

STAFF REPORT FOR THE PLANNING COMMISSION MEETING OF MAY 26, 2010

FILE NO: SUP-10-028

AGENDA ITEM: H-1

STAFF AUTHOR: Kathe Green, Assistant Planner

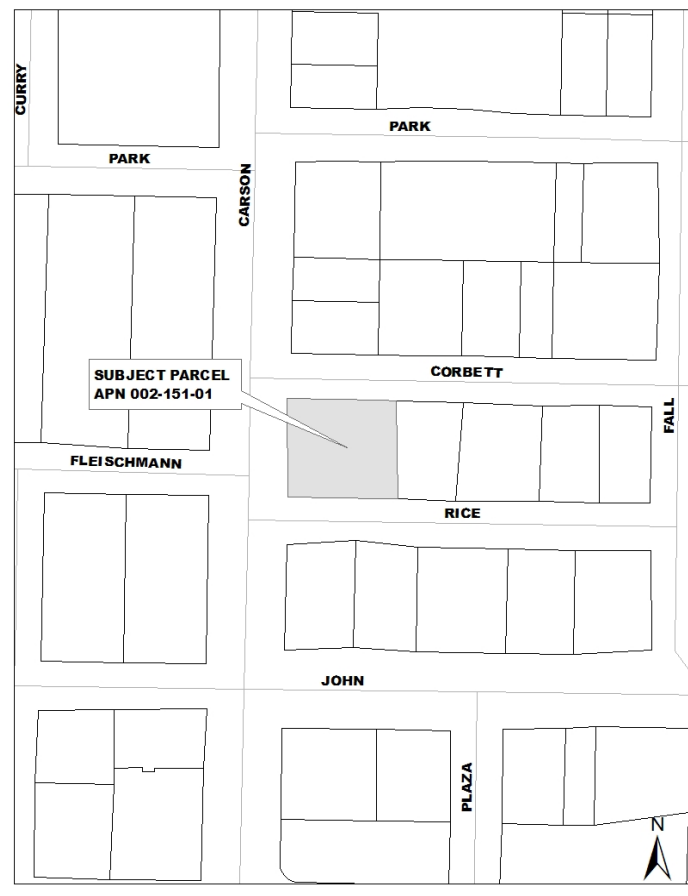
REQUEST: To allow the removal of a shed and construction of a new Carriage House and fence at the northeast section of the property on property zoned Public Community (PC), located at 1207 N Carson Street

APPLICANT: Carson City

OWNER: Carson City

LOCATION/APN: 1207 N Carson Street/002-151-01

RECOMMENDED MOTION: " I move to approve SUP-10-028, a request from Carson City to allow the removal of a shed and construction of a new Carriage House and fence on property zoned Public Community, located at 1207 N Carson Street, APN 002-151-01, subject to the findings and conditions of approval contained in the staff report."



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 will be rescheduled for the next Planning Commission meeting for further considerations.
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 herein. The setbacks, as listed in the staff report, will be the approved setbacks for the project.
3. All on- and off-site improvements shall conform to City standards and requirements.
4. The applicant shall obtain a building permit from the Carson City Building and Safety Department for any proposed construction. Contact the Building Department for approximate fees, design criteria, number of plans to submit and general assistance in the City's Building Permit process.
5. The applicant shall meet all the conditions of approval and commence the use (obtain and maintain a valid building permit) for which this permit is granted within twelve months of the date of final approval by the Planning Commission and Historic Resources Commission, whichever is later. A single, one year extension of time may be granted if requested in writing to the Planning and Community Development Department thirty 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.
6. The application shall submit a copy of the signed Notice of Decision and conditions of approval with the building permit application.
7. The applicant shall obtain a Certificate of Occupancy and final inspection approval for all required improvements prior to commencing the use.
8. All light sources shall be located and installed in such a manner that the shielding is installed as designed. Sag, convex, drop lenses and luminaries with open bulbs are prohibited. Provide detail of all proposed exterior light fixtures, including manufacturer's specification sheets. All fixtures must meet Dark Sky guidelines.
9. The applicant shall utilize the materials approved by HRC, which includes but is not limited to, siding, roofing, carriage-door type, arbor and gate, window type and shingle material.
10. Minor changes to the proposed plan may be authorized by the Planning Director. All other changes require an amendment to this Special Use Permit.
11. Comp roofing must be at least 30 year materials. The applicant shall provide a sample of the roofing material to Planning Division staff for review prior to construction.
12. The replacement fence to be located on the north side of the site shall be constructed of wood.

13. The applicant shall provide a sample of exterior building colors with the building permit application. Exterior colors should blend with surrounding development and not cause abrupt changes. Primary building surfaces (excluding trim areas) must be muted or earth tones. Bold colors shall be avoided except when used as accent or trim. Colors will be coordinated with the existing Foreman-Roberts House.
14. Hours of construction will be limited to 7:00 am to 7:00 pm Monday through Saturday, unless modified by the Planning Director for special construction needs.
15. Dust control measures are required to mitigate dust at all hours within the construction limits.
16. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
17. The applicant must meet all conditions of approval of the Historic Resources Commission HRC-10-031.
18. All other departments' conditions of approval, which are attached, shall be incorporated as conditions of approval of this report.

SITE HISTORY:

- Application HRC-10-031 for this project was reviewed by the Historic Resources Commission on May 13, 2010 as this property is located in the Historic District.
- HRC-07-211 submitted December 27, 2007 for this site, for a Carriage House and fencing between the eastern property line and the Carriage House. The application was reviewed and approved on January 10, 2008. An extension for one year was granted. The application expired on January 10, 2010
- SUP-07-201 submitted December 18, 2007 for review and approval of the Carriage House and fencing, in conjunction with HRC-07-211. The application was approved January 30, 2008. This application received an extension of one year. The application expired on January 30, 2010.
- MPR-07-091 reviewed by city staff on June 19, 2007 for the Carriage House project.
- H-03/04-2 submitted July 23, 2003 to allow the addition of a two story Carriage House and fencing. The application was approved on August 12, 2003 subject to conditions of approval. The application expired on August 12, 2005.
- H-01/02-7 was a discussion item regarding the proposed Carriage House being a one or two story building.
- H-92/93-31 submitted May 12, 1993 a request to allow the addition of a storage shed, electric lamps throughout the park yard, fencing and the removal of a dormer on the roof

that was not part of the original construction. The application was approved. It is noted the shed approved under this application is proposed to be removed with this application.

DISCUSSION:

A Special Use Permit is required for the following reason:

According to CCMC Section 18.04.180, Public Community zoning district development standards relative to specific use, lot area, setbacks, building height, landscaping, off-street parking and signs shall be based on requirements and conditions of the Special Use Permit.

The Foreman-Roberts House Museum is located on a 0.26 acre parcel between Corbett Street and Rice Street, east of North Carson Street, and west of North Fall Street. The site is located within the Carson City Historic District.

The existing site is zoned Public Community (PC). Staff conducted a site visit on May 7, 2010. The subject parcel is 11,138 square feet in size. Currently there is an existing historic structure, the Foreman-Roberts House Museum on the site which was built in 1859. The house was previously used as a single family residence, but is currently used as a museum. There is also a utility shed on site, which was approved by HRC-92/93-31. This shed is proposed to be removed if the Carriage House is approved.

The historic Foreman-Roberts house is not proposed to be changed. This request is to approve the expired application for the same Carriage House proposal which was previously reviewed and approved. The previous application included a request for removal of the existing shed.

This project includes the construction of a replica of an 1800's carriage house, to be located on the northeastern portion of the site, as a component of the Foreman-Roberts House Museum. The museum is open to the public and used continuously for lectures, exhibits, children's programs, Victorian Teas, displays and storage of period artifacts and antiques. The Foreman-Roberts House Museum, located in a city park, is listed on the National Register of Historic Places and the Historic American Building Survey. The carriage house will be one-story in height, approximately 955 square feet in size with a mezzanine level of 145 square feet in size. This level will be for the display of artifacts. An existing non-historical storage shed will be demolished prior to construction of the carriage house.

The applicant states that population growth and increased interest in historic preservation requires larger exhibit space and lecture areas in the museum, causing a negative impact on the historic quality of the house. The construction of the carriage house will alleviate this problem and make better use of exhibit space and lecture areas used as a learning resource center for historic preservation. The building will be accessible to persons with disabilities and an ADA accessible bathroom is also proposed within the carriage house.

According to comments previously received from Roger Moellendorf, Carson City Parks and Recreation Director, this project has been allocated Residential Construction Tax funding recommended by the Parks and Recreation Commission and ultimately approved by the Board

of Supervisors in the amount of \$74,000.00. Private donations (approximately \$18,000) make up the balance budgeted for the project. The project should be under construction within the year.

LEGAL REQUIREMENTS: CCMC 18.02.050 (Review); 18.02.080 (Special Use Permits); and CCMC 18.04.180 (Public Community zoning District); 18.04.195 (Non-residential Districts Intensity and Dimensional Standards).

MASTER PLAN DESIGNATION: Public/Quasi-Public

ZONING: Public Community (PC)

KEY ISSUES: Will the proposed demolition of the of the shed and approval of the Carriage House be in keeping with all of the standards of the Carson City Municipal Code, Title 18 and Development Standards? Is this location and use appropriate for the proposed Carriage House in support of the existing Foreman-Roberts Museum?

SURROUNDING ZONING AND LAND USE INFORMATION

NORTH: Retail Commercial (RC) and General Commercial (GC) zoning districts; Corbett Street, restaurant and retail stamp and engraving

SOUTH: Split-zoned General Commercial (GC) and Retail Commercial (RC) zoning districts; used car sales

EAST: Retail Commercial (RC) and Public community (PC) zoning districts; bar/lounge and pet grooming

WEST: Split-zoned General Commercial (GC) and Retail Commercial (RC) zoning districts; Carson Street and motel

ENVIRONMENTAL INFORMATION

- 1 FLOOD ZONE: Zone B (between 100-year and 500-year flood plain) per FEMA Firm 80
- 2 EARTHQUAKE FAULT: Zone II (moderate earthquake potential). A questionable fault zone lies within 500 feet of the site.
- 3 SLOPE/DRAINAGE: The parcel is relatively flat
- 4 SOILS: 71 Urban Land

SITE DEVELOPMENT INFORMATION

- 1 LOT SIZE: 0.260 Acres or 11,138 square feet
- 2 EXISTING LAND USE: House used as a museum, shed and city park
- 3 PROPOSED BUILDING SIZE: The carriage house is proposed at approximately 955 square feet.
- 4 STRUCTURE HEIGHT: One story plus a mezzanine level. The overall height of the structure is proposed at 20 feet
- 5 PARKING: Parking is set by the Special Use Permit, per CCMC 18.04.180. In other zoning districts, museums require one parking space for each 400 square feet of gross floor areas (per Development Standards Division 2). There are presently five parking spaces on-site.
- 6 SETBACKS: Setbacks are set by the Special Use Permit process. The applicant is requesting the following for building setbacks:
 - Front (Rice Street): approximately 59 feet from the property line

Street Side (North Carson Street): approximately 83 feet from the property line

Interior Side: approximately six feet from the property line

Rear (Corbett Street): approximately three feet from the property line

7 VARIANCES REQUESTED: none

PUBLIC COMMENTS: Public notices were mailed on May 10, 2010 to 30 adjacent property owners within 317.5 feet of the subject site per the requirements of the Carson City Municipal Code and NRS. At the writing of this report no comments have been received either in favor of or in opposition to the proposal. Any comments that are received after this report is completed will be submitted to the Planning Commission prior to or at the meeting on May 26, 2010, depending on the date of submittal 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.

Building Division: See attached comments, which are incorporated into the required conditions of approval.

Fire Department: The Fire Department has no issue with the applicant's request

Engineering Division: The Engineering Division has no preference or objection to the special use request.

Health Department: No comments received

Parks and Recreation: Our department has been working over the past two years with the Carson City Historical Society to raise funds and complete the design for this project. City staff supports the project and is now ready to move forward with construction of the Carriage House. As a result, our department needs to acquire a special use permit for the project. This structure will provide additional storage space for rotating historical exhibits and protecting various historical artifacts. Also, the building will be used for club meetings and social activities.

SPECIAL USE PERMIT FINDINGS: Staff's recommendation is based upon the findings as required by CCMC Section 18.02.062 (Special Use Permits) enumerated below and substantiated in the applicant's written justification and public record for the project.

1. Will be consistent with the master plan elements.

Goal: Chapter 3: A Balance Land Use Pattern

Policy 1.1.e,f: Use sustainable building materials and construction techniques to promote water and energy conservation.

The construction of the project will meet all required building and fire codes. The roof will be constructed of a minimum 30 year composition material.

Goal: Chapter 3: A Balanced Land Use Pattern

Policy 1.4c: Protect existing site features, as appropriate, including mature trees or other character-defining features.

Trees and shrubs located on-site will be preserved. No historic portions of the Foreman-Roberts House Museum are proposed to be disturbed.

Goal: Chapter 3: A Balanced Land Use Pattern

Policy 2.1d: Meet adopted standards (e.g. setbacks) for transitions between non-residential and residential zoning districts.

The site is surrounded by Retail Commercial (RC) and General Commercial (GC) zoning districts, where the setbacks are zero. The applicant is proposing a three foot rear setback along Corbett Street and a six foot setback on the east side of the site.

Goal: Chapter 4: Equitable Distribution of Recreational Opportunities

Policy 4.1b: Provide park facilities commensurate with the demand created and consistent with the City's adopted standards.

Policy 4.3a: Consistent with the Open Space Master Plan and Carson River Master Plan

The museum is located in a city park. The project is proposed because of the increased demand by the public for this type of facility. Population growth and increased interest in historic preservation has required larger exhibit space and lecture areas in the museum causing a negative impact on the historic quality of the house. The construction of the carriage house will alleviate this problem and make better use of exhibit space and lecture areas used as a learning resource center for historic preservation.

Goal: Chapter 5: Economic Vitality

Policy 5.4a: Support heritage tourism activities, particularly those associated with historic resources, cultural institutions and the State Capitol.

The long term goal of the applicant is to maintain a strong support constituency that is effective with the preservation, restoration and acquisition of historical buildings, landmarks and area sites, manuscripts, and documents. Attributes will be an increase in memberships, donations and gifts, which will help sustain the future annual operation needs.

According to written comments received from Jeff Sharp, P.E., Carson City Deputy City Engineer, the request is not in conflict with any Engineering Master Plans for streets or storm drainage.

- 2. The proposed development 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.**

Construction may generate dust which will be minimized pursuant to state and local requirements. As a condition of approval, dust palliatives will be utilized throughout the construction sequence. The applicant states that construction will be completed in a manner that avoids any unfavorable impact on the surrounding environments. When completed, the building will be similar in appearance to an original carriage house.

The site is surrounded by streets on three sides. The land use of the area includes mainly commercial uses. Many areas are within walking distance from the site. All surrounding properties are developed.

3. The proposed development will have little or no detrimental effect on vehicular or pedestrian traffic.

Per the applicant, the proposed addition and improvements will not create additional impacts or increase the number of participants at any one activity. No new parking spaces are required since this is a relatively minor addition to the site.

According to comments received from Jeff Sharp, P.E., Carson City Deputy City Engineer, the proposal will have little effect on traffic or pedestrian facilities.

4. The proposed development 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 improvement will not provide additional burden to existing public services but will improve cultural services to the citizens of Carson City. All infrastructure is existing since this area is developed. Schools will not be impacted since this project will be part of an existing museum complex located within an existing city park. Police and fire protection response times will remain unchanged since this is an existing complex.

According to comments received from Jeff Sharp, P.E., Carson City Deputy City Engineer, existing facilities will not be impacted.

5. The proposed development meets the definition and specific standards set forth in Title 18 for such particular use and meets the purpose statement of that district.

The proposed development meets the purpose of the Public Community zoning district, which includes facilities and uses that serve primarily a large portion of Carson City. The existing use is a museum located within an established city park which serves all of Carson City and the surrounding geographical areas.

The Special Use Permit process is intended to determine the additional standards necessary to meet the requirements of the Carson City Municipal Code. The proposed

project meets the zoning designation definition and, with the proposed Conditions of Approval, will meet the specific standards set forth in the Carson City Municipal Code and Development Standards.

6. The proposed development will not be detrimental to the public health, safety, convenience and welfare.

The proposal will have positive impacts to the public health, safety, convenience and welfare by providing a historical representation of a carriage house. This will benefit residents of Carson City and the region by providing additional cultural resources within Carson City. No negative impacts are foreseen.

7. The proposed development will not result in material damage or prejudice to other property in the vicinity.

The proposed carriage house addition will not result in material damage or prejudice to other property in the vicinity. The addition of a carriage house will not create additional impacts that would not otherwise be generated by normal growth of the city. This project is warranted because of the increased demand for cultural resources. Additional conditions of approval have been provided to ensure that the proposed project will not result in material damage to other properties within the vicinity. Staff has not heard any evidence or concerns that indicate that material damage or prejudice to other property in the vicinity will result from the proposed project.

Respectfully submitted,

PUBLIC WORKS DEPARTMENT, PLANNING DIVISION

Kathe Green, Assistant Planner

Attachments:

- Application (SUP-10-028)
- Building Division comments
- Engineering Division comments
- Parks and Recreation Division comments

File # (Ex: MPR #07-111)	<i>SUP-10-028</i>
Brief Description	<i>Foreman-Roberts house shell</i>
Project Address or APN	<i>APN #002-151-01</i>
Bldg Div Plans Examiner	<i>Kevin Gattis</i>
Review Date	<i>May 26, 2010</i>
Total Spent on Review	

BUILDING DIVISION COMMENTS:

1. Commercial submittals shall show compliance with the following codes, and adopted amendments:

- 2006 International Building Code
- 2006 International Energy Conservation Code
- 2006 International Fire Code
- 2006 Uniform Mechanical Code
- 2006 Uniform Plumbing Code
- 2005 National Electrical Code
- 2003 ICC/ANSI A117.1 (For accessible design)

2. Project requires application for a Building Permit, issued through the Carson City Building Division. This will necessitate a complete review of the project to verify compliance with all adopted construction codes and municipal ordinances applicable to the scope of the project.

3. As a part of a complete submittal, provide a separate plan sheet, which clearly shows the **Accessible Route / Exit Discharge Plan**. The **Accessible Route / Exit Discharge Plan** shall have the following minimum information from the accessible entrance of the facility to the public right of way. ('06 IBC Section 1007, 1104.1 & ICC/ANSI A117.1-2003 Chapter 4 & 5):

- Indicate accessible route surface
- Indicate accessible route slope
- **Indicate accessible route width** (Minimum width is 36" (thirty-six inches); however, if the wheelchair is near a drop or change in elevation, a guard will be required. The reason is that a disabled person may not be able to hold a straight line with their wheelchair, and it may meander while navigating the accessible route.) (ICC/ANSI A117.1-2003 Section 4 03.5 & Table 403.5)
- Indicate accessible route turn radius
- Indicate all accessible ramps, with a dimensioned cross section details indicating slope & guardrails (where applicable)
- Indicate the location and type of the detectable warning surface at curb ramps, island or cut-through medians (ICC/ANSI A117.1-2003 Sections 406.13, 406.14 & 705)
- Indicate all accessible parking, with signage
- Indicate location of all building and site accessible signage, with an elevation view to verify compliance with required text, height, etc.

NOTE: The **Accessible Route / Exit Discharge Plan** shall clearly show the accessible route from the accessible entrance of the facility to the accessible parking, accessible passenger load zones, public transportation stops, public streets and sidewalks – as applicable to the site. ('06 IBC 1007.2, 1023.6, & 1104.1)

4. As a part of the submittal, include a complete "Architectural Design Analysis", which shall include a **complete** break down of the allowable area and height versus the actual area

and height. The analysis shall indicate separated or non-separated uses for mixed occupancies, with a complete itemized breakdown of the assigned Occupancy types (uses) within the various areas of the structure. ('06 IBC 302.3 & '06 IBC Chapter 5)

NOTE: If the registered design professional chooses to design the structure with "separated uses" (Occupancy separations), the uses shall be clearly shown on the plans, and the plans shall clearly indicate the location and type of the rated separation between uses. ('06 IBC 302.3.2 & Table 302.3.2)

However, if the registered design professional chooses to design the structure with "non-separated uses", which will negate the need for rated separations between uses. Then all of the uses shall be clearly shown on the plans, and the overall construction of the building shall comply most restrictive use. ('06 IBC 302.3.1)

5. A complete Geotechnical Report will be required. The Geotechnical report for the proposed location shall include a complete assessment of the potential consequences of any liquefaction and soil strength loss, including estimation of differential settlement, lateral movement or reduction in foundation soil-bearing capacity, and shall address mitigation measures. ('03 IBC 1802.2.7 #2)

OR, the structural design of the building shall comply with the most restrictive seismic designation.

6. As a part of the Site design, provide a **Site Demolition Plan**, which will indicate all trees and structures to be removed to accommodate the new construction.

7. The proposed "Carriage House" shall be equipped with an exterior electrical disconnect. If the designer wishes to use a "Shunt Trip", it shall be indicated on the electrical plans, with the final location determined through a consultation with the Carson City Fire Department.



CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL
DEVELOPMENT SERVICES

Engineering Division Planning Commission Report File Number SUP 10-028

TO: Planning Commission

FROM: *JS* Jeff Sharp, P.E. – City Engineer

DATE: April 29, 2010 MEETING DATE: May 26, 2010

SUBJECT TITLE:

Action to consider an application for a Special Use Permit from Carson City Parks and Recreation Department to allow a carriage house to be constructed at the Foreman-Roberts site on property zoned Public located at 1207 North Carson Street, APN 02-151-01.

RECOMMENDATION:

The Engineering Division has no preference or objection to the special use request.

DISCUSSION:

The Engineering Division has reviewed the conditions of approval within our areas of purview relative to adopted standards and practices and to the provisions of CCMC 18.02.080, Conditional Uses.

CCMC 18.02.080 (2a) - Adequate Plans

The information submitted by the applicant is adequate for this analysis.

CCMC 18.02.080 (5a) - Master Plan

The request is not in conflict with any Engineering Master Plans for streets or storm drainage.

CCMC 18.02.080 (5c) - Traffic/Pedestrians

The proposal will have little effect on traffic or pedestrian facilities.

CCMC 18.02.080 (5d) - Public Services

Existing facilities are not impacted.

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MAY 11 2010

CARSON CITY
PLANNING DIVISION**MEMORANDUM**

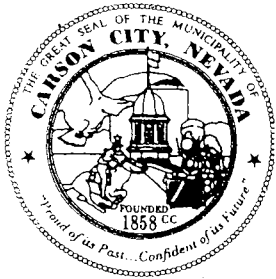
TO: Lee Plemel, Planning Director
Jennifer Pruitt, Senior Planner (Hardcopy and Email)

FROM: Roger Moellendorf, Parks and Recreation Director
Vern L. Krahn, Park Planner

DATE: May 11, 2010

SUBJECT: Parks and Recreation Department's comments for the Wednesday, May 26, 2010,
Planning Commission meeting

SUP-10-019	Over the past five months, our department has been working with Silver State Charter School to locate both a charter public high school and middle school on City owned property located at JohnD Winters Centennial Park. The Parks and Recreation Commission supports in concept the land transfer agreement and the joint use agreement. Also, the commission has approved the proposed project's site plan on City property. Our department supports this project and believes it will provide many benefits to Carson City residents. These proposed joint (shared) use facilities have been outlined in the attached Parks and Recreation Commission staff report dated May 4, 2010.
SUP-10-028	Our department has been working over the past two years with the Carson City Historical Society to raise funds and complete the design for this project. City staff supports the project and is now ready to move forward with construction of the Carriage House. As a result, our department needs to acquire a special use permit for the project. This structure will provide additional storage space for rotating historical exhibits and protecting various historical artifacts. Also, the building will be used for club meetings and social activities.
GM-10-022	Please refer to the attached memorandum from Roger Moellendorf, Parks and Recreation Director, dated May 10, 2010, for our department's growth management annual report.



CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

MEMORANDUM

TO: Lee Plemel, Planning Director
Jennifer Pruitt, Senior Planner (Hardcopy and Email)

FROM: Roger Moellendorf, Parks and Recreation Director
Vern L. Krahn, Park Planner

DATE: May 11, 2010

SUBJECT: Parks and Recreation Department's comments for the Wednesday, May 26, 2010, Planning Commission meeting



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APR 16 2010
CARSON CITY
PLANNING DIVISION

Carson City Planning Division
2621 Northgate Lane, Suite 62 • Carson City NV 89706
Phone: (775) 887-2180 • E-mail: plandept@ci.carson-city.nv.us

FILE # SUP - 10 - SUP - 10 - 028

City of Carson City, NV
PROPERTY OWNER

3303 Butti Way #9, Carson City, NV 89701
MAILING ADDRESS, CITY, STATE, ZIP

887-2262 887-2145
PHONE # FAX #

Name of Person to Whom All Correspondence Should Be Sent

Tom Grundy

APPLICANT/AGENT

3505 Butti Way, Carson City, NV 89701
MAILING ADDRESS, CITY, STATE, ZIP

283-7081 887-2164
PHONE # FAX #

tgrundy@ci.carson-city.nv.us
E-MAIL ADDRESS

FOR OFFICE USE ONLY:

CCMC 18.02

SPECIAL USE PERMIT

FEE: \$2,450.00 MAJOR
\$2,200.00 MINOR (Residential zoning districts)

+ noticing fee and CD containing application digital data (all to be submitted once the application is deemed complete by staff)

SUBMITTAL PACKET

- ☐ 6 Completed Application Packets (1 Original + 5 Copies) including:
- ☐ Application Form
- ☐ Site Plan
- ☐ Building Elevation Drawings and Floor Plans
- ☐ Proposal Questionnaire With Both Questions and Answers Given
- ☐ Applicant's Acknowledgment Statement
- ☐ Documentation of Taxes Paid-to-Date (1 copy)
- ☐ Project Impact Reports (Engineering) (4 copies)

Application Reviewed and Received By:

Submittal Deadline: See attached PC application submittal schedule.

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

Project's Assessor Parcel Number(s):
002-51-01

Street Address
1207 North Carson Street

ZIP Code
89701

Project's Master Plan Designation
Public

Project's Current Zoning
(PC) Public Community

Nearest Major Cross Street(s)
Corbett / Rice

Briefly describe your proposed project: (Use additional sheets or attachments if necessary). In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal. In accordance with Carson City Municipal Code (CCMC) Section: _____, or Development Standards, Division _____, Section _____, a request to allow as a conditional use is as follows:
Construct a carriage house and fence as a component of the Foremen-Roberts Museum.

PROPERTY OWNER'S AFFIDAVIT

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

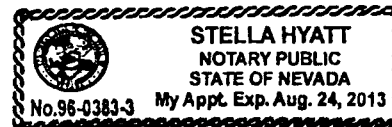
Signature: Roger Moellendorf Address: 3303 Butti Way #9 Date: 4/15/10

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

STATE OF NEVADA)
COUNTY)

On April 15, 2010, Roger Moellendorf 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.

Stella Hyatt
Notary Public



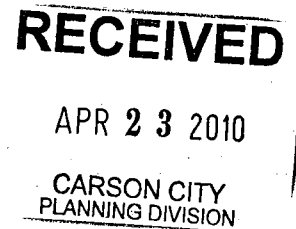
NOTE: If your project is located within the historic district, airport area, or downtown area, it may need to be scheduled before the Historic Resources Commission, the Airport Authority, and/or the Redevelopment Authority Citizens Committee prior to being scheduled for review by the Planning Commission.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

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

4/15/10
Date



MEMORANDUM

Date: April 22, 2010

To: Kathe Green

From: Tom Grundy, Senior Project Manager *TC*

Subject: SUP-10-028
1.0713 Carson City Historical Society - Roberts House Carriage House

This memo is in response to the completeness letter issued April 20, 2010 for the above referenced SUP. Contained in this memo is a detailed written history of the proposed project. Also in this memo is a text history of the project, including SUP and HRC application history.

PROJECT DESCRIPTION:

The Foreman-Roberts House Museum is located on a 0.26 acre parcel between Corbett Street and Rice Street, east of North Carson Street, and west of North Fall Street. The house was constructed in 1859. The site is located within the Carson City Historic District.

This project includes the construction of a replica of an 1800's carriage house, to be located on the northeast portion of the site, as a component of the Foreman-Roberts House Museum. The museum is open to the public and used continuously for lectures, exhibits, children's programs, Victorian Teas, displays and storage of period artifacts and antiques. The Foreman-Roberts House Museum, located in a city park, is listed on the National Register of Historic Places and the Historic American Building Survey. The carriage house will be one-story in height, approximately 955 square feet in size with a mezzanine level of 145 square feet in size. This level will be for the display of artifacts. An existing non-historical storage shed will be demolished prior to construction of the carriage house.

Population growth and increased interest in historic preservation requires larger exhibit space and lecture areas in the museum causing a negative impact on the historic quality of the house. The construction of the carriage house will alleviate this problem and make better use of exhibit space and lecture areas used as a learning resource center for historic preservation. The building will be accessible to persons with disabilities, and an ADA accessible bathroom is also proposed within the carriage house.

Roger Moellendorf, Carson City Parks & Recreation Director indicates this project has been allocated Residential Construction Tax funding recommended by the Parks and Recreation Commission and ultimately approved by the Board of Supervisors in the amount of \$74,000.00. Private donations (approximately \$54,000) make up the balance budgeted for the project.

BACKGROUND:

H-92/93-31 was a Historic Resources Commission application to allow the addition of a storage shed, electric lamps throughout the park yard, fencing, and the removal of a dormer on the roof that was not part of the original construction.

H-01/02-7 was a Historic Resources Commission application for a conceptual discussion on a one or two-story carriage house.

H-03/04-2 was a Historic Resources Commission application to allow the addition of a two-story carriage house. The Historic Resources Commission approved this request on August 12, 2003, subject to conditions of approval. The application expired on August 12, 2005, with no extension applied for by the applicant.

Funding for a carriage house was reviewed and recommended to the Board of Supervisors for approval by the Carson City Parks and Recreation Commission on October 4, 2005. Specifically, it was recommended that \$20,000 from Residential Construction Tax Funds be allocated to the Carson City Historical Society for this project in 2005.

Funding for a carriage house was reviewed and recommended to the Board of Supervisors for approval by the Carson City Parks and Recreation Commission on October 3, 2006. Specifically, it was recommended that \$54,000 from Residential Construction Tax Funds be allocated to the Carson City Historical Society for this project in 2006.

A Major Project Review (MPR-07-091) was reviewed by city staff on June 19, 2007 for this project.

HRC-07-211 was reviewed and approved by the Carson City Historic Resources Commission, with two stipulations which will be included as conditions of approval, on January 10, 2008 for this project.

SUP-07-211 was reviewed and approved by the Carson City Planning Commission, with twenty conditions of approval, on January 30, 2008 for this project.

Extensions for SUP-07-211 and HRC-07-211 were requested on December 10, 2008. One year extensions for SUP-07-211 and HRC-07-211 were granted December 10, 2008.

SUP-10-028 is a SUP application to reacquire the special use permit which expired January 30, 2009. No changes have been made to the project, SUP-10-028 is for a project identical to SUP-07-211.

An HRC application will be filed prior to noon April, 26, 2010 to reacquire the HRC approval for this project.

cc: file

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SPECIAL USE PERMIT APPLICATION QUESTIONNAIRE

CARSON CITY
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For an addition of a Carriage House to the Foreman-Roberts site

Question 1. How will the proposed development further and be in keeping with, and not contrary to, the goals of the Master Plan Elements?

This project is the construction of an 1800's carriage house as a component of the Foreman - Roberts House Museum. This unique museum is a beautiful home with its gothic design and Victorian charm open to the public and used continuously for lectures, exhibits, children's programs, Victorian Teas, displays and storage of period artifacts and antiques. The Foreman - Roberts House Museum, located in a city park, is listed on the National Register of Historic Places and the Historic American Building Survey.

Population growth and increased interest in historic preservation has required larger exhibit space and lecture areas in the museum causing a negative impact on the historic quality of the house. The construction the carriage house will alleviate this problem and make better use of exhibit space and lecture areas used as a learning resource center for historic preservation.

Question 2. Will the effect of the proposed development be detrimental to the immediate vicinity? To the general neighborhood?

Neighboring parcels are used for commercial business. North is a restaurant, south is a used car lot, east is a dog grooming business and a bar with a residence between them, and west is a motel. Because many various existing activities coincide with the Down Town Merchant's Association goals this project should help in the downtown's revitalization.

All construction will be completed in a manner that avoids any unfavorable impact on the surrounding environments. When completed the building will be similar in original appearance of a carriage house associated with the museum. Completion of this building will not increase the number of participants at an activity; therefore current pedestrian and vehicular traffic will be the same.

Our long-term goal is to maintain a strong support constituency that is effective with the preservation, restoration and acquisition of historical buildings, landmarks and area sites, manuscripts, and documents. Attributes will be an increase in memberships, donations and gifts, which will help sustain our future annual operating needs.

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Question 3. Has sufficient consideration been exercised by the applicant in adapting the project to existing improvements in the vicinity?

The addition of a carriage house will not require additional parking or outside lighting. Water usage will not increase significantly because events in the building will be move from the Museum to this area. The building will be constructed over an existing storage building and patio area therefore eliminating any additional runoff. The building will now be one story with a height below 20 feet. It will meet the Historic Resources Commission's guidelines, the cities architectural standards and comply with the most restrictive seismic designation. A Major Project Review was completed on June 19, 2007 [Copy attached].

ACKNOWLEDGMENT OF APPLICANT

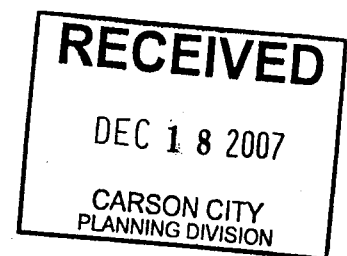
I certify that the forgoing statements are true and correct to the best of my knowledge and belief. I agree to fully comply with all conditions as established by the Planning Commission. I am aware that this permit becomes null and void if the use is not initiated within one-year of the date of the Planning 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


Fred Stanio / Carson City Historical Society

Date: December 12, 2007

SUP - 07 - 201





Master Plan Policy Checklist

Special Use Permit, Major Project Review & 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: Foreman/Roberts Carriage House

Reviewed By: Fred Stanio

Date of Review: 12/12/07

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)?

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- ☒ 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 to 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:

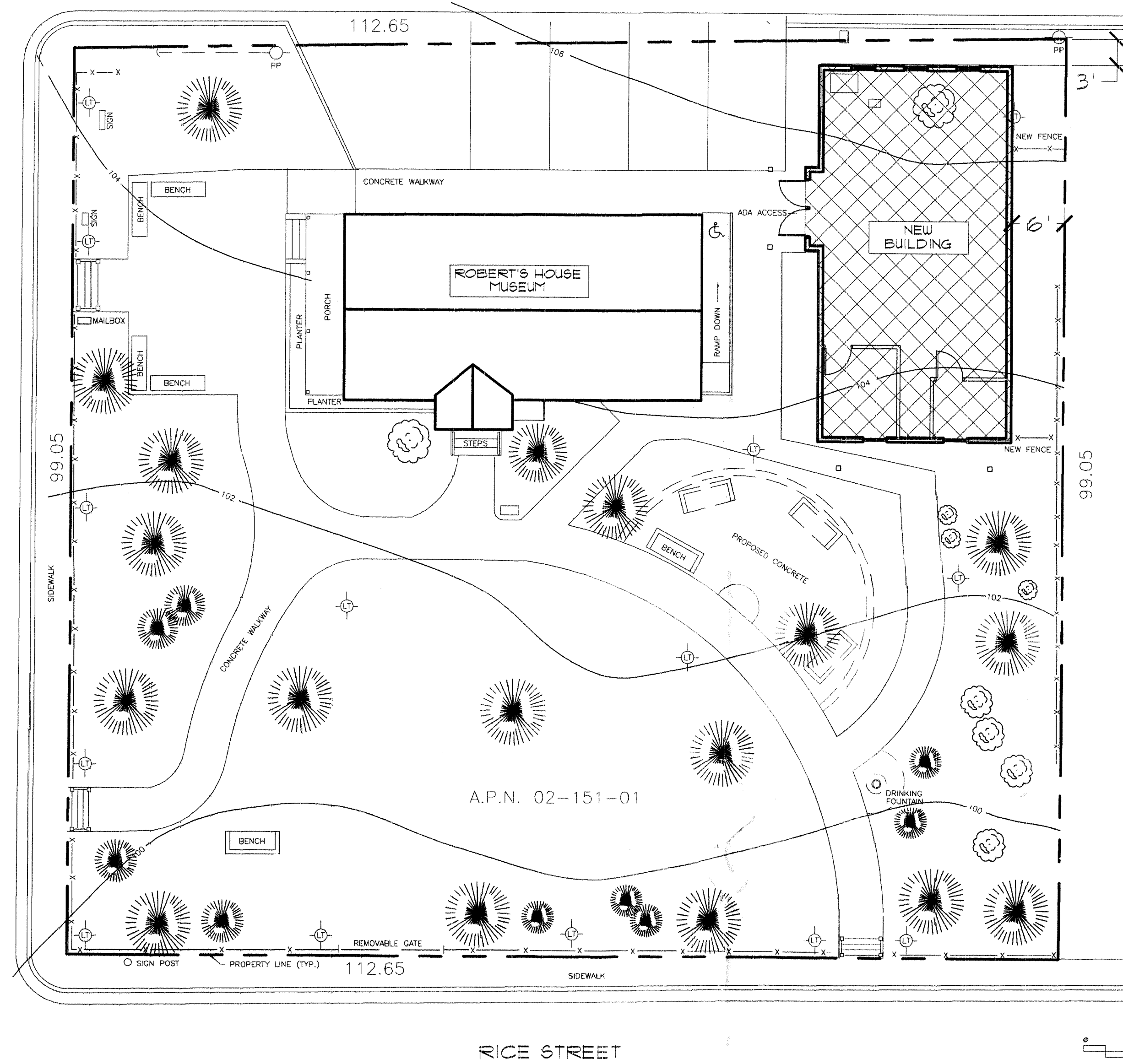
- ☒ Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- ☒ Maintain and enhance roadway connections and networks consistent with the Transportation Master Plan (11.2c)?
- ☒ Provide appropriate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

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NORTH CARSON STREET

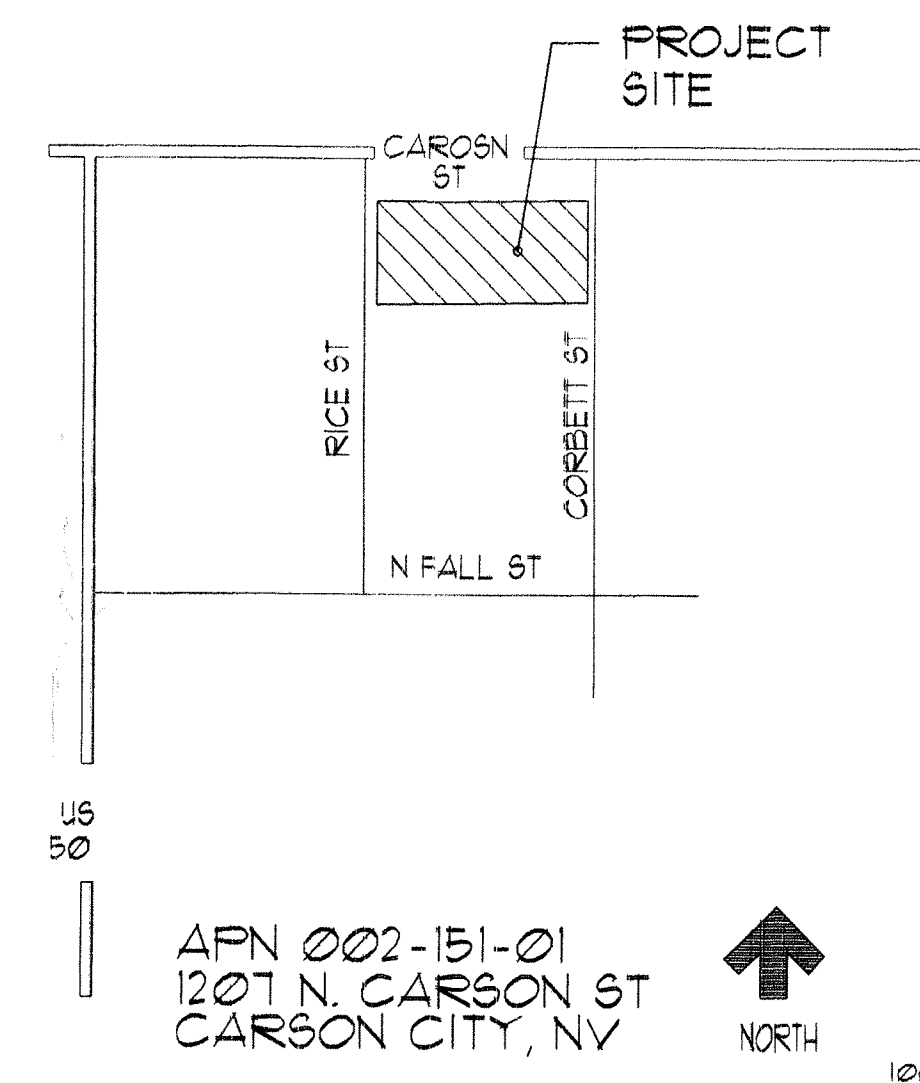
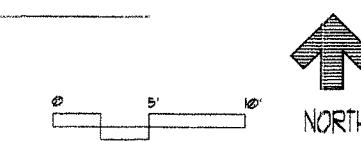
CORBETT STREET



A.P.N. 02-151-02

LEGEND

- POWER POLE
- EXISTING LIGHT STANDARD
- EXISTING TREE
- EXISTING SHRUB
- EXISTING PICKET FENCE
- ARBOR
- EXISTING GRASS AREA
- ELECTRICAL LINES



14 SITE PLAN - APPLICATION FOR SPECIAL USE PERMIT

1"=10'-0"

5 LOCATION MAP NO SCALE

Owner
Carson City Parks & Rec. Dept.
3303 Butti Way, Bldg #9
Carson City, NV 89701
Phone: (775) 887-2115
Fax: (775) 887-2145

Project Location
1207 N Carson ST
Carson City, NV 89701
APN: 002-151-01

Applicant
Fred Stanio
Carson City Historical Society
181 Heidi Circle
Carson City, NV 89701
Phone: (775) 882-7403
Fax: (775) 882-1321

Zoning: Public Community
Master Plan Use Designation: Public

APPLICATION FOR SPECIAL USE PERMIT

CARRIAGE HOUSE for the
FOREMAN - ROBERTS HOUSE
for the CARSON CITY HISTORICAL SOCIETY
1207 N. CARSON ST., NEVADA

J.P. COPOULOS
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P.O. BOX 2511
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Master Plan Use
Designation: Public

APPLICATION FOR
SPECIAL USE PERMIT

No.	Description	Date

Carson City

Carriage House

First Floor Plan

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

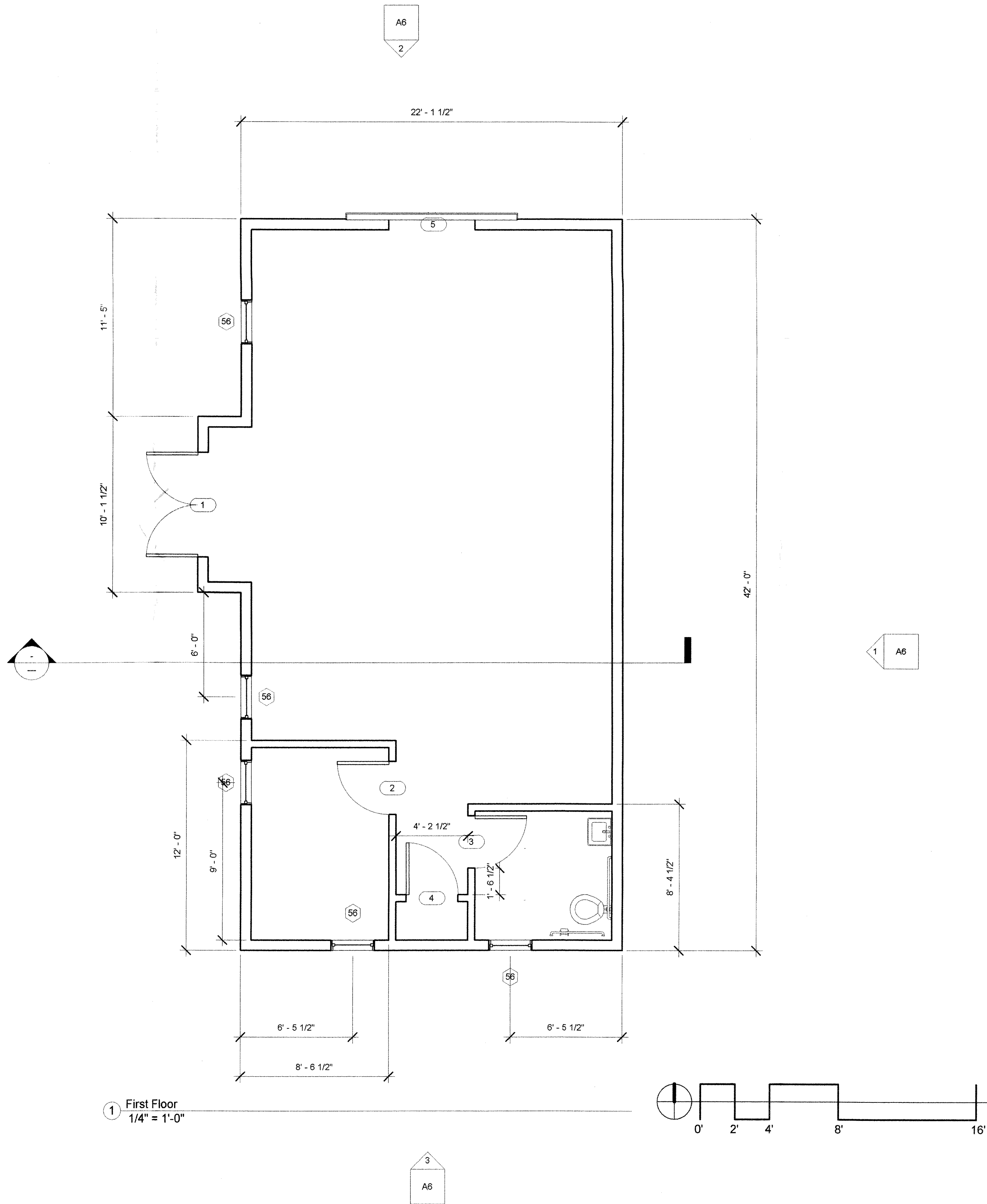
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PLANNING DIVISION



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Carson City, NV 89701
Phone: (775) 882-7403
Fax: (775) 882-1321

Zoning: Public Community
Master Plan Use
Designation: Public

APPLICATION FOR
SPECIAL USE PERMIT

No.	Description	Date

Carson City

Carriage House

Elevations

Project number	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker

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