

**STAFF REPORT FOR PLANNING COMMISSION MEETING OF NOVEMBER 19, 2013**

**FILE NO: SUP-13-140**

**AGENDA ITEM: G-2**

**STAFF AUTHOR:** Susan Dorr Pansky, Planning Manager

**REQUEST:** Approval of a Special Use Permit to allow a 1,500 square foot expansion of the southernmost building with associated improvements and a new future parking lot at Pioneer High School, on properties zoned Public (P), Multi-Family Apartment (MFA) and Retail Commercial (RC), located at 202 Corbett Street, APNs 002-138-17, 002-153-04, 002-153-09 and 002-153-11.

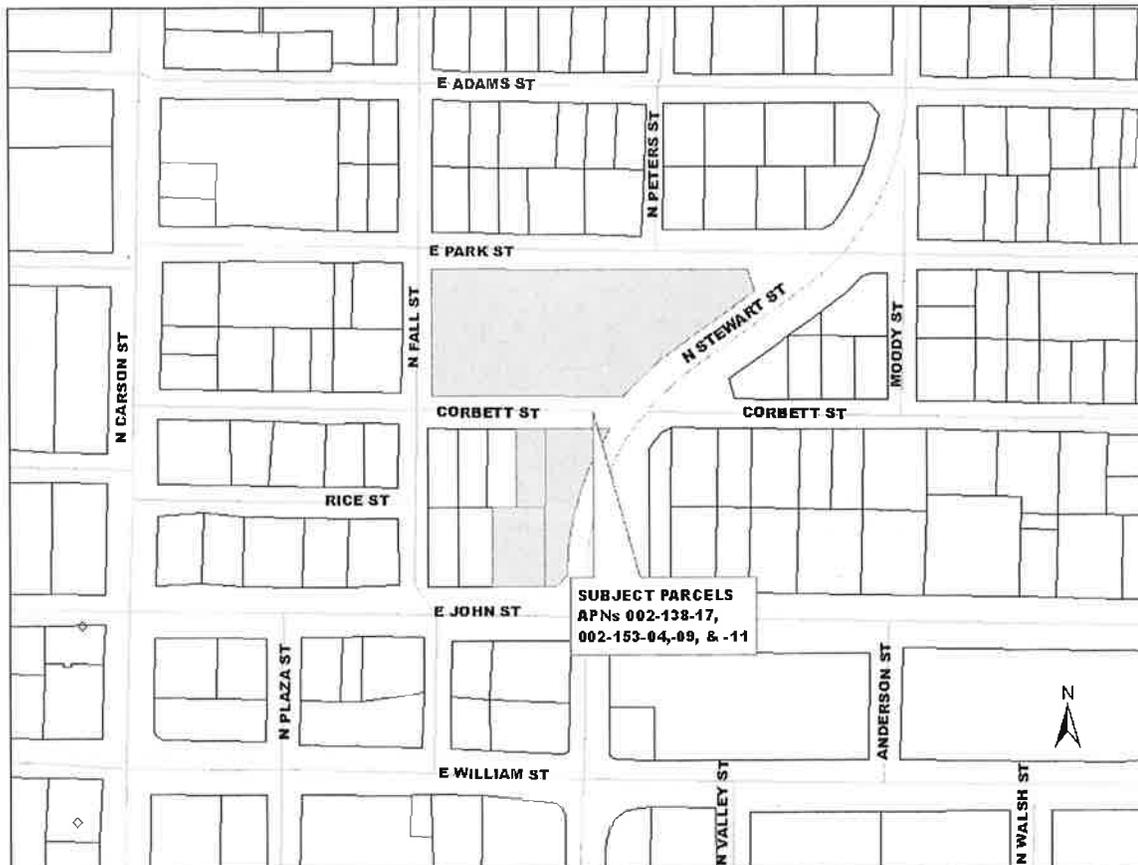
**APPLICANT:** Keith Shaffer

**OWNER:** Carson City Schools

**LOCATION:** 202 Corbett Street

**APN:** 002-138-17, 002-153-04, 002-153-09 and 002-153-11

**RECOMMENDED MOTION:** “I move to approve SUP-13-140, a Special Use Permit to allow a 1,500 square foot expansion of the southernmost building with associated site improvements and a new future parking lot at Pioneer High School, on properties zoned Public, Multi-Family Apartment and Retail Commercial, located at 202 Corbett Street, APNs 002-138-17, 002-153-04, 002-153-09 and 002-153-11 based on the findings and subject to the conditions of approval outlined 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 within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, the item may be rescheduled for the next Planning Commission meeting for further consideration.
2. The applicant shall meet all of the conditions of approval and commence the use 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 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.
3. The project requires application for a Building Permit, issued through the Building Division. This will necessitate a complete review of the project to verify compliance with all adopted construction codes and municipal ordinances applicable to the scope of the project.
4. The future parking lot shall be constructed or a building permit for the future parking lot shall be issued within two years of the approval of the Special Use Permit. If the parking lot is not constructed or building permit not issued within this timeframe, a Variance will be necessary to address the reduction in required parking.
5. Abandonment of the portion of Corbett Street where the new parking lot is proposed shall be required prior to issuance of a Building Permit for improvements associated with that parking lot.

**The following shall be incorporated into the proposed development plan:**

6. All development shall be substantially in accordance with the development plans approved with this application, except as otherwise modified by the conditions of approval herein.
7. All on and off-site improvements shall conform to City standards and requirements.
8. Landscaping in compliance with Carson City Development Standards, Division 3 (Landscaping) shall be provided adjacent to the reconfigured parking lot on Fall Street in the area where asphalt is proposed to be removed, at the back of the sidewalk along Fall Street and in conjunction with the new future parking lot between Corbett and John Streets.
9. The applicant shall work with Carson City Development Engineering to address site distance concerns at the intersection of Fall and Corbett Streets with the proposed parking lot reconfiguration.
10. The existing fire alarm must be extended into the addition.
11. Exterior building colors for the addition shall match or blend with the existing building colors. Primary building surfaces (excluding trim areas) should be muted or earth tone in color. Bold colors shall be avoided except when used as trim.

12. Reflective, untreated roofs shall be prohibited unless painted with a flat, non-glossy paint to compliment or match the primary color of the primary exterior building material(s).
13. Any roof-top equipment on the new portion of the building shall be screen pursuant to Carson City Development Standards, Division 1.1.7.
14. If the project will be disturbing greater than 160 square feet of material the following requirements shall be met:
  - An asbestos assessment will be required on all material being disturbed
  - A completed Carson City Acknowledgment of Asbestos Form will be required.
  - Depending on the results of the asbestos assessment, an EPA 10 Day Notification may also need to be submitted.
15. Hours of construction shall be limited to 7:00am to 7:00pm, Monday through Friday and 8:00am to 5:00pm Saturday and Sunday, unless modified by the Community Development Director for special construction needs.
16. Dust control measures are required to mitigate dust at all hours within the construction limits.

**The following shall be submitted with or included as part of a Building Permit application:**

17. The applicant shall submit a copy of the Notice of Decision, signed by the applicant and owner as a part of any building permit submittal.
18. Commercial submittals shall show compliance with the following codes, and adopted amendments:
  - 2012 International Building Code
  - 2009 International Energy Conservation Code
  - 2012 International Fire Code
  - 2012 Uniform Mechanical Code
  - 2012 International Mechanical code
  - 2012 Uniform Plumbing Code
  - 2011 National Electrical Code
  - 2009 ICC/ANSI A117.1 (For accessible design)
19. As a part of the Building Permit 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 (*'12 IBC Section 1007, 1104.1 & ICC/ANSI A117.1-2009 Chapters 4 & 5*):
  - Indicate accessible route surface
  - Indicate accessible route slope
  - **Indicate accessible route width** (Minimum width is 36 inches); however, if the wheelchair is near a drop or change in elevation, a guard will be required. (*ICC/ANSI A117.1-2009 Section 403.5 and Table 403.5*)
  - Indicate accessible route turn radius
  - Indicate all accessible ramps, with dimensioned cross section details showing slope and guardrails (where applicable)

- Indicate the location and type of the detectable warning surface at curb ramps, island or cut-through medians (*ICC/ANSI 117.1-2009 Sections 406.13, 406.14 and 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, public streets and sidewalks – as applicable to the site (*'12 IBC 1007.2, 1023.6 and 1104.1*)

20. As a part of the Building Permit 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.
21. The applicant shall submit exterior light fixture details for any proposed fixtures for the facility as a part of the Building Permit application.
22. The applicant shall submit a landscape plan for any areas of new landscaping in compliance with Carson City Development Standards, Division 3 (Landscaping).

**LEGAL REQUIREMENTS:** CCMC 18.02.050 (Review); 18.02.080 (Special Use Permits); 18.04.185 (Public Regional Conditional Uses)

**MASTER PLAN DESIGNATION:** High Density Residential and Public/Quasi-Public

**ZONING DISTRICT:** Public (P), Multi-Family Apartment (MFA), Retail Commercial (RC)

**KEY ISSUES:** Will the proposed 1,500 square foot addition, associated site improvements and future new parking lot cause material damage to surrounding properties?

**SURROUNDING ZONING AND LAND USE INFORMATION:**

- NORTH: Multi-Family Duplex/Residential
- SOUTH: Multi-Family Apartment/Residential and Vacant Land
- EAST: Multi-Family Duplex/Residential
- WEST: Multi-Family Apartment/Residential

**ENVIRONMENTAL INFORMATION:**

- FLOOD ZONE: X Shaded
- SLOPE/DRAINAGE: Existing school site is relatively flat, adjacent parcels for proposed parking have moderate sloping from Corbett Street to John Street
- EARTHQUAKE: Moderate, Fault Zone within 200 feet

**SITE DEVELOPMENT INFORMATION:**

- PARCEL AREA: 2.57 acres (total combined parcels)
- EXISTING LAND USE: High School and Vacant Land
- EXISTING STRUCTURES: 22,600 square feet
- PROPOSED STRUCTURES: 1,500 square feet
- EXISTING PARKING: 12 spaces (18 on-street spaces have the potential to be counted toward the total parking calculation per Carson City Development Standards, Division 2.3.13, however, because at least 50% of the required parking does not exist on-site, these spaces cannot be counted at this time)
- REQUIRED PARKING: 41 spaces

- PROPOSED PARKING: 71 spaces
- VARIANCES REQUIRED: None, provided that the future parking lot is constructed or a building permit has been issued within the two years of the approval of this Special Use Permit.

**SITE HISTORY:**

- None

**DISCUSSION:**

Pioneer High School is an accredited alternative High School within the Carson City School District system. It is a free and public school for which students in grades 9-12 can apply at anytime during the school year. Pioneer High School's alternative status allows it to offer many different formats to meet the diverse needs of the community. Its campus is located at the intersection of Corbett and Fall Streets in the former Corbett Elementary School facilities. The applicant estimates that the current number of students ranges from 130-150 pupils and the faculty consists of between 8-10 staff members.

The applicant has requested approval of a Special Use Permit to expand the existing Pioneer High School building located at the southwest corner of the site by 1,500 square feet to accommodate a new single point of entry area for the school. This entry is proposed to provide a single secure entrance into the school for visitors, which will allow administration to check them in before continuing to their final destination. In addition to the secure entrance, the proposed expansion will include a new reception area, conference room, storage/file room and office space.

The applicant is also proposing new site improvements in conjunction with the expansion that include the following:

1. Reconfiguration of the existing Fall Street parking lot to provide ADA parking spaces and accessibility into the new main entrance of the school with a new sidewalk and handicap ramp.
2. Extension of new sidewalk along the entire length of Fall Street to connect with the existing sidewalk on Park Street.
3. Addition of a new future phase parking lot including 58 parking spaces located to the south of the school between Corbett and John Streets. This parking is proposed to have entrances on both Corbett Street and John Street.

According to the applicant, the proposed building expansion and site improvements will not result in an increase in student or faculty population at this time, but are being completed to accommodate existing student and facility needs.

A Special Use Permit is required pursuant to Carson City Municipal Code (CCMC) because 1) all new uses or expansions of existing uses within a Public zoning district require a Special Use Permit; and 2) school facilities (including accessory parking lots) within the Multi-Family Apartment and Retail Commercial zoning districts require a Special Use Permit.

Security and safety of students and faculty is an ongoing and increasing concern at schools nationwide. Carson City School District is taking steps to increase security at all of the schools

in Carson City with a single, secure point of entry for visitors. At the Pioneer High School specifically, the addition of a single entry point also provides opportunity to add administration space and upgrade site improvements for handicap accessibility from the parking lot on Fall Street. The current parking lot configuration includes a drive aisle between the parking spaces and the sidewalk to access the building. The reconfigured parking lot will eliminate this drive aisle to ensure that handicap persons will not have to cross in front of potential traffic to access the school. Development Engineering has expressed concerns about limiting the site distance at the Fall Street/Corbett Street intersection as a result of the proposed reconfiguration, therefore, staff has recommended a condition of approval that the applicant's engineer address these concerns with Development Engineering.

Staff has determined that evaluation of the parking for Pioneer High School is necessary as a part of the review of the proposed Special Use Permit because the facility was originally constructed as an elementary school and is now being used as a high school. The parking requirements for high schools are higher than elementary schools as stated in Division 2 of the Carson City Development Standards and outlined below:

Elementary and Junior High Schools	One and one-half spaces for each employee or faculty member plus one space for every 20 square feet of seating area in auditorium or assembly area.
High Schools and Colleges	Two spaces for every three employees or faculty members plus one space for every four students.

An average of the applicant's estimated number of students and faculty at the school has determined that 41 spaces are needed to accommodate the existing population. Currently Pioneer High School has 12 on-site parking spaces. The site has the potential to count 50% of existing on-street parking (18 spaces) toward the total parking calculation per Carson City Development Standards, Division 2.3.13, however, because at least 50% of the required parking does not exist on-site, the on-street spaces cannot be counted at this time.

The applicant's proposal for a reconfigured parking lot on Fall Street and a new parking lot between Corbett and John Streets will result in a total of 71 on-site parking spaces. The addition of the new parking lot will provide parking within closer proximity to the single point of entry and will help to eliminate a significant amount of on street parking that is currently occurring at the school. Upon completion of this on-site parking, an additional 18 on-street parking spaces would be eligible to be counted for parking, bringing the total parking count to 89 spaces. This is more than double the required parking for the current school population and could also help to serve possible future expansion of the facility, depending on the size of any proposed future expansion.

Because Pioneer High School is currently underserved for parking, it is important that the future parking lot be constructed in a timely manner. Therefore, staff has recommended a condition of approval that the future parking lot be constructed or a building permit for the parking lot be issued within two years of the approval of the Special Use Permit, or a Variance will be necessary to address the reduction in required parking.

In reviewing the information provided by the applicant and the required findings as identified below, the findings to grant approval of this Special Use Permit can be made. Therefore, it is recommended that the Planning Commission approve this Special Use Permit application with the conditions outlined by staff.

**PUBLIC COMMENTS:**

Public notices were mailed on November 1, 2013 to 55 adjacent property owners within 300 feet of the subject site pursuant to the provisions of NRS and CCMC. As of the date this report was completed no comments have been received by the Planning Division. Any comments that are received after this report is complete will be submitted prior to or at the Planning Commission meeting, depending on their submittal date to the Planning Division.

**OTHER CITY DEPARTMENT OR OUTSIDE AGENCY COMMENTS:**

The following comments were received from various city departments. Recommendations have been incorporated into the recommended conditions of approval, where applicable.

**Building Division Comments:**

1. Commercial submittals shall show compliance with the following codes, and adopted amendments:
  - 2012 International Building Code
  - 2009 International Energy Conservation Code
  - 2012 International Fire Code
  - 2012 Uniform Mechanical Code
  - 2012 International Mechanical Code
  - 2012 Uniform Plumbing Code
  - 2011 National Electrical Code
  - 2009 ICC/ANSI A117.1 (For accessible design)
2. This 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 Building Permit 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. (*'12 IBC Section 1007, 1104.1 and ICC/ANSI A117.1-2009 Chapter 4 and 5*):
  - Indicate accessible route surface
  - Indicate accessible route slope
  - Indicate accessible route width (Minimum width is 36 inches); however, if the wheelchair is near a drop or change in elevation, a guard will be required (*ICC/ANSI A117.1-2009 Section 403.5 and Table 403.5*)
  - Indicate accessible route turn radius
  - Indicate all accessible ramps, with dimensioned cross section details showing slope and guardrails (where applicable)
  - Indicate the location and type of the detectable warning surface at curb ramps, island or cut-through medians (*ICC/ANSI A117.1-2009 Sections 406.13, 406.14 and 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, public streets and sidewalks, as applicable to the site ('12 IBC 1007.2, 1023.6 and 1104.1)

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

#### **Engineering Division Comments:**

The Engineering Division has a concern about limited sign distance at the intersection of Fall Street and Corbett Street with the five parking spaces on the southwest corner of the property. This must be addressed by the design engineer. Otherwise there are no objections to the project.

#### **Fire Department Comments:**

1. The project must follow the 2012 International Fire Code and CCMC as adopted by Carson City.
2. The existing fire alarm must be extended into the addition.

#### **Public Works, Environmental Control Comments:**

If the project will be disturbing greater than 160 square feet of material the following requirements will need to be met:

1. An asbestos assessment will be required on all material being disturbed.
2. A completed Carson City Acknowledgment of Asbestos Form will be required.
3. Depending on the results of the asbestos assessment, an EPA 10 Day Notification may also need to be submitted.

#### **Health and Human Services Comments:**

No comments.

**FINDINGS:** Staff recommends approval of the Special Use Permit based on the findings outlined below, pursuant to CCMC 18.02.080 (Special Use Permits), subject to the recommended conditions of approval, and further substantiated by the applicant's written justification.

1. **The use will be consistent with the objectives of the Master Plan elements.**

*The proposed project is consistent with the following applicable goals of the Master Plan in accordance with the seven findings (in bold) required for approval of a Special Use Permit:*

*Goal 1.5d – Coordination of Services. The City shall coordinate with internal service departments as well as other governmental organizations, such as the School District, that provide services to residents, to ensure that existing and new neighborhoods have adequate services and school sites.*

*The proposed Special Use Permit is a coordination with staff and the Carson City School District to improve the facilities and security features at the Pioneer High School. Staff supports the school district's plans to implement a single secure entry point and provide additional parking including handicap spaces and ADA accessibility.*

*Goal 11.2c – Maintain and Enhance Roadway Connections and Networks consistent with the Transportation Master Plan.*

*The proposed expansion and site improvements will enhance Pioneer High School's connection to the adjacent roadways. There is currently no sidewalk connectivity along Fall Street in front of the school. With the proposed improvements, the existing sidewalk on Park Street will be continued along the length of Fall Street to connect to the sidewalk on Corbett Street. The parking lot along Fall Street will be reconfigured to allow a contiguous sidewalk and ADA accessibility to the school's single entry point.*

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

*The effect of the proposed school expansion and site improvements will not be detrimental to the immediate vicinity or the general neighborhood but will, in fact, enhance several aspects of the area. The addition of sidewalk along Fall Street will improve pedestrian movement in the area. The proposed parking area south of the school, which is currently vacant land owned by the school district, will improve the overall appearance of the area and will provide additional off-street parking for the school. The proposed expansion of the building including relocation of administrative offices will be an enhancement to the security and safety of the school by providing a secure main entrance to check visitors in and out.*

3. **The project will have little or no detrimental effect on vehicular or pedestrian traffic.**

*As indicated by the applicant, no additional student or staff population is anticipated as a result of the project and will have no detrimental effect on vehicular or pedestrian traffic. On the contrary, the vehicle and pedestrian traffic will actually be improved by the project through the addition of sidewalk on Fall Street, the addition of ADA accessibility improvements into the school's main entrance and the addition of an off-street parking lot that will reduce the need for on-street parking to serve the facility.*

4. **The project 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 1,500 square foot expansion of an existing building and the addition of sidewalk, ADA accessibility and a new parking lot will have minimal negative impact to, and will not overburden, existing public services and facilities including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage or other public improvements.*

**5. The project meets the definition and specific standards set forth elsewhere in this Title 18 for such particular use and meets the purpose statement of that district.**

*The purpose of the Public zoning district is to achieve the following objectives:*

- *To accommodate the wide range of public institutional and auxiliary uses which are established in response to the health, safety, cultural and welfare needs of the citizens of the City;*
- *To organize the assemblage of specific, nonprofit and profit public facilities into efficient functionally compatible, and attractively planned administrative centers in conformance with the Master Plan;*
- *To establish site plan approval for many uses thereby ensuring compatibility with adjacent, more restrictive zoning districts.*

*Public uses, such as schools, are a primary purpose of the Public district – including split-zoned parcels. A school (and its accessories) is a conditional use in the Public, Multi-Family and Retail Commercial zoning districts. Upon approval of this Special Use Permit with the recommended conditions of approval, the proposed addition will be in conformance with the requirements of the Carson City Municipal Code and related Development Standards.*

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

*The proposed project will not be detrimental to the health, safety, convenience and welfare of the general public. The project will enhance public improvements by providing additional sidewalk along Fall Street and by providing additional off-street parking that will reduce the need to use on-street parking for Pioneer High School.*

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

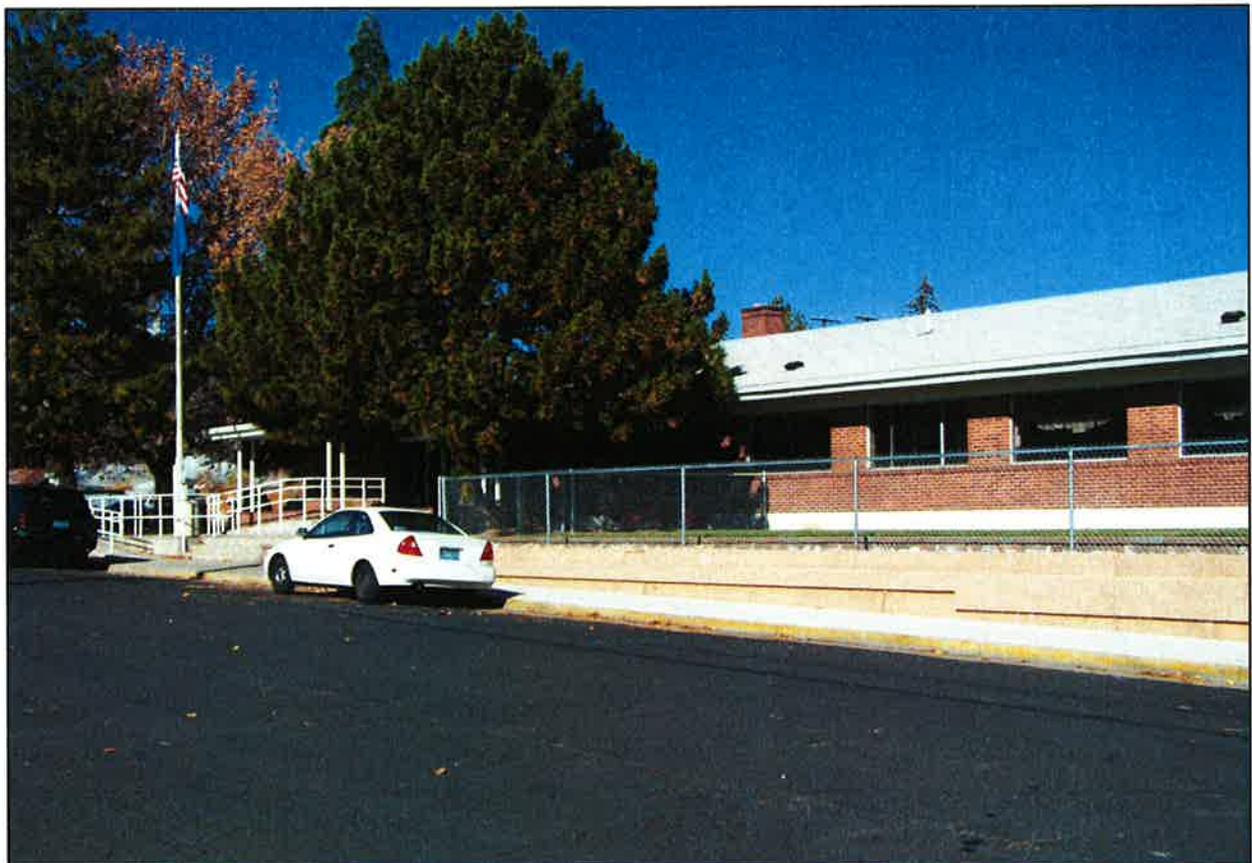
*At this time there is no change proposed for the use of the Pioneer High School. It will continue to be used as an alternative, secondary educational facility, but with the added improvements of a secure single entry point, ADA accessibility and additional parking.*

Attachments:

- Site Photos
- City Comments
- Application (SUP-13-140)



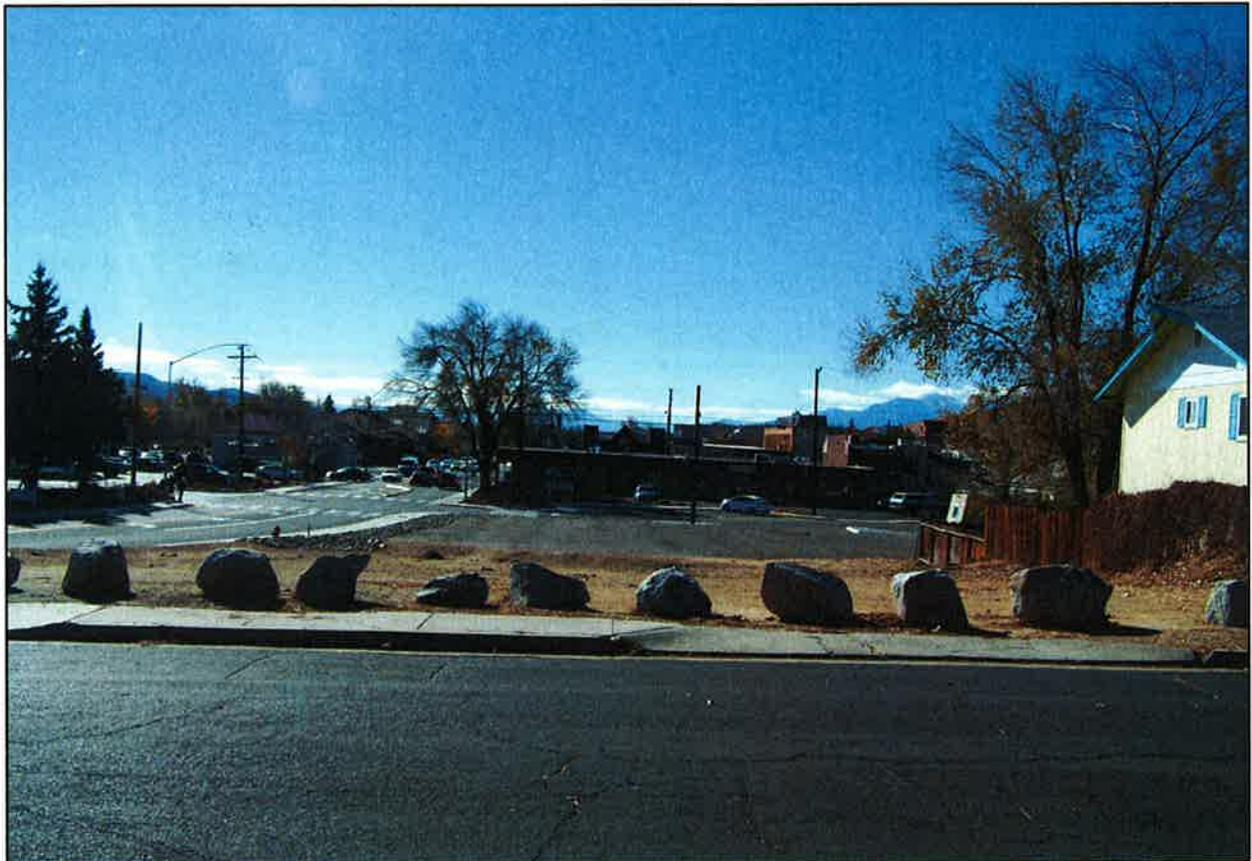
**South Entrance to Pioneer High School  
Location of Proposed Single Secure Entry Point - 1 of 2**



**South Entrance to Pioneer High School  
Location of Proposed Single Secure Entry Point - 2 of 2**



**Existing Fall/Corbett Parking Lot  
Proposed for Reconfiguration**



**Proposed New Parking Lot between  
Corbett and John Streets**

<b>File # (Ex: MPR #07-... I)</b>	Sup-13-140
<b>Brief Description</b>	Addition to existing school
<b>Project Address or APN</b>	APN #002-138-17
<b>Bldg Div Plans Examiner</b>	Kevin Gattis
<b>Review Date</b>	11/20/2013
<b>Total Spent on Review</b>	

**BUILDING DIVISION COMMENTS:**

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

- 2012 International Building Code
- 2009 International Energy Conservation Code
- 2012 International Fire Code
- 2012 Uniform Mechanical Code
- 2012 International Mechanical Code
- 2012 Uniform Plumbing Code
- 2011 National Electrical Code
- 2009 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 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. ('12 IBC Section 1007, 1104.1 & ICC/ANSI A117.1-2009 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. (ICC/ANSI A117.1-2009 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 A117.1-2009 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, public streets and sidewalks – as applicable to the site. ('12 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.

**RECEIVED**

OCT 15 2013

CARSON CITY  
PLANNING DIVISION

**RECEIVED**

OCT 31 2013

CARSON CITY  
PLANNING DIVISION

**Engineering Division  
Planning Commission Report  
File Number SUP 13-140**

**TO:** Planning Commission

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

**DATE:** October 31, 2013

**MEETING DATE:** November 20, 2013

**SUBJECT TITLE:**

Action to consider the addition to an existing structure for Pioneer High School and the addition of vehicle parking spaces at 202 Corbett St., apn 02-138-17.

**RECOMMENDATION:**

The Engineering Division has a concern about limiting sight distance at the intersection of Fall St. and Corbett St. with the 5 parking spaces on the southwest corner of the property. This must be addressed by the design engineer. Otherwise there are no objections to the project.

**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 plans are adequate for this review.

**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 request is not in conflict with pedestrian movements. Please see comments in the discussion above about vehicular movements.

**CCMC 18.02.080 (5d) - Public Services**

No new City water, sewer or access services will be needed for this project.

**RECEIVED**

OCT 14 2013

CARSON CITY  
PLANNING DIVISION

October 14, 2013

We have reviewed SUP 13-140 and have the following comments:

1. The project must follow the 2012 International Fire Code and CCMC as adopted by Carson City.
2. The existing fire alarm must be extended into the addition.

Thank you.

***Dave Ruben***

Captain – Fire Prevention  
Carson City Fire Department  
777 S. Stewart Street  
Carson City, NV 89701

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

November 5, 2013

Major Project Review Committee

Re: # SUP – 13-140

Dear Susan,

After initial plan review the Carson City Environmental Control Authority (ECA), a Division of Carson City Public Works Department (CCPW), has the following requirements per the Carson City Municipal Code (CCMC) and the Uniform Plumbing Code (UPC) for the SUP 13-140@202 Corbett St. project:

If Project will be disturbing greater than 160 square surface feet of material the following requirements will need to be met.

1. An asbestos assessment will be required on all material being disturbed.
2. Carson City Acknowledgement of Asbestos Assessment Form
3. Depending on results of asbestos assessment an EPA 10 Day Notification may also need to be submitted.

Note - Main concern is the area where the new building extension is connecting up with the existing building

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

Sincerely;

Mark Irwin  
Environmental Control Officer 3

**RECEIVED**

NOV 05 2013

CARSON CITY  
PLANNING DIVISION

c: Kelly Hale, Environmental Control Supervisor

**RECEIVED**

OCT 29 2013

CARSON CITY  
PLANNING DIVISION

**October 29, 2013**

**SUP-13-140**

Carson City Health and Human Services has no comments based on the application received for this permit.

Please submit the required number of building plans to the Carson City Building Department for official review.

Dustin Boothe, MPH, REHS  
Carson City Health and Human Services  
900 E. Long St.  
Carson City, NV 89706  
(775) 887-2190 ext. 7220

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

RECEIVED

OCT 17 2013

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

FOR OFFICE USE ONLY:

CCMC 18.02

SPECIAL USE PERMIT

CARSON CITY  
PLANNING DIVISION

FILE # SUP - 13 - SUP - 13 - 140

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)

Carson City Schools

PROPERTY OWNER

1402 W King Street, Carson City NV 89703

MAILING ADDRESS, CITY, STATE, ZIP

775-283-2000 775-283-2090

PHONE #

FAX #

Name of Person to Whom All Correspondence Should Be Sent

Keith Shaffer

APPLICANT/AGENT

1402 W King Street, Carson City NV 89703

MAILING ADDRESS, CITY, STATE ZIP

775-690-2728 (C) 775-283-2031 (O)

PHONE #

FAX # PHONE

KShaffer@carson.k12.nv.us

E-MAIL ADDRESS

SUBMITTAL PACKET

- 8 Completed Application Packets (1 Original + 7 Copies) including:
  - Application Form
  - Written Project Description
  - 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):

002-138-17

Street Address ZIP Code

202 Corbett Street

Project's Master Plan Designation

Project's Current Zoning

P (Public)

Nearest Major Cross Street(s)

Fall, Stewart

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:

Special Use Permit for Building Expansion and Site Improvements at Pioneer High School.

PROPERTY OWNER'S AFFIDAVIT

I, KEITH R. SHAFFER, 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

1402 W. KING ST.

Address

10/10/13

Date

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

STATE OF NEVADA )

COUNTY OF CARSON CITY )

On OCTOBER 10, 2013, KEITH R. SHAFFER, 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.

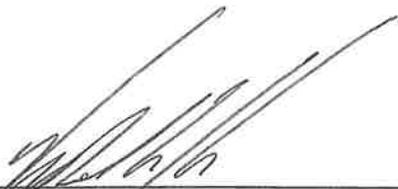
Beth Dunning  
Notary Public



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 KEITH SHAFFER, PROJ. MANAGER  
CCSD

10/15/13  
Date



SUP - 13 - 140 RECEIVED

OCT 31 2013

CARSON CITY  
PLANNING DIVISION

Civil Engineers

Surveyors

Water Resources Engineers

Water & Wastewater Engineers

Construction Managers

Environmental Scientists

Landscape Architects

Planners

October 30, 2013

Ms. Susan Dorr Pansky  
Principal Planner  
Carson City Community Development, Planning Division  
108 E. Proctor Street  
Carson City, NV 89701

RE: Pioneer High School Expansion and Site Improvements – Special Use Permit  
APN 002-138-17, Carson City, Nevada

Dear Susan:

On behalf of the Carson City School District, I would like to submit the enclosed Special Use Permit application for the proposed expansion of Pioneer High School in Carson City, Nevada. Per discussions with Carson City Planning, I understand that a Special Use Permit is required to address the proposed expansion and site improvements. I have provided a description of the project below. The required proposal questionnaire for the Special Use Permit is enclosed with this submittal.

### **PROJECT DESCRIPTION**

#### Building Expansion:

- We are proposing that the building be expanded by approximately 1,500 sf on the south side (see site plan and floor plans enclosed). This expansion will include a new single point of entry area including reception area, a conference room, storage/file room and a couple of offices. The entrance will be created to provide for a single, secure entrance into the school for visitors, allowing administration to check them in before they continue to their final destination.

#### Site Improvements/Modifications:

- To accommodate the proposed expansion, the existing parking will be improved to meet ADA guidelines to allow appropriate access to the new main entrance to the school.
- The existing sidewalk that ends on Park Street will be continued around to connect to the existing sidewalk on Corbett Street.
- Two additional parking areas will be added to the south of the school. One will be in what is now Corbett Street and the other area will be on the parcels south of Corbett Street. These parking areas would be constructed in the future in a separate phase from the school expansion. These areas will have a maximum of 59 parking spaces.

#### Drainage:

The proposed site modifications will not result in an increase in impervious area, therefore detention/retention will not be required.

#### Water & Sewer:

No change in water or sewer usage is anticipated with the proposed expansion; therefore, project impact reports for water and sewer have not been included.



Traffic:

An increase in traffic is not expected with the proposed expansion, as the number of students and faculty will not increase. With the future parking areas, there will be more parking available for the faculty and students who currently use onstreet parking throughout the neighborhood. Some change in traffic patterns is expected but would be minor.

If you have questions or require additional information, please don't hesitate to contact me at (775) 882-5630 or [rbernier@manhard.com](mailto:rbernier@manhard.com). Thank you for your continued assistance.

Sincerely,

Rebecca Bernier  
Project Manager







**BERGER  
HANNAFIN**

ARCHITECTURE  
318 NORTH CARSON ST.  
SUITE 213  
CARSON CITY, NV 89701

P: (775) 882.6455  
F: (775) 882.1444  
WWW.BHARCHITECTS.BIZ

PROJECT:  
**PIONEER HIGH**  
Carson City NV

APN NO.:  
BHA JOB NO.: 1317

DRAWING STATUS:  
PHASE  
SCHEMATIC DESIGN   
DESIGN DEVELOPMENT   
CONTRACT DOCUMENTS

USE  
THESE DRAWINGS ARE BEING ISSUED  
FOR THE FOLLOWING USES:  
PROGRESS REVIEW   
GOVERNING AGENCY REVIEW   
ESTIMATING   
BIDDING   
OTHER

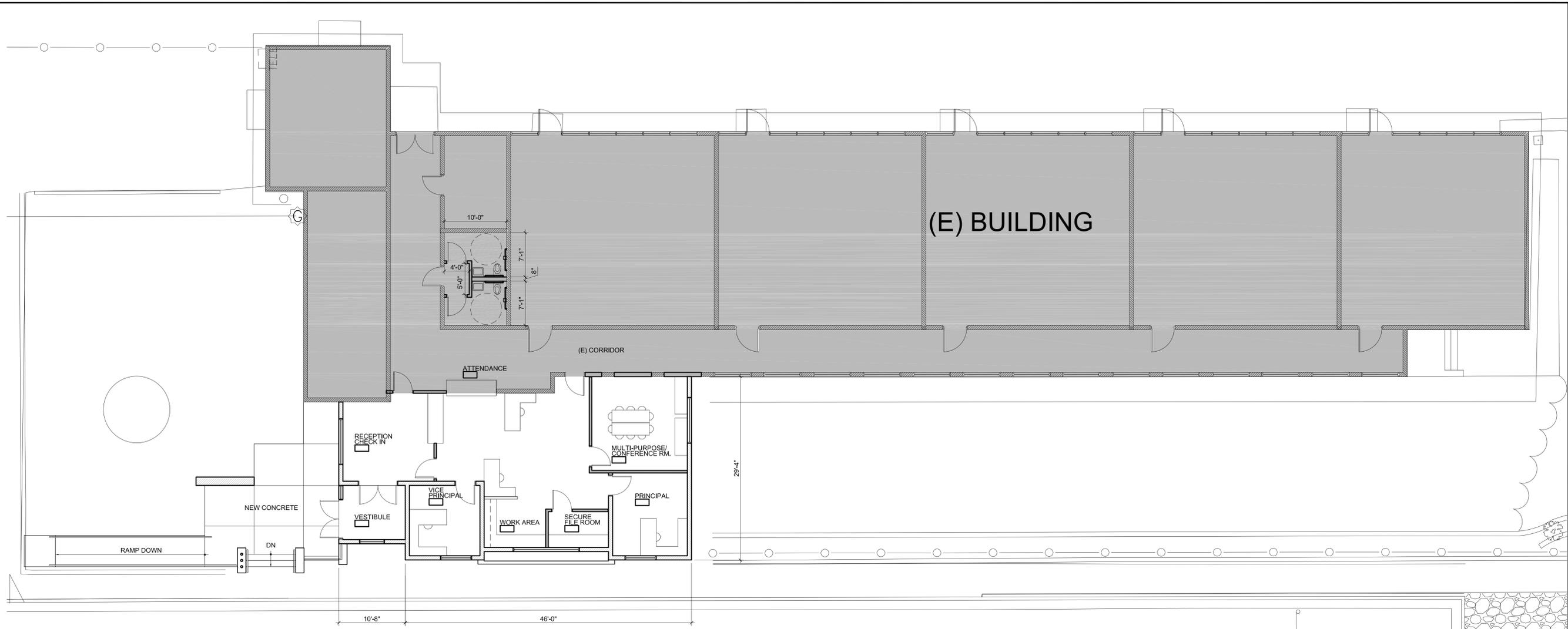
ISSUE DATE: 10.10.13  
DRAWN BY:

Revisions	Date
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DRAWING TITLE:  
**FLOOR PLAN**

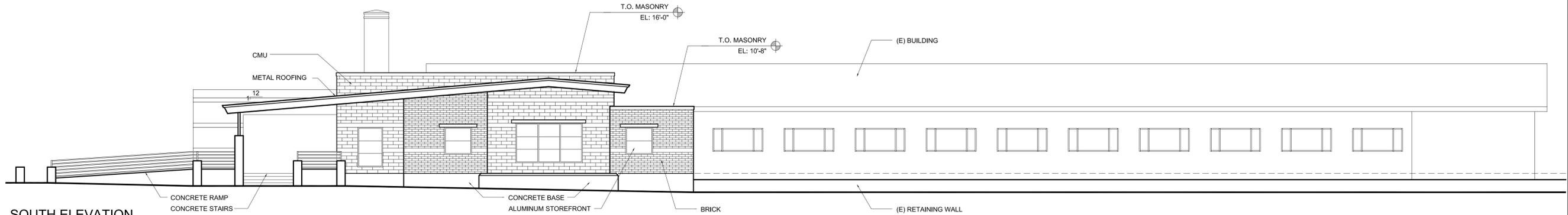
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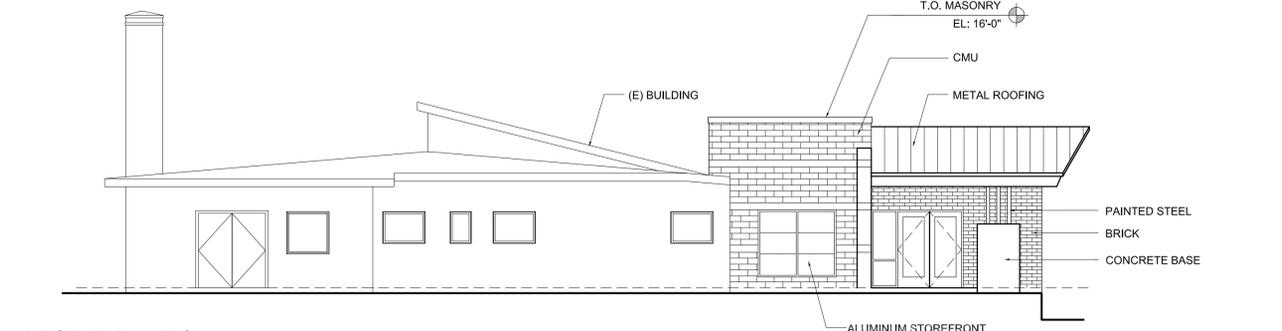
**FLOOR PLAN**

SCALE: 1/8" = 1'-0"



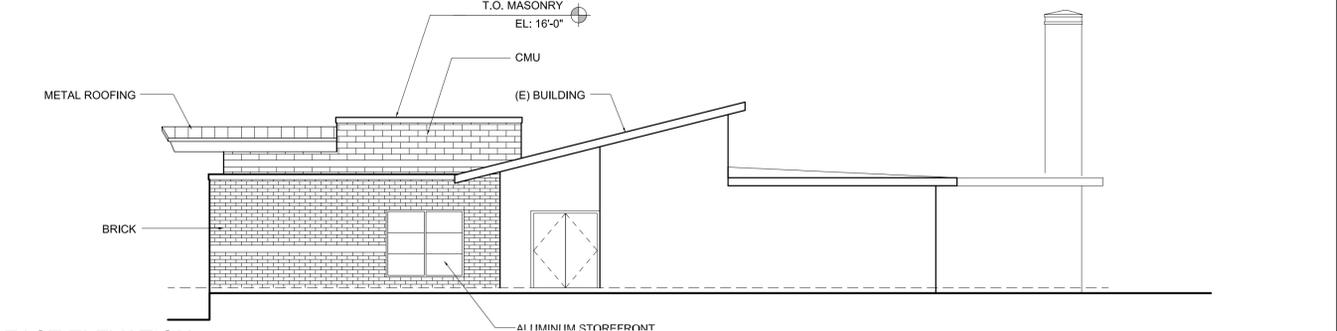
**SOUTH ELEVATION**

SCALE: 1/8" = 1'-0"



**WEST ELEVATION**

SCALE: 1/8" = 1'-0"



**EAST ELEVATION**

SCALE: 1/8" = 1'-0"