

# STAFF REPORT FOR PLANNING COMMISSION MEETING OF OCTOBER 27, 2010

FILE NO: SUP-10-077

AGENDA ITEM: H-4

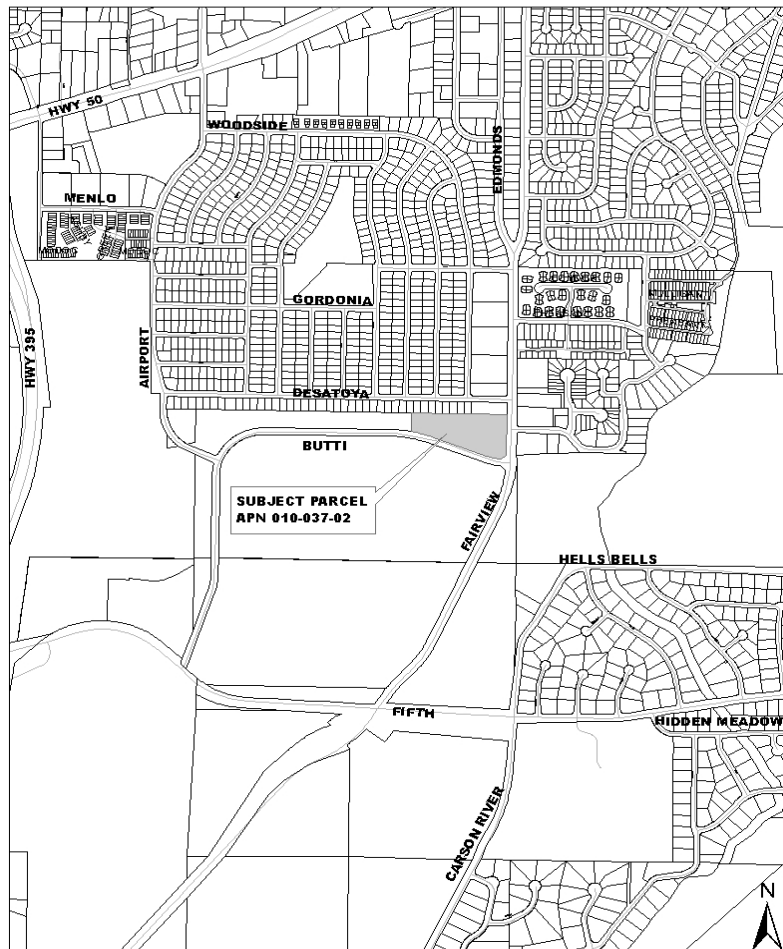
STAFF AUTHOR: Kathe Green, Assistant Planner

**REQUEST:** Special Use Permit to allow a commercial office trailer to be used as an office placed permanently in the Public Regional (PR) zoning district.

**OWNER/APPLICANT:** Carson City/Carson City Animal Control

**LOCATION/APN:** 3770 Butti Way/010-037-02

**RECOMMENDED MOTION:** "I move to approve SUP-10-077, a Special Use Permit request from Carson City Animal Control, to allow a commercial trailer to be used as an office on property in the Public Regional zoning district, located at 3770 Butti Way, APN 010-037-02, based on seven findings and subject to the conditions of approval contained in the staff report."



## **RECOMMENDED CONDITIONS OF APPROVAL:**

### **The following shall be completed prior to commencement of the use:**

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.
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. 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.

### **The following shall be submitted with a building permit application:**

6. The applicant shall submit a copy of the Notice of Decision and conditions of approval, signed by the applicant and owner, with any building permit application.

**LEGAL REQUIREMENTS:** CCMC 18.02.080 (Special Use Permits), 18.04.185 Public Regional

**MASTER PLAN DESIGNATION:** Public/Quasi-Public (P-QP)

**PRESENT ZONING:** Public Regional (PR)

**KEY ISSUES:** Will the proposed placement of a permanent office be in keeping with all of the standards of the Carson City Municipal Code? Is this location appropriate for the proposed use?

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

NORTH: Neighborhood Business/Offices

SOUTH: Public Regional/Vacant and Carson City Corporate Yard to the southwest

EAST: General Industrial/Vacant building and Edmonds Industrial Park  
WEST: Public Regional /Vacant

### **ENVIRONMENTAL INFORMATION**

- 1 FLOOD ZONE: Zone XS 320001-0111E (area of minimal flooding)
- 2 EARTHQUAKE FAULT: Zone II (moderate shaking potential). Fault beyond 500 feet
- 3 SLOPE/DRAINAGE: Generally flat
- 4 SOILS: 74: Vamp fine sandy loam, slightly saline alkali slopes 0-2%

### **SITE DEVELOPMENT INFORMATION**

- 1 LOT SIZE: 5.25 acres
- 2 EXISTING LAND USE: Carson City Animal Control
- 3 STRUCTURE HEIGHT: Office trailer
- 4 PARKING: Existing asphalt
- 5 SETBACKS: Determined by Special Use Permit
- 6 VARIANCES REQUESTED: None

### **DISCUSSION:**

A Special Use Permit is required for the following reason:

- According to CCMC Section 18.05.030.3., a commercial coach may be used as an office with the approval of a Special Use Permit.

Animal Control has a need for additional office space at the animal holding and control facility. This proposal is to move an existing, unused office trailer from the Carson City Corporate Yard southwest of this location to the Animal Control location. The intent is to utilize the office trailer for employees and office space, thereby allowing modification of a portion of the animal holding facility to allow enlargement of the office and animal confinement areas. The placement of the unit is proposed behind a fence in the employee parking area. It will be separate from the public parking areas.

The office trailer is proposed to be placed on an asphalt parking area of approximately 22,000 square feet. There is adequate parking available on the site for the trailer to be placed in this location. Carson City vehicles and employee vehicles are also parked in this area, but adequate space is available to accommodate all required parking after the placement of the unit. The unit is proposed to be placed at a point north of the present constructed building, placed running north to south, adjacent to a six foot tall wooden fence.

By authorizing the utilization of the temporary office trailer at this location, Carson City will be able to provide needed office space and allow an unused office trailer to be placed back in service. It is possible permanent space may be constructed on this site in the future, but no plans have been submitted with this application to replace the unit with permanent construction.

**PUBLIC COMMENTS:** Public notices were mailed to 37 adjacent property owners within 300 feet of the subject site on October 8, 2010 per the requirements of the Carson City Municipal Code and NRS. At the writing of this report no written 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 October 27, 2010, depending on the date of submittal of the comments to the

Planning and Community Development Department.

**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 and Safety:

1. The building construction requires an 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.
2. The plans submitted for review shall comply with the prescriptive requirements found in the Carson City Building Division handout titled: *Commercial Plan Submittal Requirements: Commercial Coach/Job Trailer*

Fire Department: Must meet all codes and ordinances as they relate to this request.

Engineering Division: Ensure lot drainage is not blocked by the placement of the unit.

Parks and Recreation: No comments received.

Health Department: No comments received.

**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 public record for the project.

1. Will be consistent with the master plan elements.

**Goal 2. Promote better community design, appearance and recognition of Carson City as identified in the various design guideline ordinances, Visual Preference Survey, Capital City Focus and Downtown Master Plan.**

**Goal 7. Plan for the development of and implement adequate community facilities and services.**

**Policy 7.1. Coordinate with providers to plan and provide facilities and services to Carson City.**

The proposed location of the office is to provide support for the employees located at the Carson City Animal Control, which is part of the publicly provided services for the citizens of Carson City and a necessary part of the infrastructure of this area. This office trailer was previously used at the Carson City Corporate yard and is presently stored at the yard while not in use. The office trailer will provide a needed addition to the Animal Control location by providing additional office space. A constructed building is not financially feasible at this time for Carson City, while the office trailer is available and vacant. There is a need for expansion of animal holding and office space at this Animal Control facility. Areas within the existing constructed building will be able to be modified in the future to accommodate this need. This office trailer would allow the expansion of office space and animal holding with the least amount of cash outlay.

**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 office trailer has been previously located and used at the Corporate Yard across the street from this site, without difficulty or problems. This permit is to allow the office trailer to be moved from storage at the Carson City Corporate yard to being used at the Animal Control location. There is no anticipated detriment to the surrounding properties or general neighborhood as a result of this placement. The Animal Control facility itself may create objectionable noise, vibrations, fumes, odors, dust and physical activity, but the office trailer in support of this use is not detrimental.

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

The site is located on Butti Way, west of Fairview Drive, and is served by an adequate existing street network. Vehicular and pedestrian movement is not likely to be affected by placement or conversion of the office trailer to office space at the Animal Control facility.

**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 temporary office trailer has been previously used at the Carson City Corporate Yard and has been placed in storage at that location as it is not presently needed there. It did not have a detrimental effect on the existing public services and facilities when it was in use in this nearby location. Moving the office trailer across Butti Way to the Animal Control facility is not likely to cause any overburden to existing public facilities. The project is adequately served by the existing police and fire protection, public water, private septic system, public roads, storm drainage and other public improvements. No detrimental changes are anticipated by allowing the use of the office trailer at this location.

**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.**

The Public Regional zoning district is described as the Federal, state and city facilities and uses whose main purpose is to sustain wide regional needs. All uses in the Public Regional zoning district are conditional and require approval of a Special Use Permit prior to instituting the use. Animal control is a public health issue and is supported in this location by Carson City. Expansion of the office space and animal holding at this facility reflect the needs of the region for animal control.

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

The proposed use is beneficial to the public health, safety, convenience and welfare, by allowing Carson City to provide control of animals, a service which is useful to the City. The placement of an office trailer for staff to use with the modification of the permanent building to allow additional storage of animals is in support of a needed service in this location. Allowing the temporary office trailer which is presently being stored at the Carson City Corporate Yard will be a benefit to all citizens of Carson City.

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

The site is already actively retaining and containing animals. The additional space created by the use of a temporary office trailer will allow Carson City to provide needed office space at a reduced cost when compared to the cost of a constructed building for office space and animal control. No material damage or prejudice to other properties in the vicinity is anticipated. No negative concerns have been noted when the temporary office trailer was utilized for office space or stored in the Carson City Corporate yard across the street from this location. No detrimental concerns are anticipated by allowing the use at this location.

Respectfully submitted,

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

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Kathe Green, Assistant Planner

Attachments  
Application  
Department comments

<b>File # (Ex: MPR #07-111)</b>	<i>SUP – 10- 077</i>
<b>Brief Description</b>	<i>Animal Control Office Trailer</i>
<b>Project Address or APN</b>	<i>APN #010-037-02</i>
<b>Bldg Div Plans Examiner</b>	<i>Kevin Gattis</i>
<b>Review Date</b>	<i>October 27, 2010</i>
<b>Total Spent on Review</b>	

**BUILDING DIVISION COMMENTS:**

***These comments do not constitute a complete plan review, but are merely observations based on the information and plan sheets provided. The comments do not reflect all submittal requirements necessary for this project, but are those requirements that have generated concerns with similar projects in the past.***

**GENERAL COMMENTS**

1. The building construction requires an 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.
2. The plans submitted for review shall comply with the prescriptive requirements found in the Carson City Building Division handout titled: *Commercial Plan Submittal Requirements: Commercial Coach/Job Trailer*.

**Engineering Division  
Planning Commission Report  
File Number SUP 10-077**

**TO:** Planning Commission

**FROM:** Rory Hogen, E. I.

**DATE:** September 24, 2010

**MEETING DATE:** October 27, 2010

**SUBJECT TITLE:**

Action to consider an application for a Special Use Permit from Carson City Animal Control Center to allow a mobile home to be placed on property zoned PR for office use located at 3770 Butti Way, APN 10-037-02.

**RECOMMENDATION:**

The Engineering Division has no preference or objection to the special use request.  
Please ensure that lot drainage is not blocked by the placement of this mobile home.

**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.





# CARSON CITY FIRE DEPARTMENT

*"Service with Pride. Commitment. Compassion"*

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## MEMORANDUM

TO: Community Development

FROM: Duane Lemons, Fire Inspector

DATE: October 18, 2010

SUBJECT: AGENDA ITEMS FOR OCTOBER 27, 2010 PLANNING COMMISSION MEETING.

We reviewed the agenda items for the October 27, 2010 Planning Commission Meeting and have the following comments:

- SUP-10-077 Pat Wiggins, City of Carson City Must meet all codes and ordinances as they relate to this request.
- SUP-10-087 Jeff Herman, Conaliz LLC We have no comments or concern with this request.
- SUP-10-081 Slot World Casino, City of Carson City Must meet all codes and ordinances as they relate to this request.
- GM-10 Carson Southgate LLC, John M Keen/Olive Garden Must meet all codes and ordinances as they relate to this request.

DL/llb

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)

FILE # SUP - 10 - 077

Carson City

PROPERTY OWNER

3770 Butti Wy

MAILING ADDRESS, CITY, STATE, ZIP

Carson City, NV 89706

PHONE # 775-887-2171

FAX # 775-887-2128

Name of Person to Whom All Correspondence Should Be Sent

Pat Wiggin0

APPLICANT/AGENT

3770 Butti Wy

MAILING ADDRESS, CITY, STATE ZIP

Carson City, NV 89706

PHONE #

FAX #

775 887 2171

775 887 2128

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):

010-037-02

Street Address

3770 Butti Wy, Carson City, NV 89706

ZIP Code

Project's Master Plan Designation

Public/Quasi-Public

Project's Current Zoning

Public Regional

Nearest Major Cross Street(s)

Fairview

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: 18.05.030.3, or Development Standards, Division \_\_\_\_\_, Section \_\_\_\_\_, a request to allow as a conditional use is as follows:

Place permanent office trailer space on public zoning

PROPERTY OWNER'S AFFIDAVIT

I, Lawrence A. Werner, 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

Address

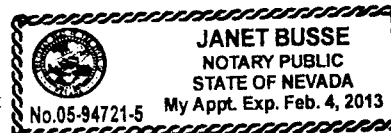
Date

9/20/2010

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

STATE OF NEVADA  
COUNTY Carson City

On September 20, 2010, Lawrence Werner personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.



Notary Public

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

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

FILE # SUP - 10 - - SUP - 10 - 077

Carson City

**PROPERTY OWNER**

3770 Butti Way

**MAILING ADDRESS, CITY, STATE, ZIP**

(775) 887-2171

(775) 887-2128

**PHONE #**

**FAX #**

**Name of Person to Whom All Correspondence Should Be Sent**

Pat Wiggins

**APPLICANT/AGENT**

3770 Butti Way

**MAILING ADDRESS, CITY, STATE ZIP**

(775) 887-2171

(775) 887-2128

**PHONE #**

**FAX #**

Pwiggins@carson.org

**E-MAIL ADDRESS**

**FOR OFFICE USE ONLY:**

CCMC 18.02

SEP 14 2010

**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
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  - ☐ 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):

010-037-02

Street Address

3770 Butti Way Carson City, Nevada 89701

ZIP Code

Project's Master Plan Designation

ADD MODULAR OFFICE

Project's Current Zoning

PR

Nearest Major Cross Street(s)

Fairview

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:  
Adding temporary modular office to existing shelter operations. The modular office will be placed on the west side of existing Animal Services offices in the employee parking area behind fence.

**PROPERTY OWNER'S AFFIDAVIT**

I, Pat Wiggins, being duly deposited, 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

3770 BUTTI WAY CARSON CITY NV 89701  
Address

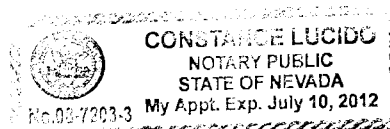
8/23/10  
Date

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

STATE OF NEVADA  
COUNTY of Carson

On September 1st, 2010, Patrick Wiggins personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.


Notary Public



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

8/23/10  
\_\_\_\_\_  
Date

## **Special Use Permit**

Modular Office at Animal Services

Application Questionnaire

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

Response: This special use permit in no way will interfere with the Carson City Master plan.

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

Response: The addition of this modular office on the grounds of the Animal Services facility will not be detrimental to the immediate vicinity, including the neighborhood due to the fact that it will be located right off the west facing employee entrance. The building will be behind the fence which separates the employee area, including parking, from the public parking and main entrance. The location is not near any private residences.

- a. Describe the general types of land uses and zoning designation adjoining your property (for example: North: two houses, Single-Family 12,000 zoning; East: restaurant, Retail Commercial zoning; West: undeveloped lot, Retail Commercial zoning; South: apartment complex, Retail Commercial zoning).

Response: North zoning is NB, East zoning is GC, West zoning is PR, and South zoning is PR

- 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. Will the project involve any uses that are not contained within a building? If yes, please describe. If not, state that all uses will be within a building. Explain how construction-generated dust (if any) will be controlled. 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.

Response: The proposed modular office trailer in our staff parking area is similar in nature to equipment already kept in the lot. There will be no construction activity.

- 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.

Response: The location of the trailer will be hidden from view from all residential property. When placed next to the animal shelter office it will appear to be part of the existing office building.

Consider the pedestrian and vehicular traffic that currently exists on the road serving your project. What impact will your development have when it is successfully operating? Will vehicles be making left turns? Will additional walkways and traffic lights be needed? Will you be causing traffic to substantially increase in the area? What will be the emergency vehicle response time? State how you have arrived at your conclusions. What City department have you contacted in researching your proposal? Explain the effect of your project with the existing traffic in the area.

Response: There will be no additional traffic in this area.

- d. Explain any short-range benefit to the people of Carson City that will occur if your project is approved.

Response: By adding the trailer we will be able to use existing office space for increased animal holding areas at Carson City Animal Services.

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

Response: There have been no improvements to the outward appearance of Carson City Animal Services for the project to adapt to. The trailer will be hidden from view by a 6 foot fence and large pine tree (approximately 50 feet tall).

- 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?  
How will your project affect the Sheriff's Office?

Response: Project will not affect school district.

- b. If your project will result in the covering of land area with paving or a compacted surface, how will drainage be accommodated? Talk to Engineering for the required information.

Response: No additional paving or compacted soil will be needed.

- c. Are the water supplies serving your project adequate to meet your needs without degrading supply and quality to other in the area? Is there adequate water pressure? Are the lines in need of replacement? Is your project served by a well? Talk to Public Works for the required information.

Response: No additional water will be needed.

- d. 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? Please contact Public Works for the required information.

Response: No additional sewage will be created.

- e. What kind of road improvements are proposed or needed to accommodate your project? Have you spoken to Public Works or Regional Transportation regarding road improvements?

Response: No additional sewage will be created.

- f. Indicate the source of the information that you are providing to support your conclusions and statements made in this packet (private engineer, Public Works, Regional Transportation, title report, or other sources).

Response: General knowledge of Carson City Animal Services location.

- g. 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.

Response: No additional lighting will be used.

- h. Describe the proposed landscaping, including screening and arterial landscape areas (if required by the zoning code). Include a site plan with existing and proposed landscaping shown on the plan which complies with City ordinance requirements.

Response: The office trailer will be placed behind a 6 foot fence to partially obscure the trailer. There is also a mature pine tree that is in front of the fence that will add screening.

- i. Provide a parking plan for your project. 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. Design and dimensions of parking stalls, landscape islands, and traffic aisles must be provided.

Response: Parking for city vehicles and staff will remain the same. The employee parking area is approximately 22,000 square feet and we have 4 city trucks, 5 trailers of various sizes, and approximately 5 personal vehicles parked during the day. There is ample room available for parking.



# 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: CARSON CITY ANIMAL SERVICES

Reviewed By: PAT WIGGINS

Date of Review: 8/23/2010

### 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:

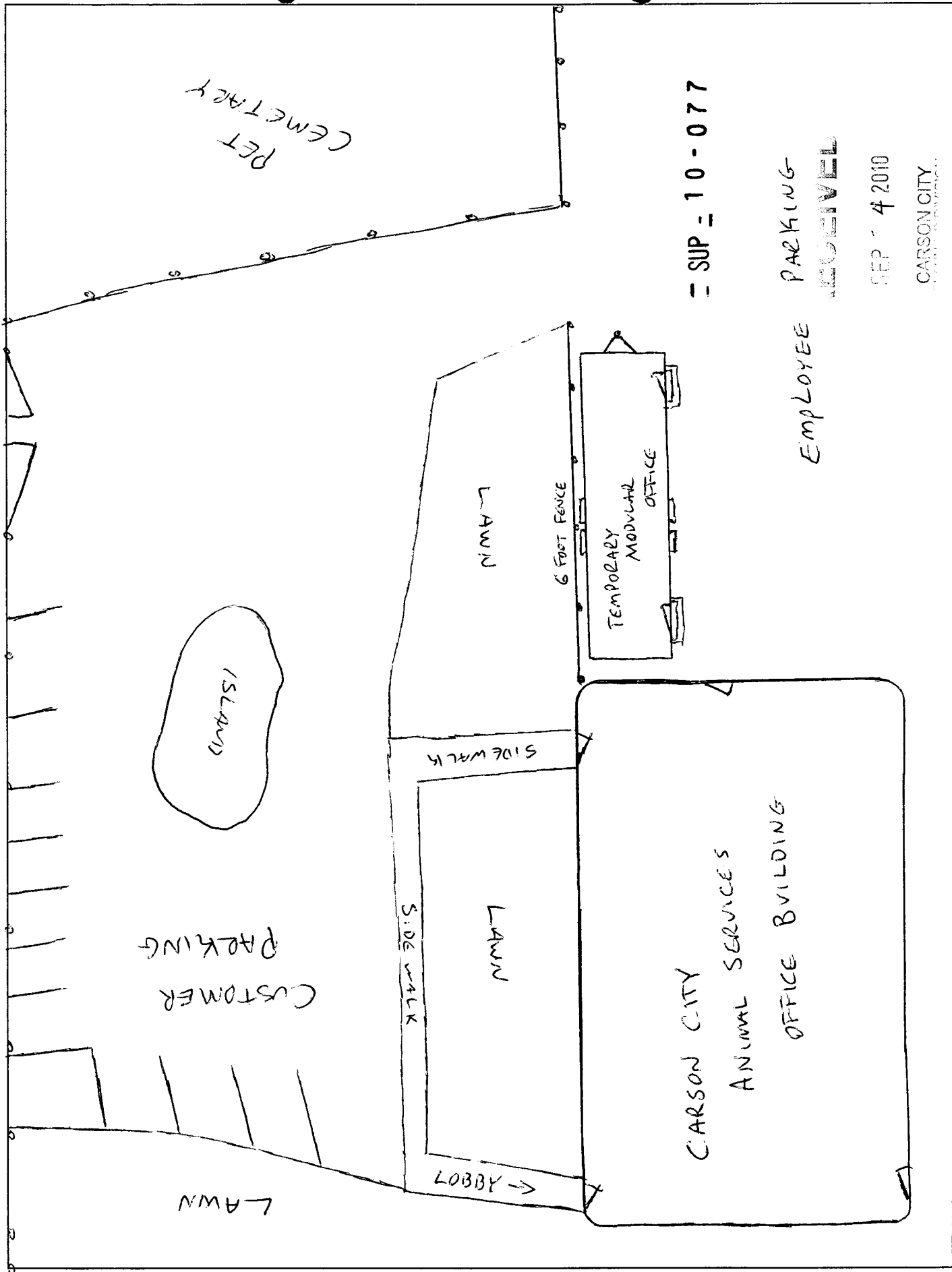
- ☐ Use durable, long-lasting building materials (6.1a)?
- ☐ Promote variety and visual interest through the incorporation of varied building styles and colors, garage orientation and other features (6.1b)?
- ☐ Provide variety and visual interest through the incorporation of well-articulated building 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)?



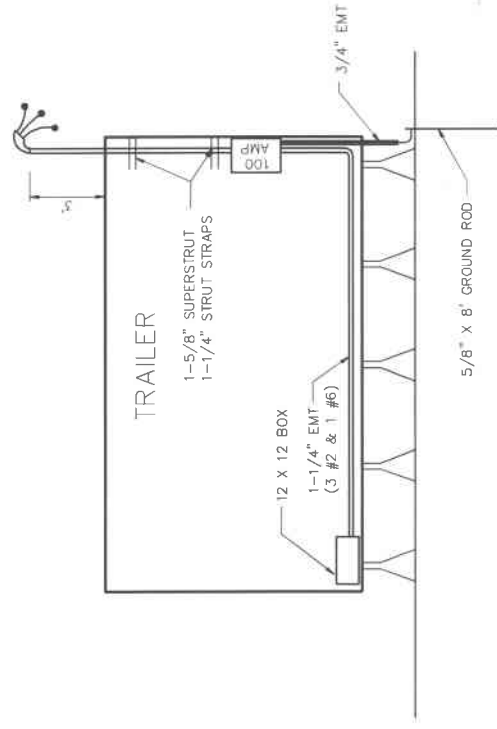
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EMPLOYEE PARKING  
RECEIVED

SEP 4 2010

CARSON CITY





MAP REVISED

VICINITY MAP  
NTS

SHEET 1 OF 2

CARSON CITY ANIMAL CONTROL  
PORTABLE OFFICE TRAILER  
APN 10-037-02  
SPECIAL USE PERMIT  
SITE PLAN

[illegible]

**CARSON CITY  
PUBLIC WORKS DEPARTMENT**  
3505 BUTTE WAY CARSON CITY, NEVADA 89701  
PH: 887-2355 FAX: 887-2112

DESIGNED BY: X  
DRAWN BY: BD  
CHECKED BY: X  
DWG NO.: ANIMAL TRAILER-BST  
SCALE (HORIZ): 1"=40'  
SCALE (VERT): X"=X'  
PLOT DATE: 09/10/2010

SUP-10-077

RECEIVED

OCT 08 2010

CARSON CITY  
PLANNING DIVISION

CARSON CITY ANIMAL CONTROL  
3770 BUTTI WAY  
CARSON CITY, NEVADA 89701  
(775) 887-2171

APN 10-037-02  
ZONING PR

ANIMAL CONTROL DEPT.  
APN 10-037-02

PROPOSED  
TRAILER LOCATION  
TRAILER SIZE: 400 SQ FT

0 20 40 60 FT

100' 100'

STREET

CITY

Bldg

PARKING

TRAILER

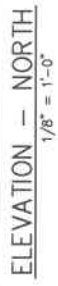
ANIMAL CONTROL DEPT.  
APN 10-037-02

CARSON CITY  
PUBLIC WORKS  
APN 10-031-04

[illegible]

**CARSON CITY  
PUBLIC WORKS DEPARTMENT**  
3505 BUTTE WAY CARSON CITY, NEVADA 89701  
PH: 887-2355  
FAX: 887-2112

DESIGNED BY: X  
DRAWN BY: BD  
CHECKED BY: X  
DWG NO.: ANIMAL TRAILER-BST  
SCALE (HORIZ): 1/4"=1'-0"  
SCALE (VERT): X"=X'  
PLOT DATE: 09/10/2010



- SUP - 10-077

CARSON CITY

THE