom and read into the record information regarding public comment, noting that he preferred to hear the comments during the discussion of an item. He also entertained public comments; however, none were forthcoming.

5. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – MAY 27, 2020.

(5:04:54) – Chairperson Borders introduced the item and entertained comments or changes and when none were forthcoming, a motion.

(5:05:11) – Commissioner Perry moved to approve the minutes of the May 27, 2020 Growth Management Commission meeting as presented. The motion was seconded by Vice Chair Wiggins.

<b>RESULT:</b>	<b>APPROVED (4-0-2)</b>
<b>MOVER:</b>	Perry
<b>SECONDER:</b>	Wiggins
<b>AYES:</b>	Borders, Esswein, Perry, Wiggins
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Loyd, Killgore
<b>ABSENT:</b>	None

6. MEETING ITEMS

**6.A GM-2021-0147 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS FOR A RESOLUTION ESTABLISHING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS UNDER THE GROWTH MANAGEMENT ORDINANCE FOR THE YEARS 2022 AND 2023 AND ESTIMATING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMITS FOR YEARS 2024 AND 2025; ESTABLISHING THE NUMBER OF BUILDING PERMIT ALLOCATIONS 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.**

(5:05:50) – Chairperson Borders introduced the item. Ms. Sullivan gave background and reviewed the Staff Report with accompanying documents, all of which are incorporated into the record. She also highlighted comments from key stakeholders such as the Carson City School District, Carson City Fire Department, Carson City Sheriff’s Office, and the Carson City Public Works Department. Ms. Sullivan highlighted the current projects and responded to clarifying questions by the Commissioners, adding that the City was not close to meeting the housing starts approved by the Growth Management Commission in the past years.

(5:23:04) – Carson City Wastewater Utility Manager Andy Hummel reviewed the Wastewater Capacity Analysis Update, incorporated into the record as late material, and responded to Commissioner questions.

(5:38:15) – Carson City Water Utility Manager Eddy Quaglieri reviewed the overall health of the ground water basins, water usage and demand, the City’s water sources, projects, and the projected demand, all of which are incorporated into the record as late material. Mr. Quaglieri and Ms. Sullivan also responded to clarifying questions. Commissioner Perry called the presentations “very good” and recommended presenting a simplified version of it to civic organizations in the City. Ms. Sullivan clarified that the modeling done for the sewer was based on communication between the Planning and Public Works Departments as development projects were being planned.

(5:56:18) – The meeting was recessed to address technical issues.

(6:05:21) – Chairperson Borders reconvened the meeting.

(6:05:40) – Commissioner Perry recommended including some language to justify going above the 15,000-gallon daily limit requirement. Commissioner Esswein also thanked Staff for the presentations and noted that he was in favor of criteria to evaluate excess water use as well, citing the drought situation being experienced currently. Ms. Sullivan noted that item 6.B would be continued in order to bring forward the criteria discussed earlier. Commissioner Loyd requested information regarding the current businesses who have received approval to exceed the 15,000-gallon daily limit. Mr. Reese noted that the Commission was not required to take action on this item.

**6.B GM-2021-0131 FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST TO ALLOW FOR DAILY WATER USAGE ABOVE 15,000 GALLONS PER DAY FOR A PROPOSED DRIVE-THROUGH CARWASH ON PROPERTY ZONED RETAIL COMMERCIAL (RC), LOCATED AT 3390 S. CARSON STREET, APN 009-111-28.**

(6:13:05) – Chairperson Borders introduced the item. Ms. Sullivan explained that per the late material received, the applicant representative had requested for the item to be continued until the June 30, 2021 meeting. No action was necessary.

**7. PUBLIC COMMENT**

(6:14:04) – Chairperson Borders entertained public comments; however, none were forthcoming.

**8. FOR POSSIBLE ACTION: ADJOURN AS THE GROWTH MANAGEMENT COMMISSION**

(6:14:37) – Chairperson Borders adjourned the Growth Management Commission meeting at 6:14 p.m.

**PLANNING COMMISSION**

**9. CALL TO ORDER – PLANNING COMMISSION**

(6:14:45) – Chairperson Borders called the Planning Commission meeting to order at 6:14 p.m.

**10. ROLL CALL AND DETERMINATION OF A QUORUM**

(6:14:55) – Ms. Warren called roll and determined the presence of a quorum comprising Chairperson Borders, Vice Chair Wiggins, Commissioner Esswein, Commissioner Killgore, Commissioner Loyd, and Commissioner Perry. Commissioner Preston was absent.

**11. PUBLIC COMMENT**

(4:15:11) – Chairperson Borders entertained public comments; however, none were forthcoming.

**12. FOR POSSIBLE ACTION: APPROVAL OF THE MINUTES – APRIL 28, 2021**

(6:15:31) – Chairperson Borders introduced the item and entertained comments or corrections and when none were forthcoming, a motion.

**(5:15:41) – Commissioner Perry moved to approve the minutes of the April 28, 2021 Planning Commission meeting as presented. The motion was seconded by Vice Chair Wiggins.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Perry
<b>SECONDER:</b>	Wiggins
<b>AYES:</b>	Borders, Wiggins, Esswein, Loyd, Killgore, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**13. MEETING ITEMS - PUBLIC HEARINGS**

**13.A LU-2021-0130 – FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR A SPECIAL USE PERMIT TO CONSTRUCT A GUEST BUILDING AND A DETACHED GARAGE RESULTING IN THE CUMULATIVE SQUARE FOOTAGE OF ACCESSORY STRUCTURES EXCEEDING 75 PERCENT OF THE SIZE OF THE PROPOSED PRIMARY BUILDING ON PROPERTY ZONED MOBILE HOME 12,000 (MH12), LOCATED AT 2754 DORI WAY, APN 008-181-22.**

(6:16:03) – Chairperson Borders introduced the item. Ms. Ferris presented the subject property and the Staff Report, which is incorporated into the record, noting that no public comments were received regarding the project. She also introduced applicant Paul Holloway. City Engineer Randy Rice noted that a 12-foot driveway would be required for this project, and it would be paid for by the property owner.

(6:20:53) – Mr. Holloway stated that he had read and agreed with the Conditions of Approval in the Staff Report. He also noted that the permit process and the interaction with Ms. Ferris were “excellent.” Commissioner Perry was informed that the trailer on the property was a construction trailer which would be gone at the completion of the project. Mr. Holloway agreed with Chair Borders that the structures would not be used as rentals. Chairperson Borders entertained additional questions and when none were forthcoming, a motion.

(6:22:41) – Vice Chair Wiggins moved to approve Special Use Permit LU-2021-0130, based on the findings and subject to the conditions of approval contained in the staff report. The motion was seconded by Commissioner Killgore.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Wiggins
<b>SECONDER:</b>	Killgore
<b>AYES:</b>	Borders, Wiggins, Esswein, Loyd, Killgore, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

**13.B LU-2021-00148 – FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR A SPECIAL USE PERMIT TO CONSTRUCT AN ACCESSORY STRUCTURE THAT EXCEEDS 75 PERCENT OF THE SIZE OF THE PRIMARY BUILDING ON PROPERTY ZONED MOBILE HOME 6000 (MH6), LOCATED AT 1120 CLAUDIA CIRCLE, APN 009-657-40.**

(6:23:38) – Chairperson Borders introduced the item. Ms. Ferris gave background and presented the Staff Report which is incorporated into the record. Chairperson Borders was informed that the applicant was not present. He also expressed concern that the project was “already done.” Ms. Ferris clarified that should the Board deny the application, the structure would have to be removed. She also noted that the Special Use Permit request was the applicant’s first step towards compliance. Mr. Reese explained that Code Enforcement could issue a “Notice of Violation” or a “Notice to Abate” to obtain the necessary permits retroactively, adding that should the City request any changes to the structure, the applicant must abide. A refusal to comply, according to Mr. Reese, could result in a citation or a request to remove the structure, who also advised the Board to either approve the Special Use Permit, should it meet all the Conditions of Approval, or continue the item. Commissioner Esswein wished to either approve the Special Use Permit or continue it until the Building Permit is obtained; however, Ms. Ferris clarified that the Special Use Permit was the first step prior to obtaining a Building Permit. Commissioner Perry recommended approving the Special Use Permit and leaving it up to the City to ensure the structure meets the Conditions of Approval and the building code. Commissioner Loyd was informed that a Building Permit must be obtained as well. Chairperson Borders entertained a motion.

(6:32:01) – Commissioner Esswein moved to approve Special Use Permit LU-2021-0148, based on the findings and subject to the Conditions of Approval contained in the Staff Report.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Esswein
<b>SECONDER:</b>	Perry
<b>AYES:</b>	Borders, Wiggins, Esswein, Killgore, Loyd, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Preston

## PUBLIC HEARING

**13.C PUD-2021-0132 – FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FOR A TENTATIVE PLANNED UNIT DEVELOPMENT (PUD-2021-0132) THAT WOULD CREATE 12 SINGLE FAMILY RESIDENTIAL LOTS WITH A MINIMUM LOT SIZE OF 29,300 SQUARE FEET AND APPROXIMATELY 3.75 ACRES OF OPEN SPACE ON PROPERTY ZONED SINGLE-FAMILY 1 ACRE (SF1A), LOCATED ON THE WEST SIDE OF LONGVIEW WAY, NORTH OF BEDFORD WAY AND SOUTH OF KENSINGTON PLACE, APN 007-061-61.**

(6:32:53) – Chairperson Borders introduced the item. Ms. Ferris presented the subject property and the Staff Report, incorporated into the record, and responded to clarifying questions. She indicated that Staff had made all the required findings, incorporated into the record, and recommended approval subject to the Conditions of Approval outlined in the Staff Report, with the following clerical changes to Condition of Approval No. 24 and No. 28.

*24. Lots abutting the creek will need to have their lot lines adjusted so that they are located 5 feet away from the top of the edge of the creek, or outside of the AO/AE flood zone, whichever is closer to the interior of the lots. Should this adjustment be impracticable, an exclusive easement will need to be created in its place, in which no fences can be installed. In no case shall the lots be allowed to be reduced to less than 33% of the minimum lot size or 14, 374.8 square feet. If the lot lines are adjusted in this manner, the common area parcel will be increased in size and this area will be required to be owned and maintained by a homeowner's association or similar entity.*

*28. ~~A~~ A private access and Public Utility Easement shall be created over the roadway.*

(6:38:09) – Ms. Ferris referenced the following request, via email correspondence between the City Engineer and the applicant's representative, with a request to remove Condition of Approval No. 31 as a result:

*“On behalf of the Adams Foundation, I would like to request a waiver to the sidewalk requirements for the internal street of the proposed Adams Estates PUD. The development consists of only 12 parcels and will be served by a 2 private, gated roadway. We believe because of the private nature of the roadway as well as the limited number of residences on it, that access to the trail and open space on the west side can be achieved through just the roadway without sidewalks. The walkability of the Adams Estates PUD would function in the same way as the surrounding developments of Kingston Park and Long Ranch Estates (Kings Canyon Highlands), on either the streets or pathways within the open space. Thank you for your consideration.”*

(6:39:42) – Ms. Ferris referenced the public comments, incorporated into the record, in the form of a petition signed by 194 individuals and late material. She explained to Commissioner Esswein that the Fire Department would review the Fire Hydrant spacing. Carson City Floodplain Manager Robb Fellows and Ms. Ferris also responded to clarifying questions by the Commissioners.

(6:50:01) – Applicant representative Susan Pansky introduced herself and Micah Laak of Lumos and Associates. Ms. Pansky gave background on the project, including the redesign and after the initial



neighborhood meeting, and reviewed the Adams Estate Planned Unit Development presentation, incorporated into the record. She also responded to clarifying questions. Chairperson Borders entertained public comments.

(7:02:01) – Bruno Bielat introduced himself as “not a hydrologist” and was “concerned that properties to the south of the creek are not protected by a berm, and that’s where my property is.” Mr. Bielat believed that the water would flow to their side, on Bedford Avenue. He was also appreciative of the reduced number of units on the property, and was in favor of having the City maintain the creek.

(7:05:27) – Frank Macdenell introduced himself as a resident on the north side of the property and was concerned that his property would get flooded. He also believed that a berm would “ruin the aesthetics” of the neighborhood.

(7:09:02) – Carson City Floodplain Manager Robb Fellows provided additional information on Ash Creek and noted that “when Long Ranch Estates was developed, they created these open spaces that were sized to take all of the flow from the 100 year storms not from not only Kings Canyon but also from Ash Canyon.” He believed that the open space between this proposed project and Long Ranch Estates would provide the appropriate open space for the floodplain, adding that 70 percent of the high-hazard floodplains in Carson City are in open space areas. Mr. Fellows also responded to clarifying questions by the Commissioners.

(7:15:12) – Ms. Pansky informed Chairperson Borders that the applicant was in agreement with all the Conditions of Approval stated in the Staff Report except for item 31.b, which will read as follows:

*31.b. The street section must meet C-5.1.8 for urban local streets including installation of interior sidewalks on both sides of the street per CCMC 17.09.095.*

(7:16:40) – Commissioner Killgore expressed concern that members of the public were concerned about the reduction in surrounding property values. Ms. Pansky confirmed that the minimum house size would be 2,000 square feet. Chairperson Borders entertained a motion.

**(7:18:48) – Commissioner Loyd moved to recommend to the Board of Supervisors approval of Tentative Planned Unit Development PUD-2021-0132 based on the ability to make the required findings and subject to the Conditions of Approval as noted in the staff’s report to the Planning Commission, with the amended Condition No. 31.b (as noted above). The motion was seconded by Commissioner Wiggins.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Loyd
<b>SECONDER:</b>	Wiggins
<b>AYES:</b>	Borders, Wiggins, Esswein, Killgore, Loyd, Perry
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Preston

**PUBLIC HEARING****13.D PM-2021-0030 – FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING AN APPEAL OF STAFF’S DECISION TO APPROVE A TENTATIVE PARCEL MAP (PM-2021-0030) SUBJECT TO A CONDITION OF APPROVAL (CONDITION #8) REQUIRING THE EXTENSION OF THE WATER MAIN AND ASSOCIATED IMPROVEMENTS ON PROPERTY ZONED SINGLE FAMILY 1 ACRE (SF1A), LOCATED AT 3042 COMBS CANYON ROAD, APN 007- 502-01.**

(7:20:01) – Chairperson Borders introduced the item. Commissioner Wiggins read into the record a prepared disclosure statement, advised of no disqualifying conflict of interest, and stated that he would participate in discussion and action. Ms. Ferris presented the Staff Report, incorporated into the record, reiterated Staff’s recommendation to deny the appeal and uphold Staff’s decision to approve the Tentative Parcel Map, subject to the Conditions of Approval outlined in the April 31, 2021 Notice of Decision, including the requirement to extend the water main as outlined in condition No. 8, and responded to clarifying questions. Ms. Ferris also introduced appellant Corey Hornamann and City Engineer Randy Rice who were both present and available to answer the Commissioners’ questions.

(7:28:41) – Mr. Hornamann referenced the agenda materials and requested that Mr. Rice’s notes be “thrown out” since he had not seen them as part of the Notice of Decision on April 30, 2021, adding that he would appeal today’s decision if it is a denial and would exclude those comments from the appeal. Mr. Hornamann noted that Attachment C was “incorrect” as well, and referenced the points he had included in his letter to Staff. He contested the City’s request to install a “reducer valve” adding that the City had “offered to pay for that.” He also noted that he is trying to sell one piece of the property, not create a subdivision, and did not know who would buy it. He believed that the City should pay for the water line. Mr. Hornamann offered “to drop that piece of property, if a deal can be worked out with the water line for one piece of the property which would be 4A.”

(7:38:40) – Ms. Sullivan reviewed the steps required to create a conceptual map, then a tentative map (which may require an improvement plan), after which a final map is created and recorded. She also noted that a lot with four parcels or less may be approved by Staff as a Parcel Map. Any property exceeding four lots is considered a subdivision. In response to a question by Commissioner Loyd, Ms. Sullivan noted that technically, a deed restriction may be placed to have a future buyer pay for the water line; however, City Staff was not set up to monitor deed restrictions or property sales. Mr. Hornamann stated that when he bought the 25-acre property, he was not required to have a water line.

(7:46:42) – Mr. Rice clarified that had the well not been installed in 2018, “we would be asking for this waterline extension to go all the way to the entire frontage, half street improvements

(sidewalk if that was appropriate for this area) including all the utilities. The only reason sewer is not in this conversation is because sewer is nowhere near [the property].” He also noted that the survey consisted of “blue spray paint.” Mr. Rice explained that Staff had erroneously believed that the existing line was able to serve the appropriate amount of water and pressure; hence, the requirement of the pressure reducing valve. He also recommended a compromise where Mr. Hornamann would “build a water line and get into a pro rata agreement with the City that would basically encumber any properties that would benefit from the construction and cost of that water line,” and Mr. Hornamann would be eligible for reimbursement of up to half the cost, should there be additional developments.

(7:53:05) – Commissioner Perry inquired about the “hardship letter” referenced by Mr. Hornamann, noting that State law oversees water law. Public Works Water Operations Supervisor Tom Grundy stated that the State had permitted the drilling of the well. Commissioner Perry believed that wells were necessary in rural areas; however, “this [property] is in the middle of a municipality.” Mr. Hornamann reiterated that he was not willing “to spend \$200,000 on improvements for a lot that I’m going to sell for \$150,000.”

(7:58:15) – Commissioner Wiggins believed that the water line had a continuity with the rest of the City’s water system and was informed by Mr. Hornamann that he was not aware it was a “no connections [water] main,” who also believed that he had paid for “hookups” but had not been reimbursed by the City.

(8:00:12) – Commissioner Esswein was informed by Mr. Rice that a large transmission main was already in existence when Mr. Hornamann had a parcel map made; however, Staff had made an error in informing him that “he would tie into the water main;” therefore, a one-time waiver was made by the City to install the well. Ms. Ferris clarified that “the three existing lots from the original parcel map can connect into that distribution line that goes from Vista Ariana [Drive] up to Combs Canyon Road. They [property owners] would just have to tap into that for each of the lots when they build their single-family residences.” Discussion ensued and Mr. Rice noted that survey information had not yet been received, adding that the City would like to work with the appellant and would consider “removing 4B completely” or “reducing those water lines to the eastern edge of parcel A.”

(8:12:55) – Commissioner Perry noted that every development had water lines built for it and believed that the appellant should also build water lines. He also noted that lots around lakeview would sell for more than \$150,000. Mr. Hornamann offered to send the survey CAD file and believed his lot was within 400 feet of the water line. Commissioner Perry expressed concern that the one-time exception would perpetuate similar requests should the buyers decide to parcel their lot.

(8:19:32) – Ms. Ferris clarified for Commissioner Wiggins that when lots are recorded, they must be done so as “improved lots.” Commissioner Esswein explained “what the City is proposing is that you only have to provide [water] service to that one lot is perfectly reasonable.” Chairperson Borders entertained a motion.

**(8:23:19) – Commissioner Esswein moved to deny the appeal and uphold Staff’s decision to approve the tentative Parcel Map subject to the Conditions of Approval outlined in the April 31, 2021 Notice of Decision, including the requirement to extend the water main as outlined in condition No. 8. The motion was seconded by Commissioner Perry.**

<b>RESULT:</b>	<b>APPROVED (5-1-0)</b>
<b>MOVER:</b>	Esswein
<b>SECONDER:</b>	Perry
<b>AYES:</b>	Borders, Esswein, Killgore, Loyd, Perry
<b>NAYS:</b>	Wiggins
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Preston

**F. STAFF REPORTS (NON-ACTION ITEMS)**

(8:25:20) – Chairperson Borders introduced the item.

**- DIRECTOR'S REPORT TO THE COMMISSION**

(8:26:16) – Ms. Sullivan reported on the Board of Supervisors’ decisions noting that they had approved a Final Map.

**- FUTURE AGENDA ITEMS**

(8:25:30) – Ms. Sullivan announced that Bates Homes (on Little Lane) would be agendized for a Special Use Permit request for model homes. She also stated that the Commission would discuss Special Use Permit requests for an accessory structure and a fence, in addition to a Growth Management car wash discussion and updates requested by the Commission.

(8:26:31) – Chairperson Borders requested information on the “Flat (soccer) Fields” and wished to see the Special Use Permit for Empire Ranch Golf Course and the continued modification. Based on Commissioner Esswein’s inquiry, Ms. Sullivan noted that the Title 18 workshops had been completed and that the information was being reviewed by the District Attorney’s Office, after which public hearing would be scheduled.

**- COMMISSIONER REPORTS/COMMENTS**

There were no Commissioner reports or comments.

**G. PUBLIC COMMENT**

(8:28:37) – Chairperson Borders entertained final public comments; however, none were forthcoming.

**H. FOR POSSIBLE ACTION: ADJOURNMENT**

(8:29:06) – Chairperson Borders adjourned the meeting at 8:29 p.m.

The Minutes of the, May 26, 2021 Carson City Planning Commission meeting are so approved this 30<sup>th</sup> day of June, 2021.

**STAFF REPORT FOR PLANNING COMMISSION MEETING OF JUNE 30, 2021**

**FILE NO:** LU-2021-0182

**AGENDA ITEM:** 13.A

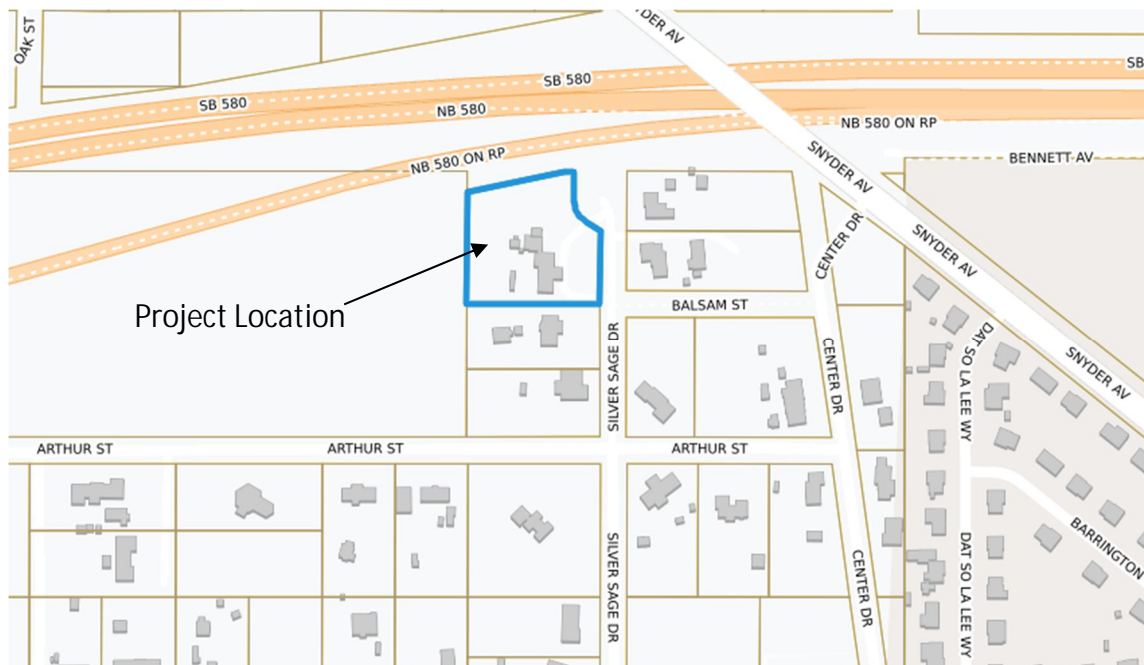
**STAFF CONTACT:** Lena Reseck, Assistant Planner

**AGENDA TITLE:** For Possible Action: Discussion and possible action regarding a request for a Special Use Permit to construct an accessory structure that will result in the cumulative area of accessory structures exceeding 75 percent of the size of the primary building and 5 percent of the parcel size on a property zoned Single Family 1 Acre (SF1A), located at 5180 Silver Sage Drive, APN 009-231-08. (Lena Reseck, lreseck@carson.org)

Summary: The subject property is currently improved with a 3,080 square foot home with attached garage, a 96 square foot storage shed, a 378 square foot carport, and a 576 square foot detached garage on a 1.79-acre lot. The applicant is proposing to construct a 3,000 square foot detached shop. This will result in the cumulative square footage of the detached accessory buildings being approximately 131 percent of the size of the primary building and covering approximately 5.20 percent of the lot area. As the cumulative area of the detached accessory buildings will exceed 75 percent of the size of the primary structure, and as the detached accessory buildings will cover more than 5 percent of the lot area, per CCMC 18.05.055, a Special Use Permit is required. The Planning Commission is authorized to approve a Special Use Permit.

**PROPOSED MOTION:** “I move to approve Special Use Permit LU-2021-0182, based on the findings and subject to the conditions of approval contained in the staff report.”

**VICINITY MAP:**



**RECOMMENDED CONDITIONS OF APPROVAL:**

1. The applicant must sign and return the Notice of Decision for conditions for approval within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, then the item may be rescheduled for the next Planning Commission meeting for further consideration.
2. All development shall be substantially in accordance with the development plans approved with this application, except as otherwise modified by these conditions of approval.
3. All on and off-site improvements shall conform to City standards and requirements.
4. The applicant shall meet all the conditions of approval and commence the use for which this permit is granted, within 12 months of the date of issuance of the Special Use Permit. A single, one-year extension of time may be granted if requested in writing to the Planning Division 30 days prior to the one-year expiration date. Should this permit not be initiated within one-year and no extension granted the permit shall become null and void.
5. The applicant shall submit a copy of the Notice of Decision and conditions of approval with the Building Permit application.
6. Any other detached accessory structures proposed for the site in the future will require additional review and approval of a Special Use Permit prior to construction.

**LEGAL REQUIREMENTS:** CCMC 18.02.080 (Special Use Permits); 18.04.055 (Single-family 1 Acre); 18.04.190 (Residential Districts Intensity and Dimensional Standards); 18.05.055 (Accessory Structures).

**MASTER PLAN DESIGNATION:** Medium Density Residential

**PRESENT ZONING:** Single-family 1 Acre (SF1A)

**KEY ISSUES:** Will the proposed detached shop have an adverse impact on the adjacent residential neighborhood?

**SURROUNDING ZONING AND LAND USE INFORMATION:**

NORTH: Single-family 1 Acre/Freeway  
EAST: Single-family 1 Acre/ Single family residence  
SOUTH: Single-family 1 Acre/ Single family residence  
WEST: Public Regional/BLM

**ENVIRONMENTAL INFORMATION:**

1. FLOOD ZONE: X/AH
2. EARTHQUAKE FAULT: On site, Zone III (moderate severity)
3. SLOPE/DRAINAGE: Relatively flat

**SITE DEVELOPMENT INFORMATION:**

1. LOT SIZE: 1.79 acres
2. PROPOSED STRUCTURE SIZE: 3,000 square feet
3. PROPOSED STRUCTURE HEIGHT: 21.8 feet, as proposed, the structure meets compliance.
4. REQUIRED SETBACKS: 30 feet from front; 15 feet from side; 30 feet from rear, as proposed, the structure meets these setbacks.
5. VARIANCES REQUESTED: None

## **DISCUSSION:**

The applicant is seeking to construct a 3,000 square foot shop. The primary structure on the site (a home with an attached garage) is 3,080 square feet. There is also currently a 96 square foot shed, a 378 square foot carport, and a 576 square foot detached garage on-site.

The proposed detached accessory structure will result in the cumulative area of the detached structures being 131 percent of the primary building and the coverage of the detached structures is 5.20 percent of the lot area.

An accessory structure is a permitted accessory use in the Single-family 1 Acre zoning district; however, per CCMC 18.05.055.7, if the cumulative area of the accessory structures is more than 75% of the size of the primary structure, a Special Use Permit is required. Additionally, per CCMC 18.05.055.8, if the cumulative area of accessory structures exceeds 5 percent of the parcel size on parcels 21,000 square feet or greater, a Special Use Permit is required.

Per the provisions of 18.02.080, the Planning Commission has the authority to approve a Special Use Permit upon making each of the seven required findings in the affirmative.

**PUBLIC COMMENTS:** Public notices were mailed to 33 property owners within 700 feet of the subject site on June 17, 2021. As of the date of writing of this report, no public comments have been received regarding this application. Any comments that are received after this report is completed will be submitted to the Planning Commission prior to or at the meeting on June 30, 2021 depending on the date of submission of the comments to the Planning Department.

## **OTHER CITY DEPARTMENTS OR OUTSIDE AGENCY COMMENTS:**

Plans were routed to commenting agencies and the following comments were received. Comments have been incorporated into the conditions of approval as appropriate.

### **Engineering Division:**

The Engineering Division has no preference or objection to the special use request provided that the following conditions are met:

- The project must meet all Carson City Development Standards and Standard Details including but not limited to the following:
  - The driveway to the existing garage and the driveway to the proposed garage must be paved.

The Engineering Division has reviewed the application within our areas of purview relative to adopted standards and practices and to the provisions of CCMC 18.02.080, Conditional Uses. The Engineering Division offers the following discussion:

### **C.C.M.C. 18.02.080 (5a) - Master Plan**

The request is not in conflict with any Engineering Master Plans.

### **C.C.M.C. 18.02.080 (5b) – Use, Peaceful Enjoyment, Economic Value, Compatibility**

Development Engineering has no comment on this finding.

### **C.C.M.C. 18.02.080 (5c) - Traffic/Pedestrians**

Local intersections:

- The closest intersection is Silver Sage Dr and Arthur St. Silver Sage Dr and Arthur St are local streets.

Parking and internal circulation:



- This is a private residence so parking is offered via an existing garage and driveway. The shoulder is wide enough for unpaved on street parking.

Proposed and/or necessary improvements:

- The driveway to the existing garage and the driveway to the proposed garage must both be paved with a paved driveway apron per CCSD C-5.2.5.

**C.C.M.C. 18.02.080 (5d) - Public Services**

Sanitary Sewer:

- The property is currently served by septic on the southwest corner of the property. The closest sewer main is over 400 feet away.

Water:

- The existing water main is 12-inch PVC on the east side of the property. The property is currently served by City water.

Storm Drain:

- The site currently drains to the street which enters the city system via a channel.

Public Lands:

- Parcel adjoins Bureau of Land Management parcel along the western parcel line.

**C.C.M.C. 18.02.080 (5e) – Title 18 Standards**

Development Engineering has no comment on this finding.

**C.C.M.C. 18.02.080 (5f) – Public health, Safety, Convenience, and Welfare**

The project will meet engineering standards for health and safety if conditions are met.

Earthquake faults:

- There is a fault in the southwestern corner of the property going approximately 50 feet into the property, approximately 175 feet away from the proposed structure. No further analysis or mitigation is required.

FEMA flood zones:

- The flood zone is Zone X (unshaded) while the north to northeast portion of the property is in Zone AH (4725 feet)

Site slope:

- The existing site slope is estimated to be 0 to 2% so no further analysis or mitigation is required with respect to slopes.

Soils and Groundwater:

- The existing soil is gravelly sandy loam with the ground water table more than 80 inches down.

**C.C.M.C. 18.02.080 (5g) – Material Damage or Prejudice to Other Property**

Development Engineering has no comment on this finding.

**C.C.M.C. 18.02.080 (5h) – Adequate Information**

The plans and reports provided were adequate for this analysis.

**Fire Department:**

Project must comply with the International Fire Code and Northern Nevada Fire Code amendments as adopted by Carson City.

**FINDINGS:** Staff's recommendation is based upon the findings as required by CCMC Section 18.02.080 (Special Use Permits) enumerated below and substantiated in the public record for the project.

**1. Will be consistent with the master plan elements.**

The subject property is designated as Medium Density Residential. The primary uses associated with the Medium Density Residential master plan land use designation include single family residences. The primary use of the subject site is a single-family residential use and the proposed shop will not change the land use, as it will be accessory to the single-family residential use.

**2. Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and will cause no objectionable noise, vibrations, fumes, odors, dust, glare, or physical activity.**

The detached accessory structures will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or neighborhood. The shop will allow for vehicles, recreational vehicles, and other personal items to be stored inside a building instead of in the open.

**3. Will have little or no detrimental effect on vehicular or pedestrian traffic.**

The garage will allow for vehicles, recreational vehicles, and other personal items to be stored inside a building instead of in the open. The proposed accessory structure will not constitute a change of use. The land use will continue to be single-family residential with the trips associated with a single-family residence.

**4. Will not overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage, and other public improvements.**

The proposed accessory structure will not constitute a change of use. The land use will continue to be single-family residential. The project does not include new connections to sewer or water and does not require modifications to the existing storm drain infrastructure. The project will not result in increased impacts on schools, police, or fire protection.

**5. Meets the definition and specific standards set forth elsewhere in this title for such particular use and meets the purpose statement of that district.**

Accessory structures incidental to the primary use are allowed in the SF1A zoning district. The proposed location complies with required setbacks and the proposed height is in compliance with the maximum height of 32 feet. The building will require a building permit and must comply with all City standards.

**6. Will not be detrimental to the public health, safety, convenience, and welfare.**

The accessory structure will not be detrimental to public health, safety, convenience, and welfare. The structures are consistent with the SF1A zoning. The shop will allow for vehicles, recreational vehicles, and other personal items to be stored inside a building instead of in the open.

**7. Will not result in material damage or prejudice to other property in the vicinity.**

The primary use of the subject site is a single-family residential use and the proposed shop will not change the land use, as it will be accessory to the single-family residential use. The proposed accessory structure will not result in material damage or prejudice to other property in the vicinity. The structure will comply with the required setbacks and the height limitations.

Attachments: Application (LU-2021-0182)

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

FOR OFFICE USE ONLY:

CCMC 18.02.080

## SPECIAL USE PERMIT

**FEE\*:** \$2,450.00 MAJOR  
 \$2,200.00 MINOR (Residential zoning districts)  
 + noticing fee

\*Due after application is deemed complete by staff

SUBMITTAL PACKET – 4 Complete Packets (1 Unbound Original and 3 Copies) including:

- Application Form
- Detailed Written Project Description
- Site Plan
- Building Elevation Drawings and Floor Plans
- Special Use Permit Findings
- Master Plan Policy Checklist
- Applicant's Acknowledgment Statement
- Documentation of Taxes Paid-to-Date
- Project Impact Reports (Engineering)

CD or USB DRIVE with complete application in PDF

Application Received and Reviewed By: \_\_\_\_\_

Submission Deadline: Planning Commission application submittal schedule.

Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required.

### FILE #

APPLICANT: ROBERT AMUNDSON PHONE #: (775) 721-5070

MAILING ADDRESS, CITY, STATE, ZIP: 5180 SILVER SAGE DR CARSON CITY NV 89701

EMAIL ADDRESS: GRAY WOLF, RA @ GMAIL, COM

PROPERTY OWNER: (SAME AS ABOVE) PHONE #: \_\_\_\_\_

MAILING ADDRESS, CITY, STATE, ZIP: (SAME AS ABOVE)

EMAIL ADDRESS: (SAME AS ABOVE)

APPLICANT AGENT/REPRESENTATIVE: DAV EVANS PHONE #: (775) 691-8687

MAILING ADDRESS, CITY STATE, ZIP: P.O. BOX 670 - MINDEU, NV 89423

EMAIL ADDRESS: EVANS homes1 @ gmail.com

Project's Assessor Parcel Number(s):

009-231-04

Street Address

5180 SILVER SAGE DR.

Project's Master Plan Designation: 3-804A

Project's Current Zoning: S.F.R. SF1A

Nearest Major Cross Street(s): SNYDER

MEDIUM DENSITY RESIDENTIAL

S.F.R. SF1A

SNYDER

Please provide a brief description of your proposed project and/or proposed use below. Provide additional pages to describe your request in more detail.

### PROPERTY OWNER'S AFFIDAVIT

I, ROBERT AMUNDSON, 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.

Robert Amundson  
Signature

5180 SILVER SAGE DR  
Address

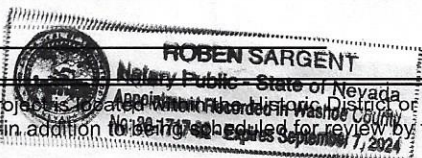
14 MAY 2021  
Date

Use additional page(s) if necessary for additional owners.

STATE OF NEVADA )  
 COUNTY WASHOE )

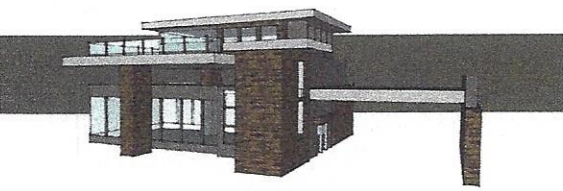
On MAY 14th, 2021, ROBERT C. AMUNDSON personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

Notary Public



NOTE: If your project is located in the Historic District or airport area, it may need to be scheduled before the Historic Resources Commission or the Airport Authority in addition to being scheduled for review by the Planning Commission. Planning staff can help you make this determination.





Evans Homes  
*"Creativity, Quality & Integrity"*

P.O. Box 670  
Minden, NV. 89423  
NV. Lic. 0045931A

May 20, 2021

To: Carson City Planning Division  
108 E. Proctor Street  
Carson City, NV 89701

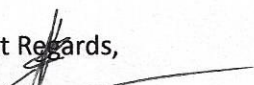
Re: Robert C. & Shannon R. Amundson  
5180 Silver Sage Dr.  
Carson City, Nv 89710  
A.P.N. 009-231-08

To whom it may concern,

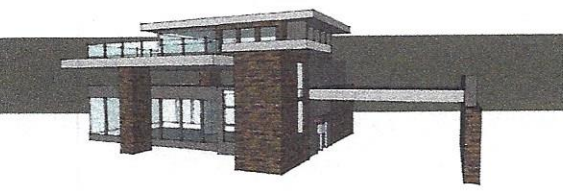
The following document outlines the details of the above noted property and the proposed R.V. Garage the client/ property owner intends to build:

1. Detached 40' x 75' x 16' plate height – Metal Building.
2. Building will be placed on a concrete monolithic slab designed and engineered per I.R.C. 2018.
3. Building roofing, siding, trim & gutters all to be metal and per licensed building mfg.
4. Building will be erected by a licensed erector per Carson City standards and I.R.C. 2018.
5. Building will NOT have any interior plumbing (no water or sewer inside)
6. Building will have basic electrical and lighting per N.E.C. 2017 and Carson City.
7. Building will have insulation provided by metal building mfg.
8. Building will NOT have any drywall or interior shear ply walls.
9. Building will have metal garage doors and approx. 8 windows and (1) 3068 metal man door.
10. Building will meet all local and state requirements for finish grading and drainage.
11. Building is being proposed with a simple gravel-based drive apron and approach.
12. Building is being proposed with color tones and finishes to match existing dwelling.

Please review this detailed description and "Scope of Work" and feel free to contact Dan Evans at (775) 691-8687. Thank you for your time.

Best Regards,  
  
Dan W. Evans





**Evans Homes**  
*"Creativity, Quality & Integrity"*

P.O. Box 670  
Minden, NV. 89423  
NV. Lic. 0045931A

May 20, 2021

To: Carson City Planning Division  
108 E. Proctor Street  
Carson City, NV 89701

RE: Robert C. & Shannon R. Amundson  
5180 Silver Sage Dr.  
Carson City, NV 89701

To Whom it may concern,


We respectfully submit these Special Use Permit "FINDINGS" in relation to the above noted project.

- 1) Will be consistent with the objectives of the Master Plan elements.
  - Based on initial findings the proposed RV garage poses no negative or detrimental impact to Carson City Master Plan, in fact, it helps to beautify and contain property owners' personal belongings and equipment from Neighbor's view.
- 2) Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and is compatible with and preserves the character and integrity of adjacent development and neighborhoods or includes improvements or modifications either on-site or within the public right-of-way to mitigate development related to adverse impacts such as noise, vibrations, fumes, odors, dust, glare or physical activity.
  - Based on initial findings the proposed RV garage poses no negative or detrimental impact to Carson City Master Plan, in fact, does not impact any neighboring development, neighbors, and is compatible with the integrity of adjacent development. Nothing inside intended use of building impacts noise, vibrations, fumes, odors, dust, glare, or physical activity. The intended use of the proposed structure is simply personal property and RV storage.
- 3) Will have little or no detrimental effect on vehicular or pedestrian traffic.
  - Proposed building will be located at the end of a dead-end or cul-de-sac street, with no sidewalks or curb and gutter, or traffic, therefore having no detrimental effect on vehicular or pedestrian traffic.

- 4) Will not overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage and other public improvements.
  - Proposed building has no water, or sewer, additionally building proposed will be metal, all but eliminating fire issue. As stated above proposed building would be built on a dead-end street with no curb and gutter or improvements impacted.
- 5) Meets the definition and specific standards set forth elsewhere in Carson City Municipal Code, Title 18 for such particular use and meets the purpose statement of that district.
  - Proposed building meets all criteria set forth in Carson City Municipal Code, Title 18 for such particular use and meets the purpose statement of that district. Building is intended to have colors and tones that are consistent with existing dwelling & structures on subject property.
- 6) Will not be detrimental to the public health, safety, convenience and welfare.
  - Proposed building has no detrimental impact to the public health, safety, convenience and welfare of the community. Buildings proposed use should enhance the community's overall vision.
- 7) Will not result in material damage or prejudice to other property in the vicinity, as a result of proposed mitigation measures.
  - Proposed building will not result in material damages or prejudice to other property in the vicinity, as a result of proposed mitigation measures. Proposed building should enhance the value of neighboring properties and reduce visible clutter on subject property by being stored inside.

Please accept these "Findings" and upon your review feel free to contact us as needed. We thank you in advance for your time and consideration of this proposed project.

Respectfully,



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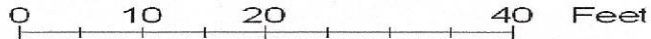
Dan W. Evans



## SPECIAL USE PERMIT CHECKLIST

Each application must include the following:

1. Detailed Written Project Description
2. Special Use Permit Findings
3. Master Plan Policy Checklist
4. Documentation of Taxes Paid to Date
5. Project Impact Reports: Provide documentation regarding project impacts related to traffic, drainage, water, and sewer, including supportive calculations and/or reports required per the Carson City Development Standards, Divisions 12, 14 and 15. Contact Development Engineering to determine if these are necessary for your project at (775) 887-2300.
6. Building Elevation Drawings and floor plans
7. Site plan including the following information:
  - a. 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.
  - b. Show a north point arrow and site 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 20 feet on the original site plan:



- c. Vicinity map must be shown on the site 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.
  - d. Title block in lower right-hand corner including:
    - i. Applicant's name, mailing address, and daytime phone number (including area code).
    - ii. The name, mailing address, and daytime phone number of the person preparing the site plan, if different from applicant.
    - iii. The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
    - iv. Assessor Parcel Number(s) (APN) and address (location, if no address) of the subject property.
    - v. Project title and permit request. (Example: Variance, Special Use Permit).
8. Property lines of the subject property with dimensions indicated.
9. 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 site 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.
10. Show curb, gutter, sidewalks, ADA facilities, PFD, circulation.
11. Project access:
  - a. Show the location of proposed street access and all existing accesses of neighboring properties including across the street.
  - b. Show adjoining street names.
  - c. Show all curb cuts with dimension.
12. Show the Assessor Parcel Number(s) of adjoining parcels.



13. Show all existing and proposed parking, landscape islands and traffic aisles, with dimensions. If you are requesting approval for off-site parking within 300 feet, provide site plans showing (1) parking on your site, (2) parking on the off-site parking lot, and (3) how much of the off-site parking area is required for any business other than your own.
14. Show location of existing and proposed utilities and drainage facilities, and indicate whether overhead or underground. Show the location of any septic lines/fields.
15. If specific landscape areas are required or provided, show with dimensions.
16. Show location of all proposed amenities, such as gazebos, retaining walls, retention areas, etc.

## **SPECIAL USE PERMIT APPLICATION FINDINGS**

State law requires that the Planning Commission consider and support the statements 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 required findings with as much detail as possible to ensure that there is adequate information supporting your proposal.

**THE FINDINGS BELOW ARE PROVIDED IN THE EXACT LANGUAGE FOUND IN THE CARSON CITY MUNICIPAL CODE (CCMC), FOLLOWED BY EXPLANATIONS TO GUIDE YOU IN YOUR RESPONSE. ON A SEPARATE SHEET TO BE INCLUDED WITH YOUR COMPLETE APPLICATION, LIST EACH FINDING AND PROVIDE A RESPONSE IN YOUR OWN WORDS. ANSWER THE QUESTIONS AS COMPLETELY AS POSSIBLE TO PROVIDE THE PLANNING COMMISSION WITH THE DETAILS NECESSARY TO CONSIDER YOUR PROJECT. IF A FINDING DOES NOT APPLY TO YOUR SITUATION, EXPLAIN WHY.**

**CCMC 18.02.080(5) FINDINGS.** Findings from a preponderance of evidence must indicate that the proposed use:

**1. Will be consistent with the objectives of the Master Plan elements.**

Explanation: Explain how your project will further and be in keeping with, and not contrary to, the goals of the Master Plan elements. Turn to the Master Plan Policy Checklist included with this application. The Master Plan Policy Checklist for Special Use Permits and Major Project Reviews addresses five items that appear in the Carson City Master Plan. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. Address each theme; a check indicates that the proposed development meets the applicable Master Plan Policy. Provide written support of the policy statement in your own words as a part of these findings. For additional guidance, please refer to the Carson City Master Plan document on our website at [www.carson.org/planning](http://www.carson.org/planning) or you may contact the Planning Division to review the document in our office or request a copy.

**2. Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and is compatible with and preserves the character and integrity of adjacent development and neighborhoods or includes improvements or modifications either on-site or within the public right-of-way to mitigate development related to adverse impacts such as noise, vibrations, fumes, odors, dust, glare or physical activity.**

- Explanation:
- A. Describe the general types of land uses and zoning designations adjoining your property (for example: North: grocery store, Retail Commercial zoning)
  - B. Explain why your project is similar to existing development in the neighborhood, and why it will not hurt property values or cause problems, such as noise, dust, odors, vibration, fumes, glare, or physical activity, etc. with neighboring property owners. Have other properties in your area obtained approval of a similar request? How will your project differ in appearance from your neighbors? Your response should consider the proposed physical appearance of your proposal, as well as comparing your use to others in the area.
  - C. Provide a statement explaining how your project will not be detrimental to the use, peaceful enjoyment or development of surrounding properties and the general neighborhood.
  - D. If outdoor lighting is to be a part of the project, please indicate how it will be shielded from adjoining property and the type of lighting (wattage/height/placement) provided.



- E. Describe the proposed landscaping, including screening and arterial landscape areas (if required by the zoning code). Include a site plan with existing and proposed landscape shown on the plan which complies with City ordinance requirements.
- F. Explain any short-range and long-range benefit to the people of Carson City that will occur if your project is approved.

**3. Will have little or no detrimental effect on vehicular or pedestrian traffic.**

Explanation: Consider the pedestrian and vehicular traffic that currently exists on the road serving your project. What impact will your development have to pedestrian and vehicular traffic when it is successfully operating? Will additional walkways and traffic lights be needed? Will you be causing traffic to substantially increase in the area? State how you have arrived at your conclusions.

**4. Will not overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage and other public improvements.**

- Explanation:
- A. How will your project affect the school district? Will your project add to the student population or will it provide a service to the student population?
  - B. How will your project affect police and fire protection?
  - C. Is the water supply serving your project adequate to meet your needs without degrading supply and quality to others in the area? Is there adequate water pressure? Are the lines in need of replacement? Is your project served by a well? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
  - D. If your project will result in the covering of land area with paving or a compacted surface, how will drainage be accommodated? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
  - E. Is there adequate capacity in the sewage disposal trunk line that you will connect to in order to serve your project, or is your site on a septic system? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
  - F. What kind of road improvements are proposed or needed to accommodate your project? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
  - G. Indicate the source of the information that you are providing to support your conclusions and statements made in this application (private engineer, Development Engineering, Public Works, Transportation, title report or other sources).

**5. Meets the definition and specific standards set forth elsewhere in Carson City Municipal Code, Title 18 for such particular use and meets the purpose statement of that district.**

Explanation: Explain how your project meets the purpose statement of the zoning district in which it is located and how it meets the specific standards that are set forth in that zoning district. In CCMC Section 18.04, Use Districts, find the zoning district where your property is located. Refer to the purpose statement at the beginning of the zoning district section and explain how your project meets the purpose statement of that district. In addition, find the specific Intensity and Dimensional Standards for your zoning district in either CCMC Section 18.04.190 (Residential) or CCMC Section 18.04.195 (Non-Residential) and explain how your project meets these specific standards. To access the Carson City Municipal Code, visit our website at [www.carson.org/planning](http://www.carson.org/planning).

**6. Will not be detrimental to the public health, safety, convenience and welfare.**

Explanation: Provide a statement explaining how your project will not be detrimental to the public health, safety, convenience and welfare. If applicable, provide information on any benefits that your project will provide to the general public.

**7. Will not result in material damage or prejudice to other property in the vicinity, as a result of proposed mitigation measures.**

Explanation: Provide a statement explaining how your project will not result in material damage or prejudice to other property in the vicinity.

If there is any additional information that would provide a clearer picture of your proposal that you would like to add for presentation to the Planning Commission, please be sure to include it in your detailed description.



If there is any additional information that would provide a clearer picture of your proposal that you would like to add for presentation to the Planning Commission, please be sure to include it in your detailed description.

Please type and sign the statement on the following page at the end of your findings response.

**ACKNOWLEDGMENT OF APPLICANT**

I certify that the forgoing 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. 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's 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.

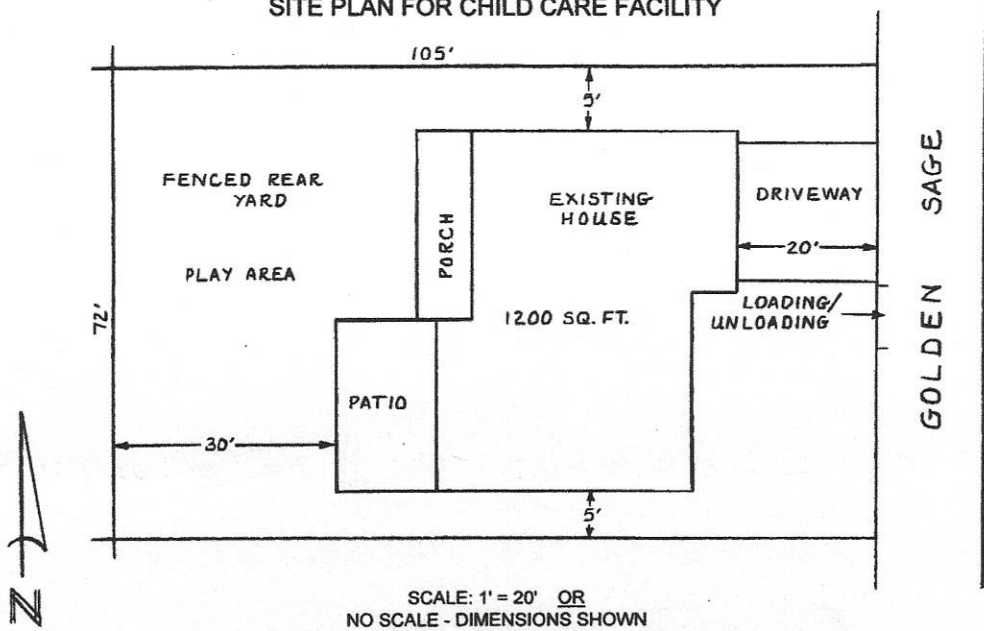
Robert C. Amundson II  
Applicant's Signature

ROBERT C. AMUNDSON II  
Print Name

20 MAY 2021  
Date

# EXAMPLE SITE PLAN

## SITE PLAN FOR CHILD CARE FACILITY



OWNER: John Doe  
123 Anyplace  
Carson City NV 89701  
(775) 333-3333

APPLICANT: SAME

REQUEST: To allow a childcare facility

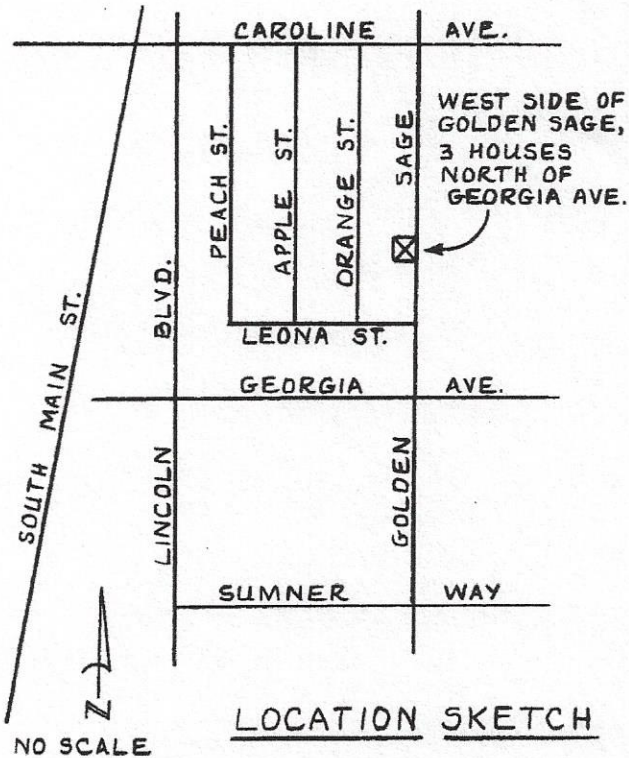
LOCATION: 123 Golden Sage Drive

ZONING: Single Family 6,000 (SF6)

MASTER PLAN LAND USE DESIGNATION: Low Density Residential

APN: 005-215-25

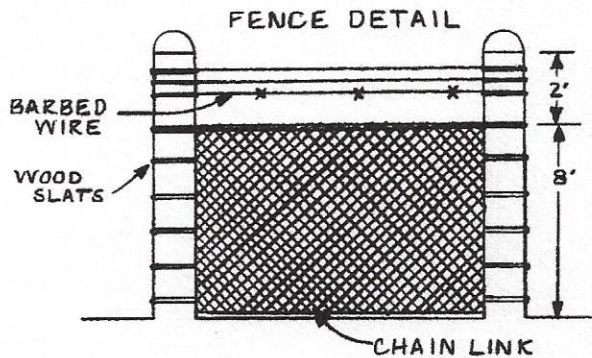
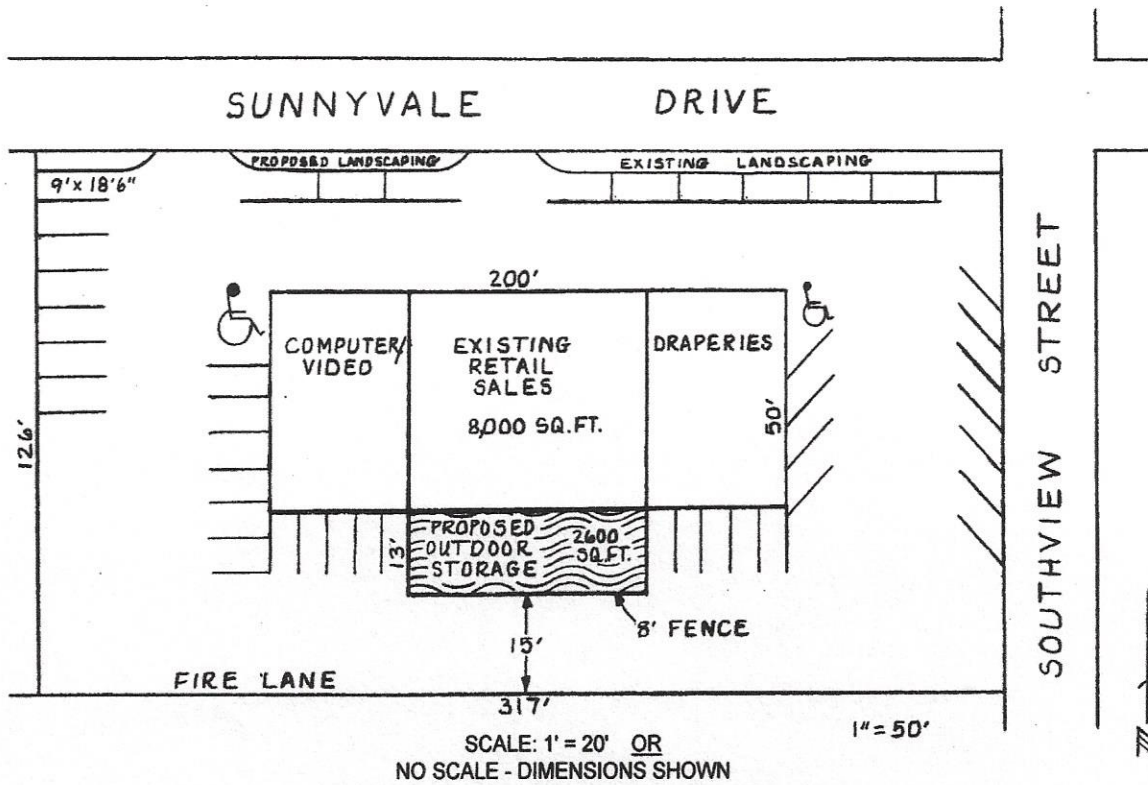
Site Plan Prepared By John Doe





# EXAMPLE SITE PLAN

## 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

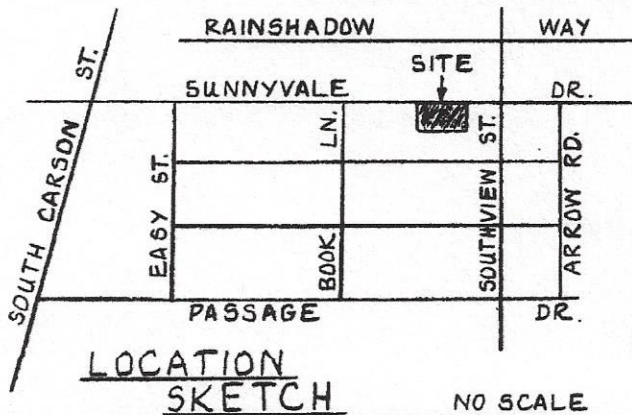
LOCATION: 123 Anyplace

ZONING: Retail Commercial (RC)

MASTER PLAN LAND USE DESIGNATION: Commercial

APN: 005-215-25

Site Plan Prepared By Jane Smith



# Master Plan Policy Checklist

## Special Use Permits & Major Project Reviews & Administrative Permits

### PURPOSE

The purpose of a development checklist is to provide a list of questions that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to non-residential and multi-family residential development. This checklist is designed for developers, staff, and decision-makers and is intended to be used as a guide only.

Development Name: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date of Review: \_\_\_\_\_

### DEVELOPMENT CHECKLIST

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed development meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

#### CHAPTER 3: A BALANCED LAND USE PATTERN



The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

##### Is or does the proposed development:

- Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
- Use sustainable building materials and construction techniques to promote water and energy conservation (1.1e, f)?
- Located in a priority infill development area (1.2a)?
- Provide pathway connections and easements consistent with the adopted Unified Pathways Master Plan and maintain access to adjacent public lands (1.4a)?



- Protect existing site features, as appropriate, including mature trees or other character-defining features (1.4c)?
- At adjacent county boundaries or adjacent to public lands, coordinated with the applicable agency with regards to compatibility, access and amenities (1.5a, b)?
- In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1b, 2.2b, 2.3b, Land Use Districts, Appendix C)?
- Meet adopted standards (e.g. setbacks) for transitions between non-residential and residential zoning districts (2.1d)?
- Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?
- Sited outside the primary floodplain and away from geologic hazard areas or follows the required setbacks or other mitigation measures (3.3d, e)?
- Provide for levels of services (i.e. water, sewer, road improvements, sidewalks, etc.) consistent with the Land Use designation and adequate for the proposed development (Land Use table descriptions)?
- If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

#### CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES



The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

**Is or does the proposed development:**

- Provide park facilities commensurate with the demand created and consistent with the City's adopted standards (4.1b)?
- Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

#### CHAPTER 5: ECONOMIC VITALITY



The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

**Is or does the proposed development:**



- Encourage a citywide housing mix consistent with the labor force and non-labor force populations (5.1j)
- Encourage the development of regional retail centers (5.2a)
- Encourage reuse or redevelopment of underused retail spaces (5.2b)?
- Support heritage tourism activities, particularly those associated with historic resources, cultural institutions and the State Capitol (5.4a)?
- Promote revitalization of the Downtown core (5.6a)?
- Incorporate additional housing in and around Downtown, including lofts, condominiums, duplexes, live-work units (5.6c)?

## CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown.

### Is or does the proposed development:

- Use durable, long-lasting building materials (6.1a)?
- Promote variety and visual interest through the incorporation of varied building styles and colors, garage orientation and other features (6.1b)?
- Provide variety and visual interest through the incorporation of well-articulated building facades, clearly identified entrances and pedestrian connections, landscaping and other features consistent with the Development Standards (6.1c)?
- Provide appropriate height, density and setback transitions and connectivity to surrounding development to ensure compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?
- If located in an identified Mixed-Use Activity Center area, contain the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1a, b)?
- If located Downtown:
  - Integrate an appropriate mix and density of uses (8.1a, e)?
  - Include buildings at the appropriate scale for the applicable Downtown Character Area (8.1b)?
  - Incorporate appropriate public spaces, plazas and other amenities (8.1d)?
- Incorporate a mix of housing models and densities appropriate for the project location and size (9.1a)?

## CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational

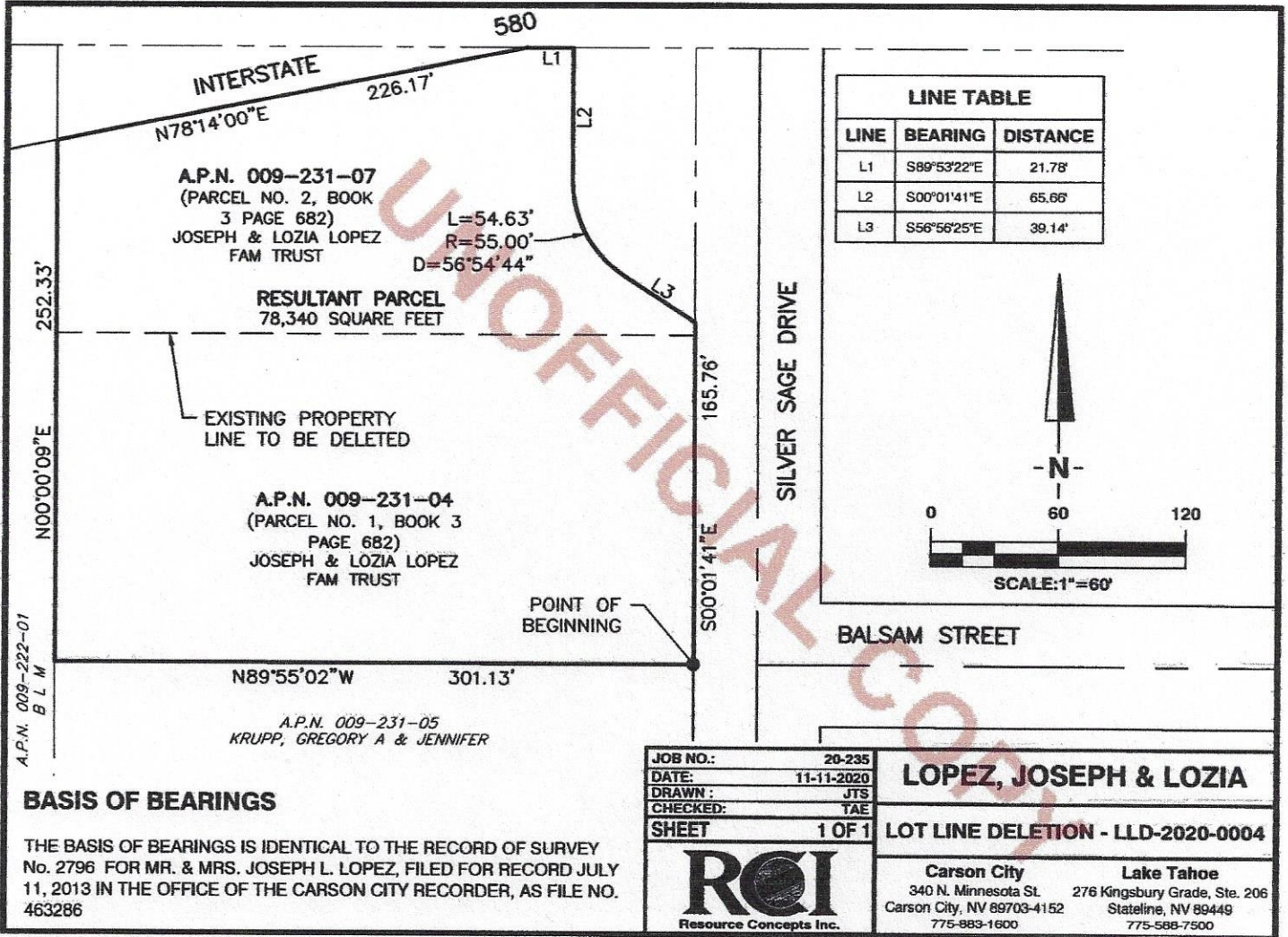


amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

**Is or does the proposed development:**

- Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- Maintain and enhance roadway connections and networks consistent with the Transportation Master Plan (11.2c)?
- Provide appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan (12.1a, c)?

**Exhibit B**



**BASIS OF BEARINGS**

THE BASIS OF BEARINGS IS IDENTICAL TO THE RECORD OF SURVEY No. 2796 FOR MR. & MRS. JOSEPH L. LOPEZ, FILED FOR RECORD JULY 11, 2013 IN THE OFFICE OF THE CARSON CITY RECORDER, AS FILE NO. 463286

JOB NO.: 20-235  
DATE: 11-11-2020  
DRAWN: JTS  
CHECKED: TAE  
SHEET 1 OF 1



**LOPEZ, JOSEPH & LOZIA**





# Parcel Information Report

## Carson City County

**009-231-07**

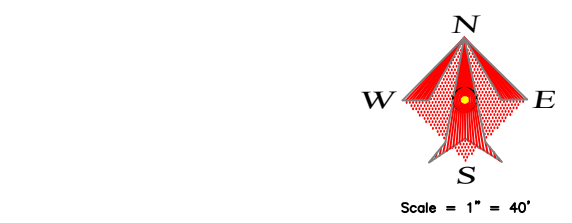
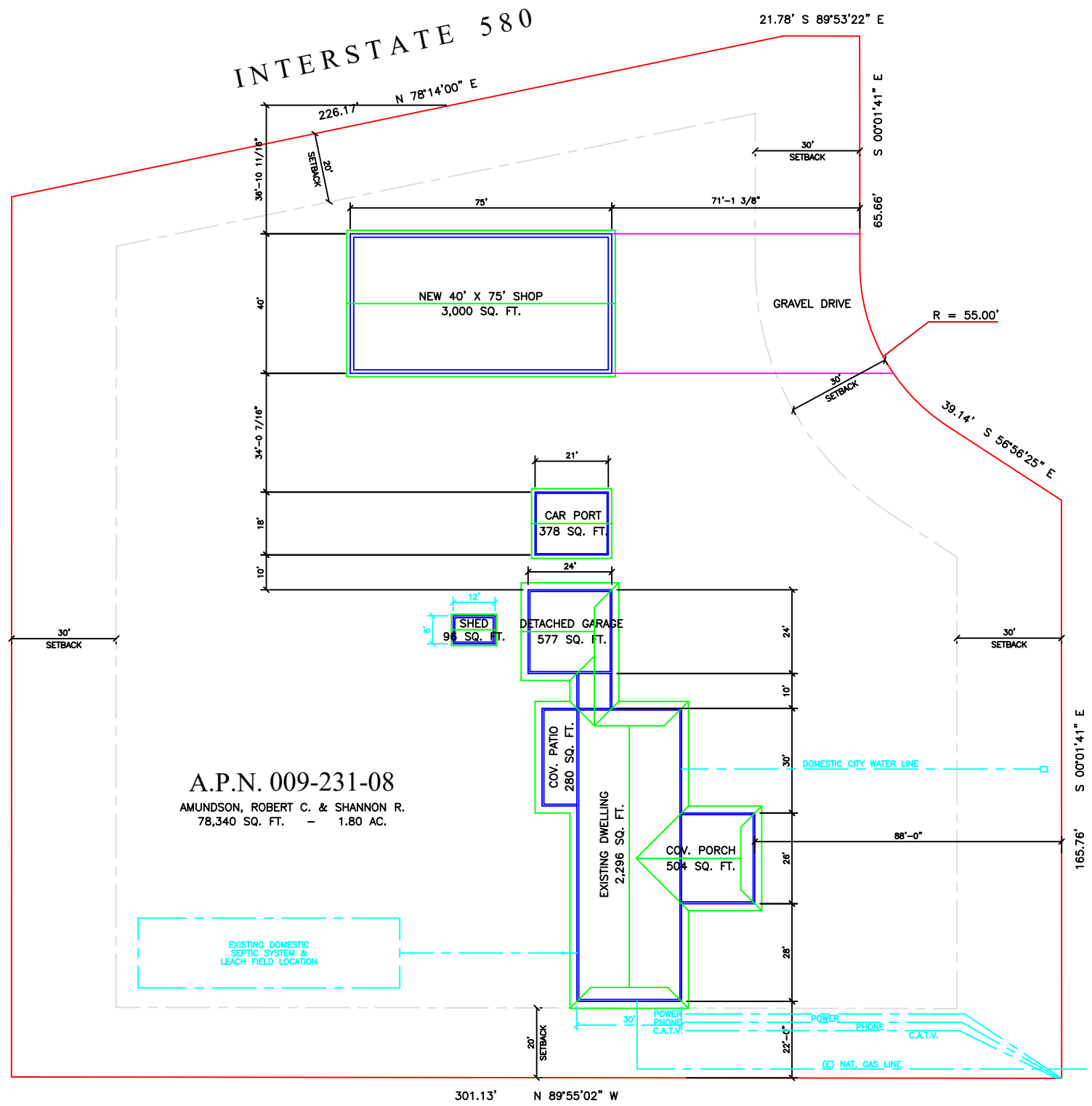
**Parcel Number** 009-231-07  
**Tax District** 024 - Eagle Valley  
**Owner Name and Address** JOSEPH & LOZIA LOPEZ FAM TRUST  
 LOPEZ JOSEPH L TRUSTEE  
 LOPEZ LOZIA D TRUSTEE  
**Site Address** 5120 SILVER SAGE DR

**(2020 - 2021) Tax Information**

	Ad Valorem Taxes	Special Assessments	Penalties & Interest	Costs	Total Charged	Amount Paid	Amount Owed
08/17/2020	\$62.04	\$0.35	\$0.00	\$0.00	\$62.39	\$62.39	\$0.00
10/05/2020	\$62.03	\$0.00	\$0.00	\$0.00	\$62.03	\$62.03	\$0.00
01/04/2021	\$62.03	\$0.00	\$0.00	\$0.00	\$62.03	\$62.03	\$0.00
03/01/2021	\$62.03	\$0.00	\$0.00	\$0.00	\$62.03	\$62.03	\$0.00
<b>Totals</b>	<b>\$248.13</b>	<b>\$0.35</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$248.48</b>	<b>\$248.48</b>	<b>\$0.00</b>

**Tax Payment History (07/01/2020 - 04/16/2021)**

Receipt Number	Paid By	Date Paid	Amount Paid	Check Number(s)
2020031894	GOVO082720	8/27/2020	\$62.39	GOVO082720
2020043619	GOVO 10012020	10/1/2020	\$62.03	GOVO 10012020
2020048868	TX Chk 10162020	10/16/2020	\$62.03	TX Chk 10162020
2020048869	TX Chk 10162020	10/16/2020	\$62.03	TX Chk 10162020
<b>Total Payments: 4</b>			<b>\$248.48</b>	



**General Contractor Endorsement**  
 Evans Homes - General Building Contractors  
 P.O. Box 670  
 Minden, NV 89423  
 (775) 392-1781  
 Nevada Lic. No.: 0045931A  
 Classification: B-2 Residential & Small Comm.  
 Limit: \$950,000.00  
 Exp. Date: 08/31/2022  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- GENERAL NOTES:**
- \* Contractor to verify location of all Utilities and Municipalities location prior to any construction.
  - \* All finish grading and drainage to be in accordance with I.R.C. 2018 and recognized building standards.
  - \* No known water course, ponds, lagoons, irrigation ditches or the like within 500' of subject property.
  - \* Property currently connected to G.R.G.I.D. Sewer and Water.



**New Detached Shop Site Plan For:**  
 Robert & Shannon Amundson  
 5180 Silver Sage Drive  
 Carson City, NV 89701  
 APN # 009-231-08

**EVANS HOMES, INC. - GENERAL BUILDING CONTRACTORS**  
 P.O. BOX 670 - MINDEN, NEVADA 89423  
 PHONE: (775) 392-1781 FAX: (775) 392-1782 email: evanshomes1@gmail.com

**DRAWN BY:**  
 D. EVANS  
**CHECKED BY:**  
 \_\_\_\_\_  
**PLOT DATE:**  
 05/19/2021  
**SCALE:**  
 1" = 40'  
**JOB NUMBER:**  
 210502  
**SHEET NUMBER:**

A1.0

A.P.N. 009-222-01  
 B.L.M.

A.P.N. 009-231-08  
 AMUNDSON, ROBERT C. & SHANNON R.  
 78,340 SQ. FT. - 1.80 AC.

A.P.N. 009-231-05  
 KRUPP, GREGORY A & JENNIFER

**Owner Information**

Robert C. & Shannon R. Amundson  
 5180 Silver Sage Dr.  
 Carson City, NV 89701  
 APN # 009-231-08  
 Phone: (775) 721-5070  
 email: graywolf.ra@gmail.com

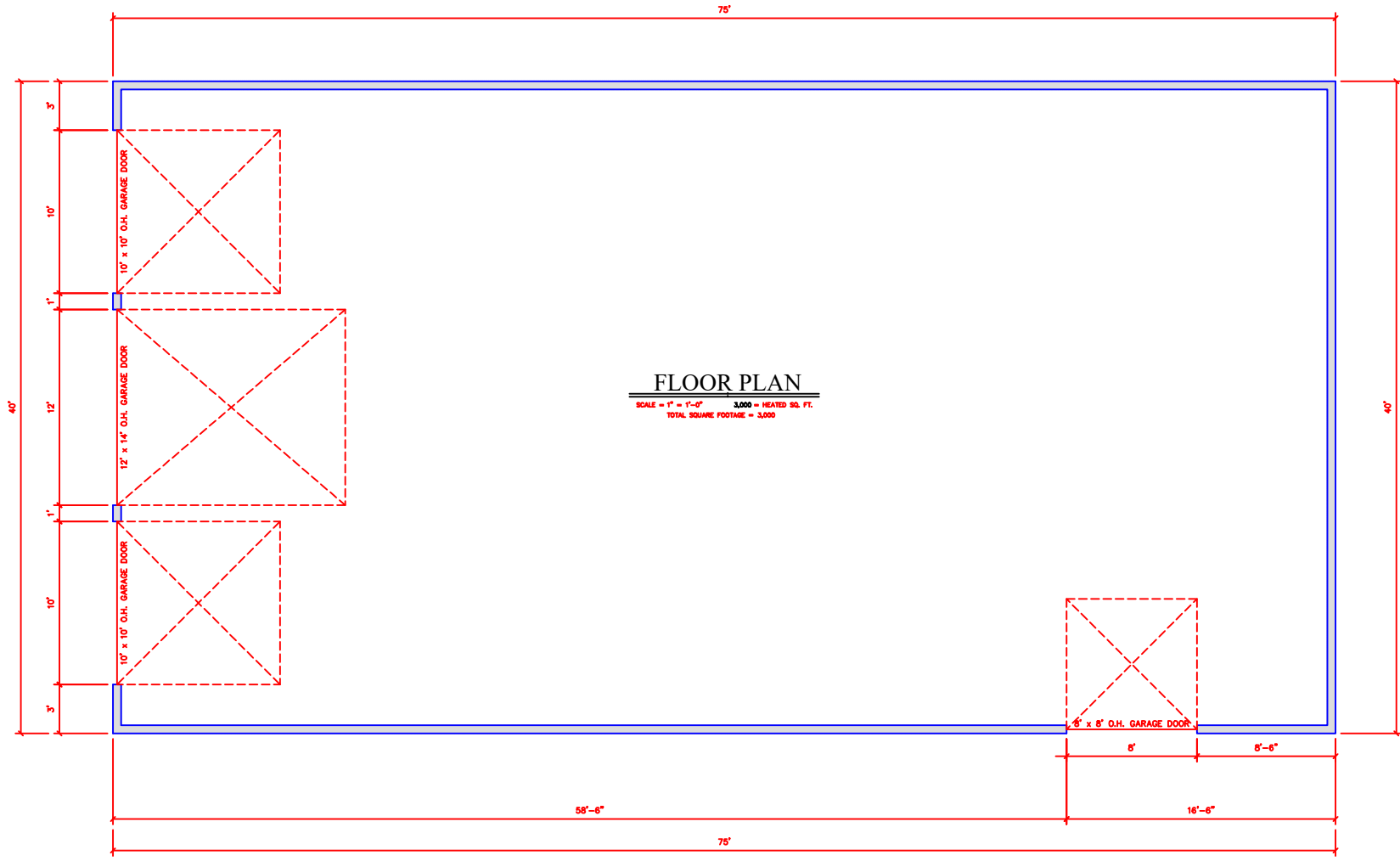
**Contractor Information:**

Evans Homes, Inc.  
 P.O. Box 670  
 Minden, NV 89423  
 Phone: (775) 392-1781  
 Nv. Lic. No.: 0045931A

**Site Information**

5180 Silver Sage Dr.  
 A.P.N. 900-231-08  
 Carson City, NV 89701  
 Zoning: SF1A  
 Flood Zone: X-Unshaded  
 Setbacks:  
 Front - 30'  
 Rear - 30'  
 Side - 20'

BALSAM STREET



**NORTH EAST ELEVATION**  
 SCALE = N.T.S.



**SOUTH WEST ELEVATION**  
 SCALE = N.T.S.



**SOUTH EAST ELEVATION**  
 SCALE = N.T.S.



**NORTH WEST ELEVATION**  
 SCALE = N.T.S.

New Detached Shop Site Plan For:

Robert & Shannon Arundson  
 5180 Silver Sage Drive  
 Carson City, NV 89701  
 APN # 009-231-08

**EVANS HOMES, INC. - GENERAL BUILDING CONTRACTORS**

P.O. BOX 670 - MINDEN, NEVADA 89423  
 PHONE: (775) 392-1781 FAX: (775) 392-1782 email: evanshomes1@gmail.com

DRAWN BY:  
 D. EVANS  
 CHECKED BY:  
 PLOT DATE:  
 05/19/2021  
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 1" = 40'  
 JOB NUMBER:  
 210502  
 SHEET NUMBER:

**A1.0**



**STAFF REPORT FOR PLANNING COMMISSION MEETING OF JUNE 30, 2021**

**FILE NO:** LU-2021-0187

**AGENDA ITEM:** 13.B

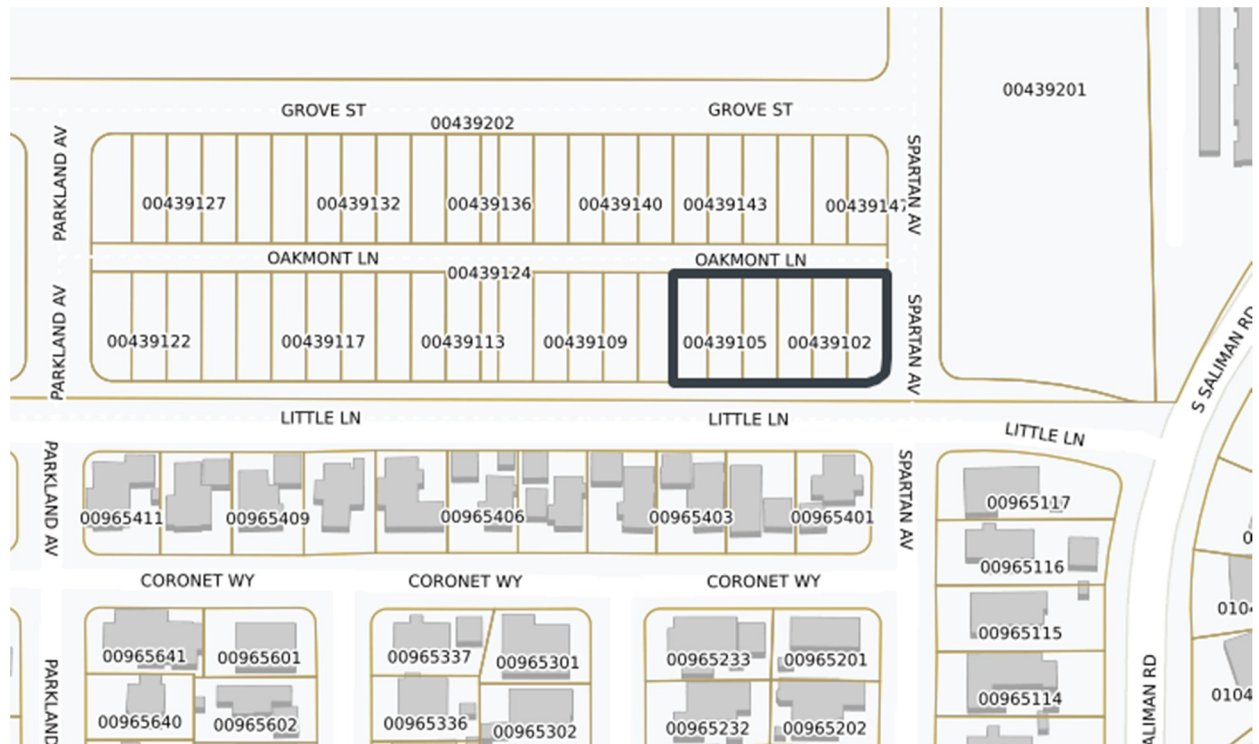
**STAFF CONTACT:** Lena Reseck, Assistant Planner

**AGENDA TITLE:** For Possible Action: Discussion and possible action regarding a request for a Special Use Permit to allow a temporary tract sales office, model homes, parking area, and advertising signage on properties zoned Multi-Family Duplex (MFD) located at 1350, 1356, 1362, 1368, 1374, and 1380 Little Lane, APNs: 004-391-01, 004-391-02, 004-391-03, 004-391-04, 004-391-05, 004-391-06. (Lena Reseck, lreseck@carson.org)

**Summary:** The applicant is requesting a Special Use Permit for a temporary tract sales office with conversion of the garage to an office in a model home at 1368 Little Lane (APN 004-391-03); the conversion of parcels 1350, 1356, and 1362 Little Lane (APNs 004-391-06, 004-391-05, and 004-391-04) into model homes; construction of a temporary parking area on parcels at 1374 and 1380 Little Lane (APNs 004-391-02 and 004-391-01); and temporary signage advertising the model homes and proposed homes in Little Lane Village. Temporary tract sales offices are a conditional use in Multi-Family Duplex (MFD) zoning, per CCMC 18.04.100, requiring approval of a Special Use Permit. The Planning Commission is authorized to approve a Special Use Permit.

**PROPOSED MOTION:** “I move to approve Special Use Permit LU-2021-0187, based on the findings and subject to the conditions of approval contained in the staff report.”

**VICINITY MAP:**



**RECOMMENDED CONDITIONS OF APPROVAL:**

1. The applicant must sign and return the Notice of Decision for conditions for approval within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, then the item may be rescheduled for the next Planning Commission meeting for further consideration.
2. All development shall be substantially in accordance with the development plans approved with this application, except as otherwise modified by these conditions of approval.
3. All on and off-site improvements shall conform to City standards and requirements.
4. The applicant shall meet all the conditions of approval and commence the use for which this permit is granted, within 12 months of the date of issuance of the Special Use Permit. A single, one-year extension of time may be granted if requested in writing to the Planning Division 30 days prior to the one-year expiration date. Should this permit not be initiated within one-year and no extension granted the permit shall become null and void.
5. The applicant shall submit a copy of the Notice of Decision and conditions of approval with the Building Permit application.
6. All improvements must meet current parking and exterior accessibility standards.
7. Construction and placement of signs must not block sight distance for vehicles.
8. The maximum number of model homes is four, with two additional parcels being used for temporary parking. The two lots being used for parking shall not be developed until the model homes use terminates. This parking will be removed and the parcels converted to a single family home lot with an appropriate home constructed on it when the model homes use terminates. The model homes and sales office will also be transitioned to residential uses. Advertising methods included in this review and approval must be removed in conjunction with the timing of the conversion of the model homes to residential uses.
9. Hours of operation for the model homes and parking area shall be limited to 8:00am to 6:00pm daily.
10. The maximum number and sizes of flags, banners and other advertising signage is limited to that shown in the submitted application package, with the exception of exempt signage as listed in Development Standards Division 4 Signs at 4.4.7 Exemptions. Signage shall be removed upon sale of last lot.

**LEGAL REQUIREMENTS:** CCMC 18.02.080 (Special Use Permits), CCMC 18.04.100 Multi-Family Duplex (MFD), CCMC Development Standards Division 2 Parking and Division 4 Signs

**MASTER PLAN DESIGNATION:** High Density Residential (HDR)

**PRESENT ZONING:** Multi-Family Duplex (MFD)

**KEY ISSUES:** Will the proposed development of four model homes, a temporary tract sales office inside the garage of one of the model homes, associated parking on two future residential parcels, as well as proposed signage to advertise Little Lane Village on these parcels, plus advertising signage on additional parcels be compatible with the surrounding neighborhood and be in keeping with the standards of the Carson City Municipal Code?

**SURROUNDING ZONING AND LAND USE INFORMATION:**



NORTH: Single Family 6,000 (SF6)  
EAST: Retail Commercial (RC)  
WEST: Multi-Family Apartments (MFA)  
SOUTH: Mobile Home 6000 (MH6)

**ENVIRONMENTAL INFORMATION:**

FLOOD ZONE: Zone AO (areas of minimal flooding)  
EARTHQUAKE FAULT: Beyond 500 feet  
SLOPE/DRAINAGE: Slope is minimal

**SITE DEVELOPMENT INFORMATION:**

PARKING: Five spaces. Temporary parking is proposed off-street on parcels separate from the model homes. The parking area will eventually be removed and single-family residences will be placed on the site.

**DISCUSSION:**

The applicant is seeking to have a temporary tract sales office including 4 model homes with parking and signage.

Per CCMC 18.01.100, a temporary tract sales office is a conditional use in the MFD zoning district, requiring approval of a Special Use Permit. Per Development Standards Division 2.3.3, off-street parking may be authorized for the parcel in a location not farther than 300 feet from the building site upon the issuance of a special use permit. The applicant proposes five temporary off-street parking spaces on two parcels which will eventually be used as residential home sites. Per Development Standards Division 4.6.5, variations to the regulations and standards of Division 4.7 may only be permitted by Special Use Permit. The applicant is proposing four 32 square foot signs 6 feet tall.

Per the provisions of 18.02.080, the Planning Commission has the authority to approve a Special Use Permit upon making each of the seven required findings in the affirmative.

**PUBLIC COMMENTS:** Public notices were mailed to 71 property owners within 400 feet of the subject site (minimum distance required 300 feet) on June 17, 2021. As of the writing of this report, no comments in support or opposition of the request have been received. Any comments that are received after this report is completed will be submitted to the Planning Commission prior to or at the meeting on June 30, 2021, depending on the date of submission of the comments to the Planning Division.

**OTHER CITY DEPARTMENTS OR OUTSIDE AGENCY COMMENTS:** The following comments were received by various city departments. Recommendations have been incorporated into the recommended conditions of approval, where applicable.

**Fire Department:**

Project must comply with the International Fire Code and Northern Nevada Fire Code amendments as adopted by Carson City.

**Engineering Division:**

The Engineering Division has no preference or objection to the special use request provided that the following conditions are met:

- The project must meet all Carson City Development Standards and Standard Details including but not limited to the following:
  - The parking lot must meet Carson City standard details C-5.5.1 through C-5.5.2.1.
  - An elevation certificate must be completed if the building is to be occupied prior to the LOMR being approved.
  - Any irrigation lines must have vacuum breakers.
  - Each parcel must have its own water meter/service for domestic and irrigation lines.

Domestic and irrigation lines cannot cross parcel boundaries unless easements are provided.

The Engineering Division has reviewed the application within our areas of purview relative to adopted standards and practices and to the provisions of CCMC 18.02.080, Conditional Uses. The Engineering Division offers the following discussion:

**C.C.M.C. 18.02.080 (5a) - Master Plan**

The request is not in conflict with any Engineering Master Plans.

**C.C.M.C. 18.02.080 (5b) – Use, Peaceful Enjoyment, Economic Value, Compatibility**

Development Engineering has no comment on this finding.

**C.C.M.C. 18.02.080 (5c) - Traffic/Pedestrians**

Local intersections:

- The intersections that will be impacted are Oakmont Lane and Spartan Avenue, and Spartan Avenue and Little Lane.
- Oakmont Lane and Spartan Avenue are local streets while Little Lane is a minor collector.

Parking and internal circulation:

- A parking lot is proposed to serve the sales office with 4 regular parking spots and 1 handicap parking spot.

**C.C.M.C. 18.02.080 (5d) - Public Services**

Sanitary Sewer:

- The impact to the City Sewer will be negligible.

Water:

- The existing water main is 8-inch PVC to the south of the property. A new fire hydrant has been installed to serve these parcels.

Storm Drain:

- The site is proposed to drain to the street.

**C.C.M.C. 18.02.080 (5e) – Title 18 Standards**

Development Engineering has no comment on this finding.

**C.C.M.C. 18.02.080 (5f) – Public health, Safety, Convenience, and Welfare**

The project meets engineering standards for health and safety.

Earthquake faults: The closest fault is over 500 feet away.

FEMA flood zones: The flood zone is Zone AO (depth 2 feet). This flood zone is in the process of being moved by a LOMR map through FEMA due to flood improvements. The building will be required to submit an elevation certificate if occupied prior to the LOMR approval.

Site slope: The site is currently developed so the slope is minimal.

Soils and Groundwater: A geotechnical investigation was completed. Groundwater was encountered at 7 feet below the surface. The geotechnical report included recommendations for the street structural section which were included in the subdivision site improvements.

**C.C.M.C. 18.02.080 (5g) – Material Damage or Prejudice to Other Property**

Development Engineering has no comment on this finding.

**C.C.M.C. 18.02.080 (5h) – Adequate Information**

The plans and reports provided were adequate for this analysis.

**FINDINGS:** Staff's recommendation is based upon the findings as required by CCMC Section 18.02.080 (Special Use Permits) enumerated below and substantiated in the public record for the project.

**1. Will be consistent with the objectives of the Master Plan elements.**

The Master Plan land use designation of the subject property is High Density Residential. High Density Residential designation is intended to provide opportunities for higher density neighborhoods including single-family detached housing. Goal 6.2a Neighborhood Compatibility - Infill projects should be compatible with the established scale and character of surrounding development. The subdivision has been approved with appropriate review of the proposed development of the sites, including surrounding property setbacks, lot coverage and connectivity to surrounding development. The special use permit is limited to the proposed model homes, the temporary tract sales office, and associated parking and signage will be converted to single family dwellings when the model homes are sold.

**2. Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and is compatible with and preserves the character and integrity of adjacent development and neighborhoods or includes improvements or modifications either on-site or within the public right-of-way to mitigate development related to adverse impacts such as noise, vibrations, fumes, odors, dust, glare or physical activity.**

The proposed model homes are to be located at the entrance to the subdivision, adjacent to Spartan Avenue, which will mitigate impacts to surrounding properties, as traffic will be concentrated at the entrance to the subdivision. This location will include the proposed temporary tract sales office, parking, and signage. The development of these six parcels with three model homes, a temporary tract sales office and a parking area will only have a minor impact on the surrounding properties as these models will be located on only six of the parcels within the subdivision. Traffic will be directed to this area at the entrance to the subdivision, where prospective customers will be able to look at the model homes on display. The model homes will provide the means of advertising this subdivision to prospective customers. The proposed model homes, temporary tract sales office, and signage are an appropriate method to advertise this development to allow it to be successful. Signage will be removed upon sale of last lot and model homes, tract sales office, and parking will be converted to single family homes.

**3. Will have little or no detrimental effect on vehicular or pedestrian traffic.**

Creation of five off-street parking spaces on two residential parcels in support of the model homes and temporary tract sales office is proposed. The location of the model homes will be at the entrance to the proposed subdivision, adjacent to Center Drive. Traffic impacts to the surrounding properties will be limited, as traffic will be directed by the proposed signage to a specific area near the entrance to the subdivision to view these model homes.

**4. Will not overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage, and other public improvements.**

The availability of appropriate utilities, schools, police and fire protection, public roads, storm drainage and other public improvements were reviewed in conjunction with the approval of the subdivision in this area. This request is to allow methods to enhance the sales of the home lots for this approved subdivision to prospective buyers, by directing them to this location by way of signage to view the model homes on display and to conduct business and discuss options in an on-site sales office. The development of the area as a subdivision has already been approved.

**5. Meets the definition and specific standards set forth elsewhere in this Title for such particular use and meets the purpose statement of that district.**

With the approval of this Special Use Permit and recommended conditions of approval, the request will meet the applicable definitions and specific standards found in the code. The purpose of the Multi-Family Duplex (MFD) zoning district is to provide for the development of single family detached dwellings in a suburban setting.

**6. Will not be detrimental to the public health, safety, convenience, and welfare.**

The proposed development of the sites with the temporary development of four model homes, off-street parking on separate parcels, and signage is not anticipated to be detrimental to the public health, safety convenience and welfare. Proposed placement of the temporary tract sales office, model homes, parking, and signage is located at the entrance to the subdivision, where the advertising for the proposed homes will be concentrated. At the conclusion of the temporary tract sales office and model homes, the homes will be available for sale and the temporary use will terminate. The subdivision has been approved to allow for development of these sites as dwellings.

**7. Will not result in material damage or prejudice to other property in the vicinity, as a result of proposed mitigation measures.**

This request is to allow the temporary use of four of the residential home lots in this subdivision to allow for advertising regarding products (homes) available as the subdivision is sold. The placement of this temporary use near the entrance to the subdivision, with off-street parking, will mitigate the impact to the surrounding properties, as traffic directed to one location near the entrance to the subdivision.

Attachments:

Application (LU-2021-0187)

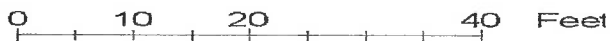


## SPECIAL USE PERMIT CHECKLIST

Each application must include the following:

1. Detailed Written Project Description
2. Special Use Permit Findings
3. Master Plan Policy Checklist
4. Documentation of Taxes Paid to Date
5. Project Impact Reports: Provide documentation regarding project impacts related to traffic, drainage, water, and sewer, including supportive calculations and/or reports required per the Carson City Development Standards, Divisions 12, 14 and 15. Contact Development Engineering to determine if these are necessary for your project at (775) 887-2300.
6. Building Elevation Drawings and floor plans
7. Site plan including the following information:

- a. 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.
- b. Show a north point arrow and site 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 20 feet on the original site plan:



- c. Vicinity map must be shown on the site 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.
- d. Title block in lower right-hand corner including:
  - i. Applicant's name, mailing address, and daytime phone number (including area code).
  - ii. The name, mailing address, and daytime phone number of the person preparing the site plan, if different from applicant.
  - iii. The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
  - iv. Assessor Parcel Number(s) (APN) and address (location, if no address) of the subject property.
  - v. Project title and permit request. (Example: Variance, Special Use Permit).
8. Property lines of the subject property with dimensions indicated.
9. 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 site 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.
10. Show curb, gutter, sidewalks, ADA facilities, PFD, circulation.
11. Project access:
  - a. Show the location of proposed street access and all existing accesses of neighboring properties including across the street.
  - b. Show adjoining street names.
  - c. Show all curb cuts with dimension.
12. Show the Assessor Parcel Number(s) of adjoining parcels.



13. Show all existing and proposed parking, landscape islands and traffic aisles, with dimensions. If you are requesting approval for off-site parking within 300 feet, provide site plans showing (1) parking on your site, (2) parking on the off-site parking lot, and (3) how much of the off-site parking area is required for any business other than your own.
14. Show location of existing and proposed utilities and drainage facilities, and indicate whether overhead or underground. Show the location of any septic lines/fields.
15. If specific landscape areas are required or provided, show with dimensions.
16. Show location of all proposed amenities, such as gazebos, retaining walls, retention areas, etc.

### **SPECIAL USE PERMIT APPLICATION FINDINGS**

State law requires that the Planning Commission consider and support the statements 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 required findings with as much detail as possible to ensure that there is adequate information supporting your proposal.

**THE FINDINGS BELOW ARE PROVIDED IN THE EXACT LANGUAGE FOUND IN THE CARSON CITY MUNICIPAL CODE (CCMC), FOLLOWED BY EXPLANATIONS TO GUIDE YOU IN YOUR RESPONSE. ON A SEPARATE SHEET TO BE INCLUDED WITH YOUR COMPLETE APPLICATION, LIST EACH FINDING AND PROVIDE A RESPONSE IN YOUR OWN WORDS. ANSWER THE QUESTIONS AS COMPLETELY AS POSSIBLE TO PROVIDE THE PLANNING COMMISSION WITH THE DETAILS NECESSARY TO CONSIDER YOUR PROJECT. IF A FINDING DOES NOT APPLY TO YOUR SITUATION, EXPLAIN WHY.**

**CCMC 18.02.080(5) FINDINGS.** Findings from a preponderance of evidence must indicate that the proposed use:

1. **Will be consistent with the objectives of the Master Plan elements.** Yes, improvement is temporary

Explanation: Explain how your project will further and be in keeping with, and not contrary to, the goals of the Master Plan elements. Turn to the Master Plan Policy Checklist included with this application. The Master Plan Policy Checklist for Special Use Permits and Major Project Reviews addresses five items that appear in the Carson City Master Plan. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. Address each theme; a check indicates that the proposed development meets the applicable Master Plan Policy. Provide written support of the policy statement in your own words as a part of these findings. For additional guidance, please refer to the Carson City Master Plan document on our website at [www.carson.org/planning](http://www.carson.org/planning) or you may contact the Planning Division to review the document in our office or request a copy.

2. **Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and is compatible with and preserves the character and integrity of adjacent development and neighborhoods or includes improvements or modifications either on-site or within the public right-of-way to mitigate development related to adverse impacts such as noise, vibrations, fumes, odors, dust, glare or physical activity.**  
Improvements are temporary and customary in new home communities

- Explanation:
- A. Describe the general types of land uses and zoning designations adjoining your property (for example: North: grocery store, Retail Commercial zoning)
  - B. Explain why your project is similar to existing development in the neighborhood, and why it will not hurt property values or cause problems, such as noise, dust, odors, vibration, fumes, glare, or physical activity, etc. with neighboring property owners. Have other properties in your area obtained approval of a similar request? How will your project differ in appearance from your neighbors? Your response should consider the proposed physical appearance of your proposal, as well as comparing your use to others in the area.
  - C. Provide a statement explaining how your project will not be detrimental to the use, peaceful enjoyment or development of surrounding properties and the general neighborhood.
  - D. If outdoor lighting is to be a part of the project, please indicate how it will be shielded from adjoining property and the type of lighting (wattage/height/placement) provided.

- E. Describe the proposed landscaping, including screening and arterial landscape areas (if required by the zoning code). Include a site plan with existing and proposed landscape shown on the plan which complies with City ordinance requirements.
- F. Explain any short-range and long-range benefit to the people of Carson City that will occur if your project is approved.

**3. Will have little or no detrimental effect on vehicular or pedestrian traffic.**

Explanation: Consider the pedestrian and vehicular traffic that currently exists on the road serving your project. What impact will your development have to pedestrian and vehicular traffic when it is successfully operating? Will additional walkways and traffic lights be needed? Will you be causing traffic to substantially increase in the area? State how you have arrived at your conclusions.

**Very little impact, a busy day might see 10 visitors to our sales office**

**4. Will not overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage and other public improvements. No impact**

- Explanation:
- A. How will your project affect the school district? Will your project add to the student population or will it provide a service to the student population?
  - B. How will your project affect police and fire protection?
  - C. Is the water supply serving your project adequate to meet your needs without degrading supply and quality to others in the area? Is there adequate water pressure? Are the lines in need of replacement? Is your project served by a well? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
  - D. If your project will result in the covering of land area with paving or a compacted surface, how will drainage be accommodated? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
  - E. Is there adequate capacity in the sewage disposal trunk line that you will connect to in order to serve your project, or is your site on a septic system? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
  - F. What kind of road improvements are proposed or needed to accommodate your project? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.
  - G. Indicate the source of the information that you are providing to support your conclusions and statements made in this application (private engineer, Development Engineering, Public Works, Transportation, title report or other sources).

**5. Meets the definition and specific standards set forth elsewhere in Carson City Municipal Code, Title 18 for such particular use and meets the purpose statement of that district.**

**Yes, the project meets the standards set forth in Title 18.**

Explanation: Explain how your project meets the purpose statement of the zoning district in which it is located and how it meets the specific standards that are set forth in that zoning district. In CCMC Section 18.04, Use Districts, find the zoning district where your property is located. Refer to the purpose statement at the beginning of the zoning district section and explain how your project meets the purpose statement of that district. In addition, find the specific Intensity and Dimensional Standards for your zoning district in either CCMC Section 18.04.190 (Residential) or CCMC Section 18.04.195 (Non-Residential) and explain how your project meets these specific standards. To access the Carson City Municipal Code, visit our website at [www.carson.org/planning](http://www.carson.org/planning).

**6. Will not be detrimental to the public health, safety, convenience and welfare. No impact**

Explanation: Provide a statement explaining how your project will not be detrimental to the public health, safety, convenience and welfare. If applicable, provide information on any benefits that your project will provide to the general public.



7. Will not result in material damage or prejudice to other property in the vicinity, as a result of proposed mitigation measures. **No material damage or prejudice to other properties in the vicinity.**

Explanation: Provide a statement explaining how your project will not result in material damage or prejudice to other property in the vicinity.

If there is any additional information that would provide a clearer picture of your proposal that you would like to add for presentation to the Planning Commission, please be sure to include it in your detailed description.

If there is any additional information that would provide a clearer picture of your proposal that you would like to add for presentation to the Planning Commission, please be sure to include it in your detailed description.

Please type and sign the statement on the following page at the end of your findings response.

**ACKNOWLEDGMENT OF APPLICANT**

I certify that the forgoing 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. 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's 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.



Applicant's Signature

Fred Bates

Print Name

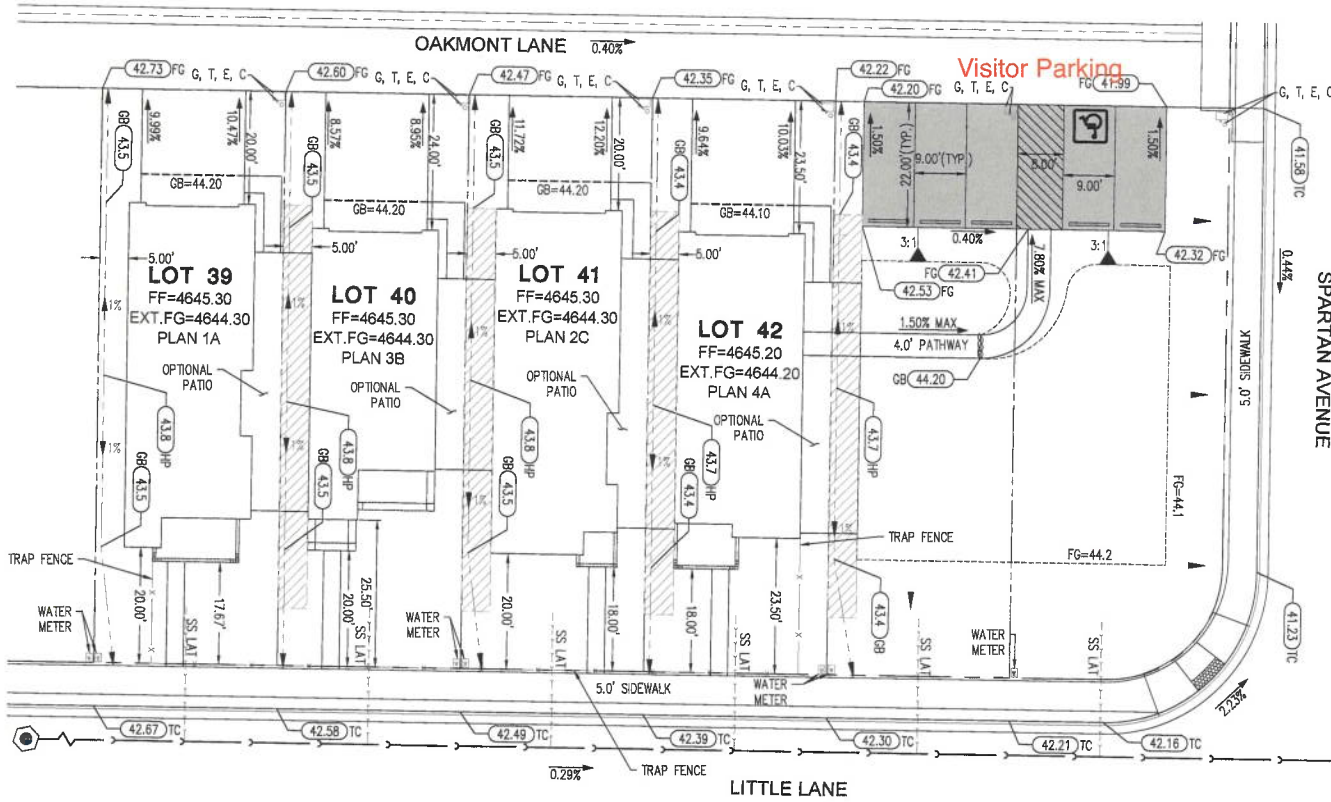
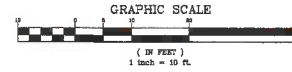
5-25-21

Date

APN/ADDRESSES:  
 LOT 39: 004-391-06 1350 LITTLE LANE  
 LOT 40: 004-391-05 1356 LITTLE LANE  
 LOT 41: 004-391-04 1362 LITTLE LANE  
 LOT 42: 004-391-03 1368 LITTLE LANE

NOTES:  
 1. REFERENCE OFFICIAL PLAT (#16257 DATED 02/08/21) FOR EASEMENTS AND INFORMATION NOT LISTED  
 2. LINES WORK SHOWN WAS GENERATED OFF OF PLANS PREPARED BY MANHARD CONSULTING  
 3. FOR LANDSCAPING, REFERENCE LANDSCAPING PLAN BY MANHARD CONSULTING

LEGEND:  
 G = GAS SERVICE  
 T = TELEPHONE SERVICE  
 E = ELECTRICAL SERVICE  
 C = CABLE TELEVISION SERVICE  
 FG = FINISH GRADE  
 GB = GRADE BREAK  
 FF = FINISHED FLOOR  
 HP = HIGH POINT  
 FL = FLOW LINE  
 EXT FG = EXTERIOR FINISH GRADE AT STEM WALL  
 // = EXCLUSIVE YARD AREA EASEMENT



Sales Office to be located in Lot 42 Garage

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 Berkeley, CA 94704-1200  
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 BAA009150-1/11 11/21/01

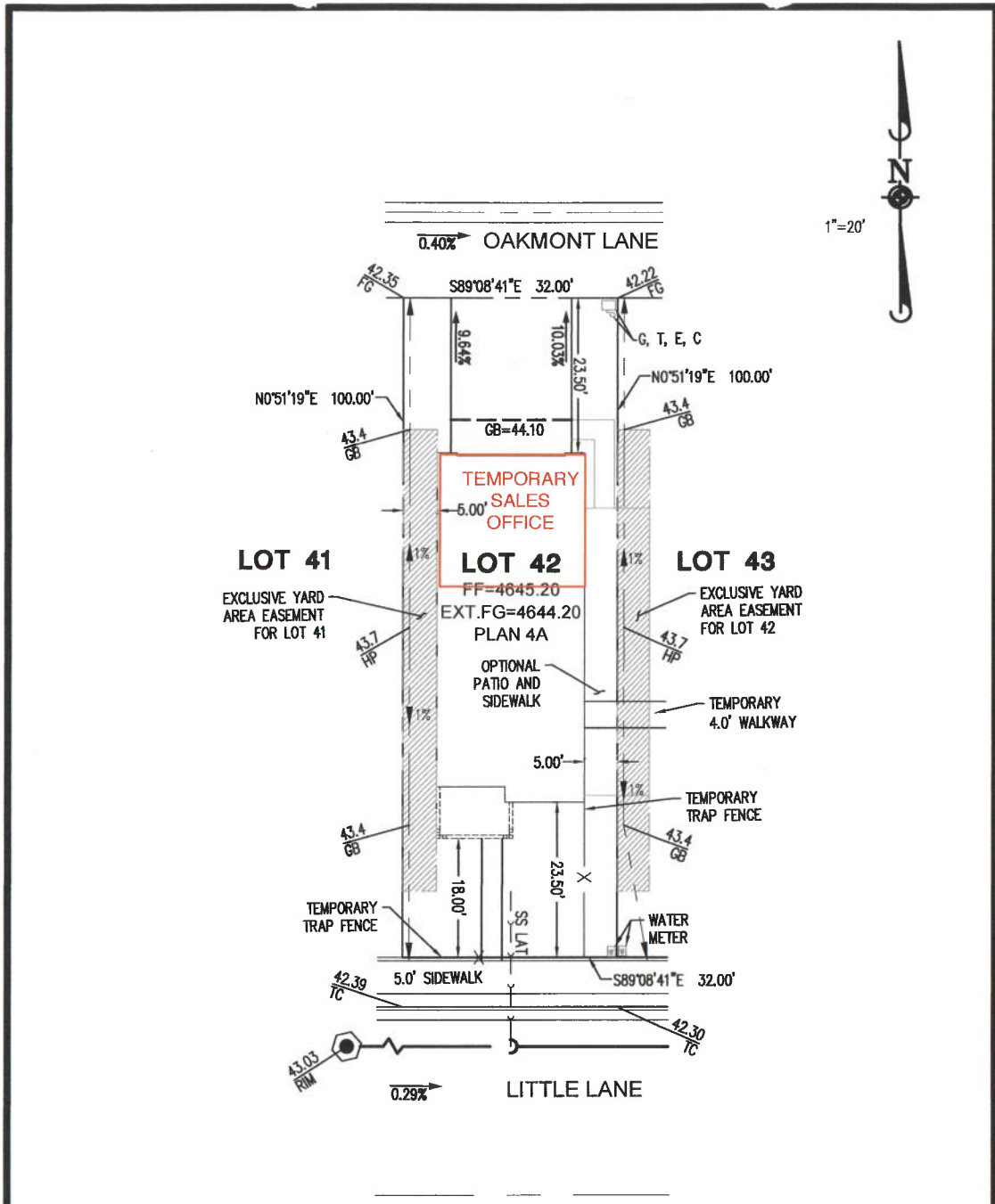
Manhard CONSULTING LTD  
 1350 Little Lane, Carson City, Nevada  
 Civil Engineers • Surveyors • Water Resources Engineers  
 Construction Managers • Environmental Scientists

LITTLE LANE VILLAGE PHASE 1  
 CARSON CITY, NEVADA  
 ODEL HOME COMPLEX

5/11/21

PROJ. NO.	100
PROJ. NAME	100
DRAWN BY	AST
DATE	FEB 2021
SCALE	1"=10'

SHEET  
 1 OF 1



1"=20'

**LEGEND:**

- G = GAS SERVICE
- T = TELEPHONE SERVICE
- E = ELECTRICAL SERVICE
- C = CABLE TELEVISION SERVICE
- GB = GRADE BREAK
- FF = FINISHED GLOOR
- EXT. FG = EXTERIOR FINISH GRADE AT STEM WALL
- x- = 6" PRIVACY FENCE
- o = OPEN VIEW FENCE

**NOTES:**

1. REFERENCE OFFICIAL PLAT (#516257 DATED 02/08/2021) FOR EASEMENTS AND INFORMATION NOT LISTED
2. LINE WORK SHOWN WAS GENERATED OFF PLANS PREPARED BY MANHARD CONSULTING, LTD.
3. LOT SIZE = 3,200 SF



2/12/21

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**Manhard**  
CONSULTING LTD

241 Ridge Street, Suite 400, Reno, NV 89501 ph:775.746.3500 fx:775.746.3520 www.manhard.com  
Civil Engineers | Surveyors | Water Resource Engineers | Water & Waste Water Engineers  
Construction Managers | Environmental Scientists | Landscape Architects | Planners

LITTLE LANE VILLAGE - PHASE 1	
APN: 004-391-03	
1368 LITTLE LANE	
PROJ. MGR.: SDF	SHEET
DRAWN BY: AST	<b>EXHIBIT 1</b>
DATE: FEB 2021	BHOCCNV01
SCALE: 1" = 20'	

Dwg Name: P:\bhoccnv01.dwg \Eng\Final Drawings\Plot Plans\Lot 42.dwg Updated By: A.Thandi

# Master Plan Policy Checklist

## Special Use Permits & Major Project Reviews & Administrative Permits

### PURPOSE

The purpose of a development checklist is to provide a list of questions that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to non-residential and multi-family residential development. This checklist is designed for developers, staff, and decision-makers and is intended to be used as a guide only.

Development Name: Little Lane Village

Reviewed By: \_\_\_\_\_

Date of Review: \_\_\_\_\_

### DEVELOPMENT CHECKLIST

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed development meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

#### CHAPTER 3: A BALANCED LAND USE PATTERN



The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

**Is or does the proposed development:**

- Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
- Use sustainable building materials and construction techniques to promote water and energy conservation (1.1e, f)?
- Located in a priority infill development area (1.2a)?
- Provide pathway connections and easements consistent with the adopted Unified Pathways Master Plan and maintain access to adjacent public lands (1.4a)?

**Special Use Permit, Major Project Review, & Administrative Permit Development Checklist**

- Protect existing site features, as appropriate, including mature trees or other character-defining features (1.4c)?
- At adjacent county boundaries or adjacent to public lands, coordinated with the applicable agency with regards to compatibility, access and amenities (1.5a, b)?
- In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1b, 2.2b, 2.3b, Land Use Districts, Appendix C)?
- Meet adopted standards (e.g. setbacks) for transitions between non-residential and residential zoning districts (2.1d)?
- Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?
- Sited outside the primary floodplain and away from geologic hazard areas or follows the required setbacks or other mitigation measures (3.3d, e)?
- Provide for levels of services (i.e. water, sewer, road improvements, sidewalks, etc.) consistent with the Land Use designation and adequate for the proposed development (Land Use table descriptions)?
- If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

**CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES**

The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

**Is or does the proposed development:**

- Provide park facilities commensurate with the demand created and consistent with the City's adopted standards (4.1b)?
- Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

**CHAPTER 5: ECONOMIC VITALITY**

The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

**Is or does the proposed development:**



- Encourage a citywide housing mix consistent with the labor force and non-labor force populations (5.1j)
- Encourage the development of regional retail centers (5.2a)
- Encourage reuse or redevelopment of underused retail spaces (5.2b)?
- Support heritage tourism activities, particularly those associated with historic resources, cultural institutions and the State Capitol (5.4a)?
- Promote revitalization of the Downtown core (5.6a)?
- Incorporate additional housing in and around Downtown, including lofts, condominiums, duplexes, live-work units (5.6c)?

## CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown.

### Is or does the proposed development:

- Use durable, long-lasting building materials (6.1 a)?
- Promote variety and visual interest through the incorporation of varied building styles and colors, garage orientation and other features (6.1b)?
- Provide variety and visual interest through the incorporation of well-articulated building facades, clearly identified entrances and pedestrian connections, landscaping and other features consistent with the Development Standards (6.1 c)?
- Provide appropriate height, density and setback transitions and connectivity to surrounding development to ensure compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?
- If located in an identified Mixed-Use Activity Center area, contain the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1 a, b)?
- If located Downtown:
  - Integrate an appropriate mix and density of uses (8.1 a, e)?
  - Include buildings at the appropriate scale for the applicable Downtown Character Area (8.1b)?
  - Incorporate appropriate public spaces, plazas and other amenities (8.1d)?
- Incorporate a mix of housing models and densities appropriate for the project location and size (9.1 a)?

## CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational

4

**Special Use Permit, Major Project Review, & Administrative Permit Development Checklist**

amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

**Is or does the proposed development:**

- Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- Maintain and enhance roadway connections and networks consistent with the Transportation Master Plan (11.2c)?
- Provide appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan (12.1a, c)?

Little Lane in Carson City  
Sign Ordinance Application for Permits

- a. Name, address and telephone numbers of the owner of the property:  
Little Lane LLC, 9460 Double R Blvd., Suite 103, Reno, NV 89521, T: 775-297-4822
- b. Name, address and telephone numbers of the applicant (owner of sign):  
Tedra Flowers, T: 775-297-4822
- c. Name, address and telephone numbers of sign contractor if required:  
Traffic Builders, 4200 Rewana Way #502, Reno 89502, Office 775-827-6200
- d. Location of building, structure and lot to which or upon which the sign or other advertising structure is to be attached or erected, and the lineal frontage of the building or suite which faces the street or parking area, as applicable:  
Little Lane and S. Saliman Road, Carson City, NV 89701
- e. Three (3) copies of plans showing:
  - (1) Position of sign or other advertising structure in relation to adjacent buildings or structures.  
See Map Exhibit
  - (2) The design and size, type of materials to be used, structural details and the calculations, colors proposed, and proposed location on the premises of such sign or sign structure.  
Sign face 4' x 8'; Sign is installed 6' from the ground; MDO material; See Sign Exhibit
  - (3) An exhibit showing or describing the size and dimensions of all existing and proposed signs on the premises at the time of making such application:  
See Sign Exhibit
- f. An assessment of the valuation of the proposed sign(s) material and labor (installation).  
\$4000

# Little Lane - Sign Exhibit

8'

installed  
6' top of  
sign to  
ground

4'

8'

installed  
6' top of  
sign to  
ground

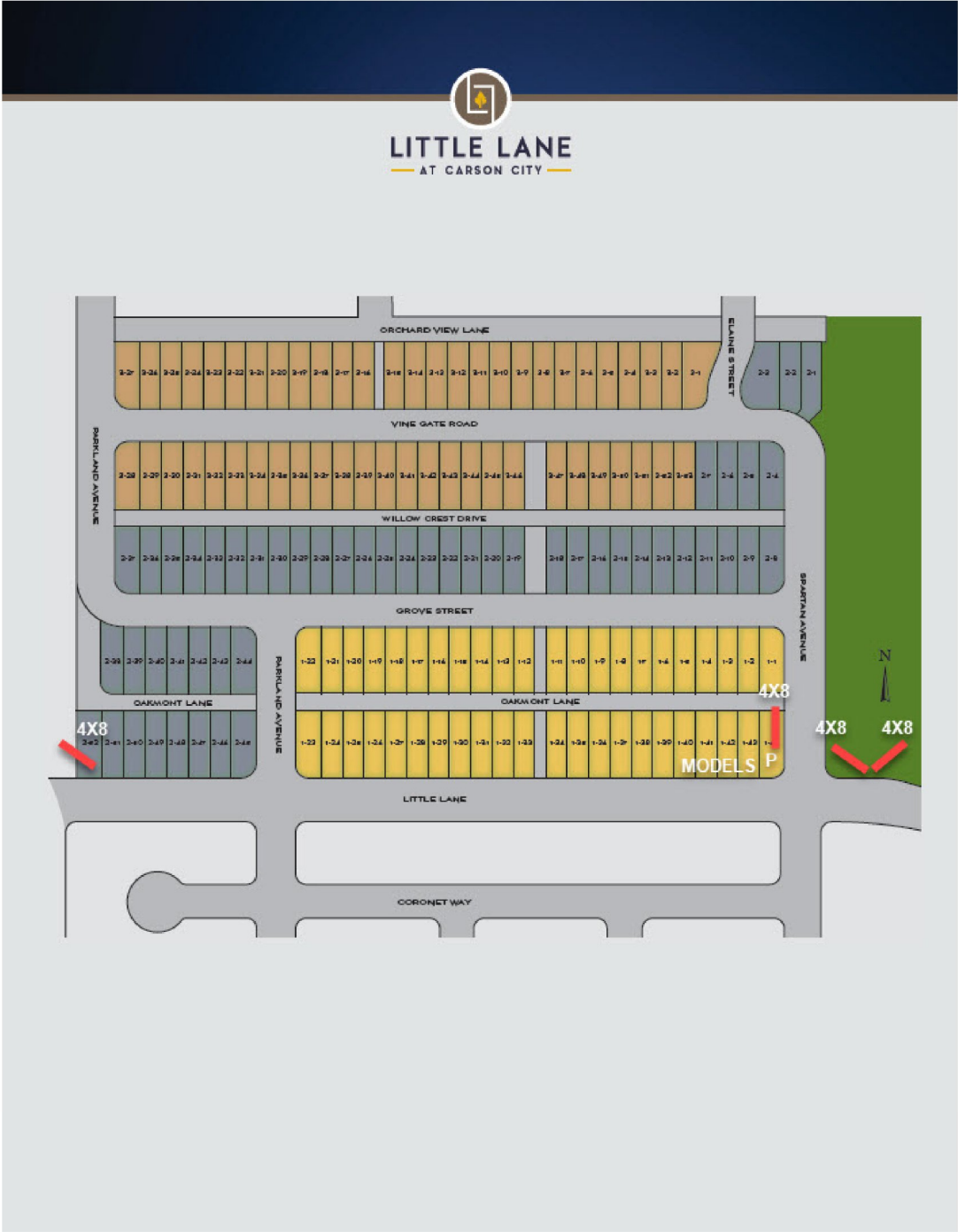
4'

8'

installed  
6' top of  
sign to  
ground

4'

# Little Lane - Map Exhibit







## 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

### MEMORANDUM

Planning Commission Meeting of June 30, 2021

**TO:** Planning Commission **Item 13.C**

**FROM:** Hope Sullivan, AICP  
Community Development Director

**DATE:** June 9, 2021

**SUBJECT: U-93/94-67 For Possible Action: Discussion and possible action regarding a request for an investigation by the Community Development Director of Special Use Permit U-93/94-67 for Empire Ranch Golf Course located in the Agriculture (A) zoning district at 1875 Fair Way, APN 010-581-15**

**SUMMARY:** Special Use Permit U-93/94-67 for Empire Ranch golf course was approved on June 24, 1994. Consistent with CCMC 18.02.095, this item is placed on the meeting agenda to allow the Commission the opportunity to request that the Director investigate Empire Ranch Golf Course's special use permit to determine whether grounds for revocation or reexamination of the special use permit exists.

**Recommended motion:**

"I move to request the Director to investigate Special Use Permit U-93/94-67."

Background

On June 28, 1994, Special Use Permit U-93/94-67, the Special Use Permit for Empire Ranch Golf Course was approved subject to conditions.

On March 22, 2021, a Stop Work notice was issued for grading without a permit.

On April 22, 2021, a second Stop Work notice was issued for grading without a permit and while there is a Stop Work notice in place.

On April 22, 2021, the applicant for the flat fields applied for a grading permit.

On April 28, 2021, the application for grading was deemed deficient.

On April 28, 2021, the Planning Commission considered a request for a modification to the Special Use Permit to allow for play fields. At the request of the applicant, the matter was continued to a date uncertain to provide the applicant with the opportunity to supplement the application.

Since the April 28, 2021 meeting, City staff has received numerous phone calls and emails from area residents advising that the flat fields area under construction. The residents have submitted photographs and videos of the work occurring.

Since the April 28, 2021 meeting, City staff has visited the site and observed machinery and stockpiling of dirt.

No additional information has been provided relative to the grading application or relative to the application to modify the special use permit to allow for flat fields.

CCMC 18.02.095 allows for the commission, upon its own motion or upon information presented by the director, to request that the director investigate the conduct of any applicant to determine whether grounds for revocation or reexamination of any special use permit exists.

After an investigation, if the commission determines that a ground for revocation or reexamination of a special use permit exists, then the commission shall direct staff to issue and serve the applicant with an order to show cause why the special use permit should not be revoked or reexamined.