

## STAFF REPORT FOR PLANNING COMMISSION MEETING OF MARCH 26, 2014

FILE NO: SUP-13-140(A)

AGENDA ITEM: F-3

STAFF AUTHOR: Susan Dorr Pansky, Planning Manager

**REQUEST:** Approval of a request to modify a previously approved Special Use Permit from the Carson City School District (property owner: Carson City Schools) to allow a 1,912 square foot expansion of the southernmost building with associated site improvements and 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.

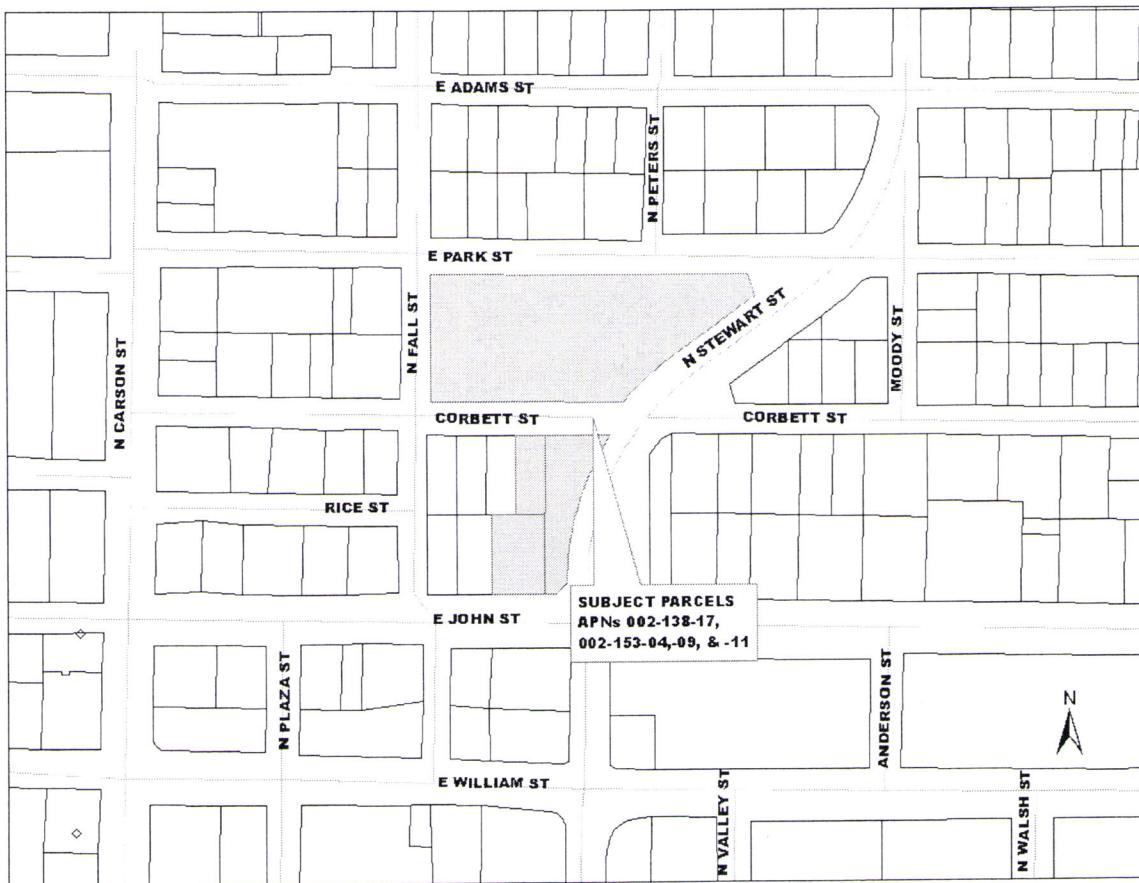
**APPLICANT:** Keith Shaffer/Carson City School District

**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), a modification of a previously approved Special Use Permit from Carson City School District (property owner: Carson City Schools) to allow a 1,912 square foot expansion of the southernmost building with associated site improvements and 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 conditions include previously approved conditions of approval for SUP-13-140, as approved by the Planning Commission on November 19, 2013, as well as new and/or revised conditions associated with the modification request. **Bold, underlined** text is added, **[stricken]** text is deleted.

#### **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 area with sufficient parking to meet the current parking code requirements 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.
6. **A permanent Carson City Encroachment permit shall be obtained by the applicant for the roof overhang into the right-of-way.**

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

- [6]7. 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]8. All on and off-site improvements shall conform to City standards and requirements.
9. **The existing retaining wall behind the sidewalk must be redesigned and replaced to support the weight of the building.**
- [8]10. 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.

11. The dead Memorial Tree east of the new building addition shall be replaced with a new three-inch caliper deciduous tree as shown on Exhibit A of the Request to Modify Tree Replacement Requirements provided by the applicant's landscape architect on March 7, 2014.
12. To mitigate the three trees that will be removed as a result of the building addition and associated improvements, the applicant shall provide two, three-inch caliper deciduous trees and one eight-foot evergreen tree at the Park Street parking lot as shown on Exhibit B of the Request to Modify Tree Replacement Requirements provided by the applicant's landscape architect on March 7, 2014.
- [9]13. 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]14. The existing fire alarm must be extended into the addition.
- [14]15. 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]16. 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]17. 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]18. 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]19. 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]20. 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]21. 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]22. 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)
- **2011 Northern Nevada Amendments**
- **2012 Northern Nevada Amendments**

[19]23. 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 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)

[20]24. 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.

[24]25. The applicant shall submit exterior light fixture details for any proposed fixtures for the facility as a part of the Building Permit application.

[22]26. 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 addition modification from 1,500 square feet to 1,912 square feet square, encroaching roof overhang and tree removal 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: **1,912 square feet (modified from proposed 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:**

- SUP-13-140: Planning Commission approval of a Special Use Permit for a 1,500 square foot expansion, associated site improvements and future parking.

**DISCUSSION:**

In November 2013, the applicant received 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 was 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 included a new reception area, conference room, storage/file room and office space.

Additional improvements that were approved with the Special Use Permit included 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 will have entrances on both Corbett Street and John Street.

The applicant has submitted a request to modify the existing Special Use Permit as a result of an unexpected size increase of the proposed building expansion. A modification of the existing Special Use Permit is required pursuant to Carson City Municipal Code (CCMC) because all new uses or expansions of existing uses within a Public zoning district require a Special Use Permit.

Per the application, the proposed building expansion is now 1,912 square feet, which is approximately 412 square feet larger than the original expansion at 1,500 square feet. According to the applicant, as design progressed it was determined that the bathrooms proposed as a part of the addition needed to be compliant with ADA accessibility requirements. Accommodation of this requirement resulted in a larger building expansion footprint than originally presented to the Planning Commission.

The building also includes a roof overhang that encroaches beyond the zero-foot setback previously approved by up to two feet into the right-of-way. The applicant is requesting that the overhang and resulting encroachment be approved because with the building walls at the zero-foot setback, the only way an overhang could be provided is if it encroaches into the right-of-way. The Engineering Division has reviewed the proposed encroachment and has no objection provided that the applicant obtain a permanent Carson City Encroachment Permit.

Additionally, the applicant has clarified that three large evergreen trees on the site must be removed to accommodate the proposed building addition and associated improvements. Section 3.4 of the Carson City Development Standards (Preservation of and Protection of Existing Trees and Shrubs) states that trees and significant shrubs shall be preserved whenever possible and shall be considered part of the required landscape area. Subsection 3.4.1 states that evergreen trees six feet high or greater shall not be removed without prior written approval from the Director, and provides that the Director may authorize removal if certain conditions exist. These conditions include when the tree or shrub is located within the footprint of the building, or when a tree trunk or shrub is so close to the building area that construction would result in irreparable damage or death to the plant.

The three trees proposed for removal meet the condition outlined above and the applicant's landscape architect has provided a written request to authorize the tree removal (Request to Modify Tree Replacement Requirements dated March 7, 2014). The landscape architect also states in the request that it is her opinion and the opinion of the applicant's consulting arborist that removal of two of these trees would benefit an existing specimen in the vicinity. The written request has been included in the staff report for review. The landscape architect proposes that three, three-inch caliper trees be placed elsewhere on the site to help mitigate the tree removal. As there are several mature trees that will remain in the area of the building addition and site improvements, it is proposed that three new trees (one eight-foot tall evergreen and two three-inch caliper deciduous) be provided at the existing Park Street parking lot, which has very few trees. This proposal is acceptable to staff.

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 modification 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 March 7, 2014 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)
  - 2011 Northern Nevada Amendments
  - 2012 Northern Nevada Amendments
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:**

1. A permanent Carson City Encroachment Permit must be obtained by the applicant.
2. The existing retaining wall behind the sidewalk must be redesigned and replaced to support the weight of the building.

**Fire Department Comments:**

No comments on proposed modification received.

**Public Works, Environmental Control Comments:**

No comments on proposed modification received.

**Health and Human Services Comments:**

No comments on proposed modification received.

**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.*

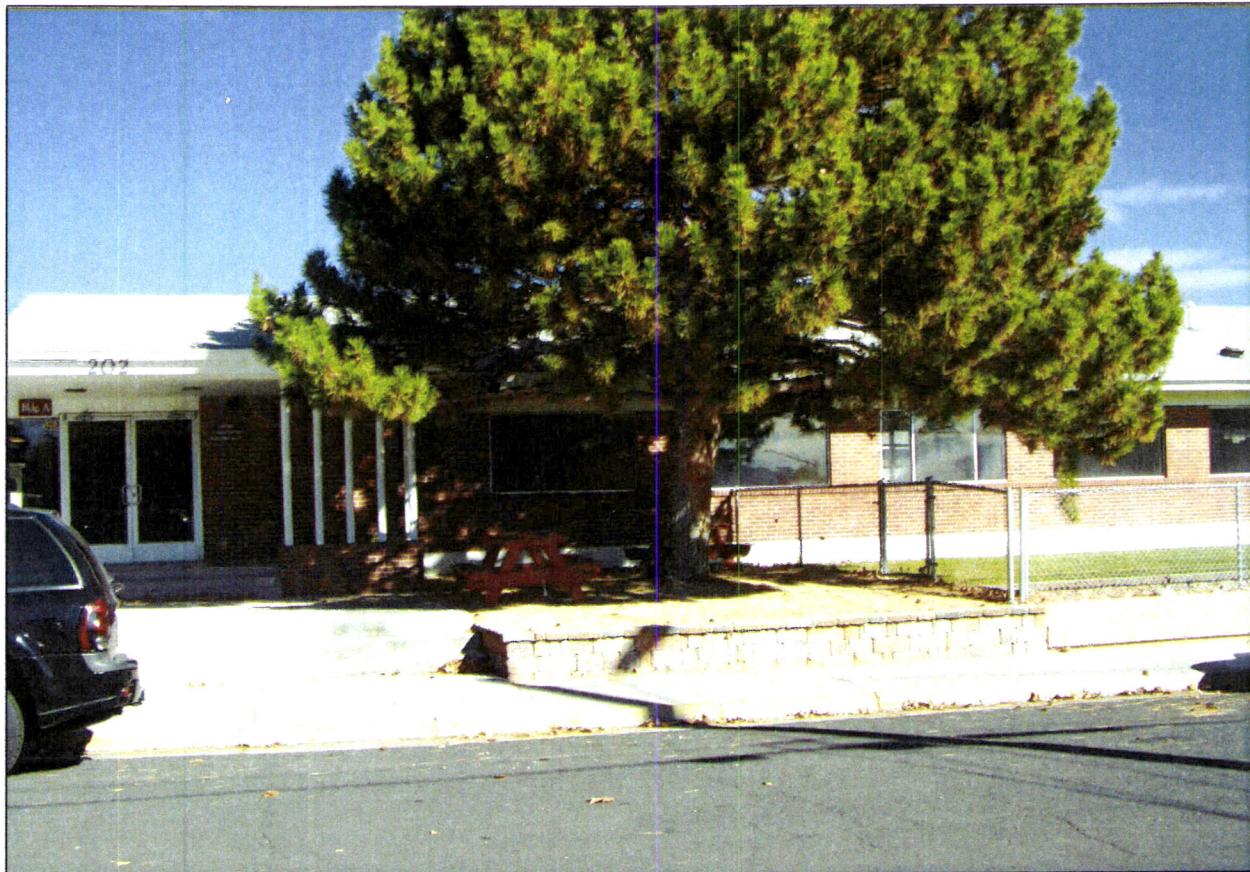
Attachments:

Site Photos

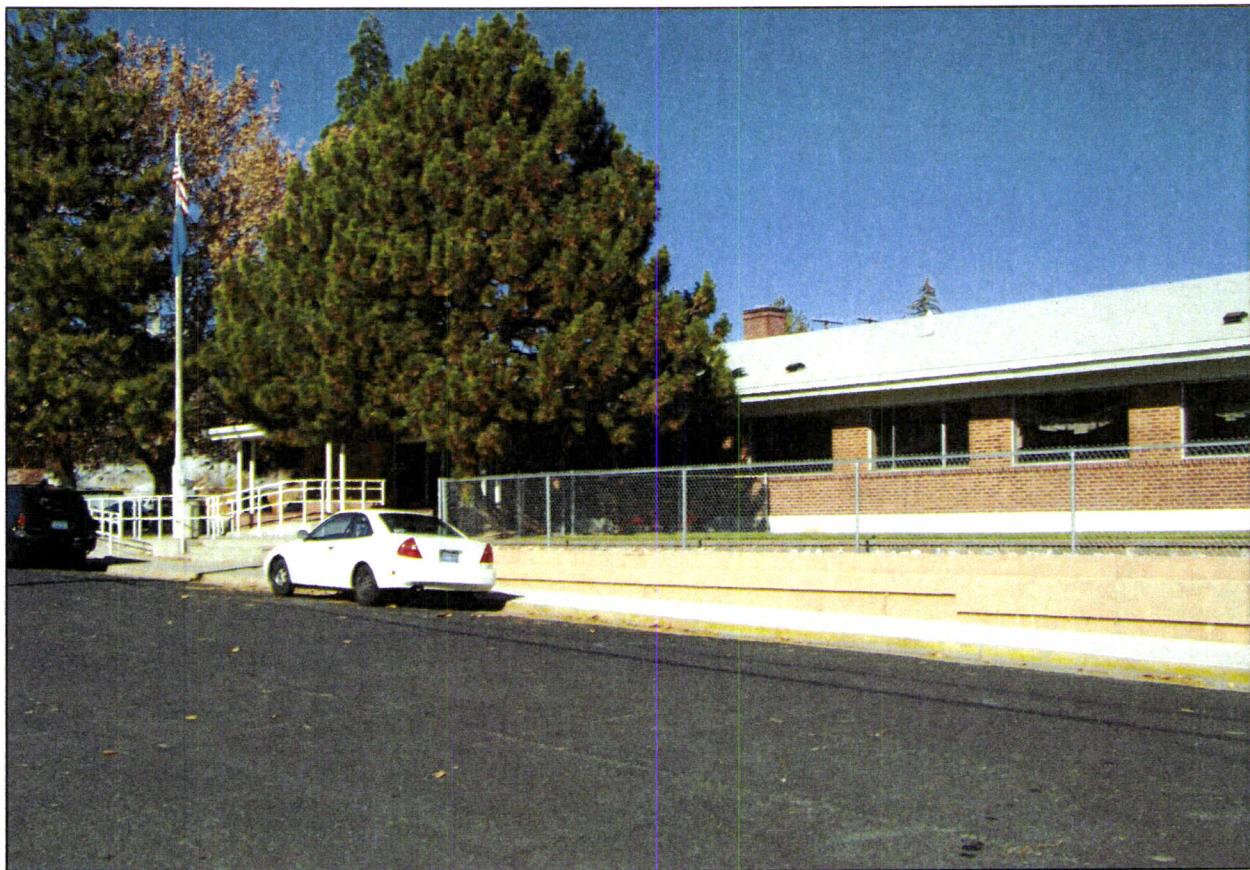
Letter from Sandra Wendel and Associated dated March 7, 2014 with two exhibits

City Comments

Application (SUP-13-140A)



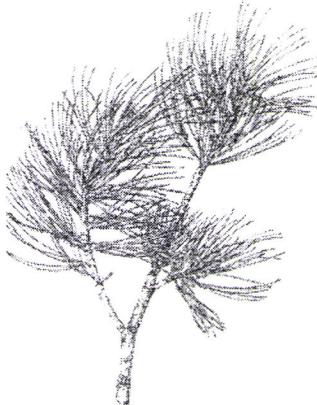
**South Entrance to Pioneer High School  
Location of Proposed Single Secure Entry Point - 1 of 2**



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



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



**Sandra Wendel  
& Associates**  
Landscape Architecture

1624 10th Street, Suite 3  
Minden, NV 89423

Phone: 775-782-8942  
Fax: 775-782-8943  
E-mail: [sandra@swlsa.com](mailto:sandra@swlsa.com)

NV #301 and CA #2806

Susan Dorr Pansky, Planning Manager  
Carson City Community Development  
BRIC/108 E. Proctor St.  
Carson City, NV 89701



March 7, 2014

RE: Request to Modify Tree Replacement Requirements for Pioneer High School Entry Remodel and Addition-APN is 002-138-17 - 202 Corbett Street - SUP#14-006

Dear Susan,

Per our meeting on March 4, 2014 we are submitting a formal request to have the tree replacement requirements modified for the Pioneer School project based on the clarification of issues below and the attached Exhibits which diagram the site and situation.

There are (3) Pine trees directly in front of the school on Corbett St. that are within the building addition footprint or adjacent to required access (ramp) construction that is part of the improvements. The removal of these trees is necessary and is supported by Section 3.4.1, No. 2 and 4, Division 3 Landscaping, Preservation and Protection of Existing Trees and Shrubs which sites "*when the tree or shrub is located within the footprint of the building, or when a tree trunk or shrub is so close to the building area that construction would result in irreparable damage or death to the plant*" and "*access is so restricted to the site that removal is necessary and unavoidable*".

Exhibit A illustrates the trees to be removed and the existing trees that will remain in this area of the school site. We have shown all existing tree canopies at their true size. Due to limited area for planting replacement trees in the immediate vicinity and high number of existing trees, we have recommended that (1) 3 inch caliper tree be located in the lawn area, south of the new addition, adjacent to Corbett St. and that (2) 3 inch caliper deciduous trees and (1) 8 foot evergreen be placed in the parking area located at the corner of East Park St. and Stewart. See Exhibit B.

In addition, our opinion (and that of the Districts consulting arborist) is that the removal of (2) of these trees will benefit the specimen London Plane tree that occupies the same lawn area and currently sits behind the pines.

We appreciate your assistance with this matter and look forward to your direction.

Sincerely,  
Sandra Wendel, ASLA

N. FALL STREET

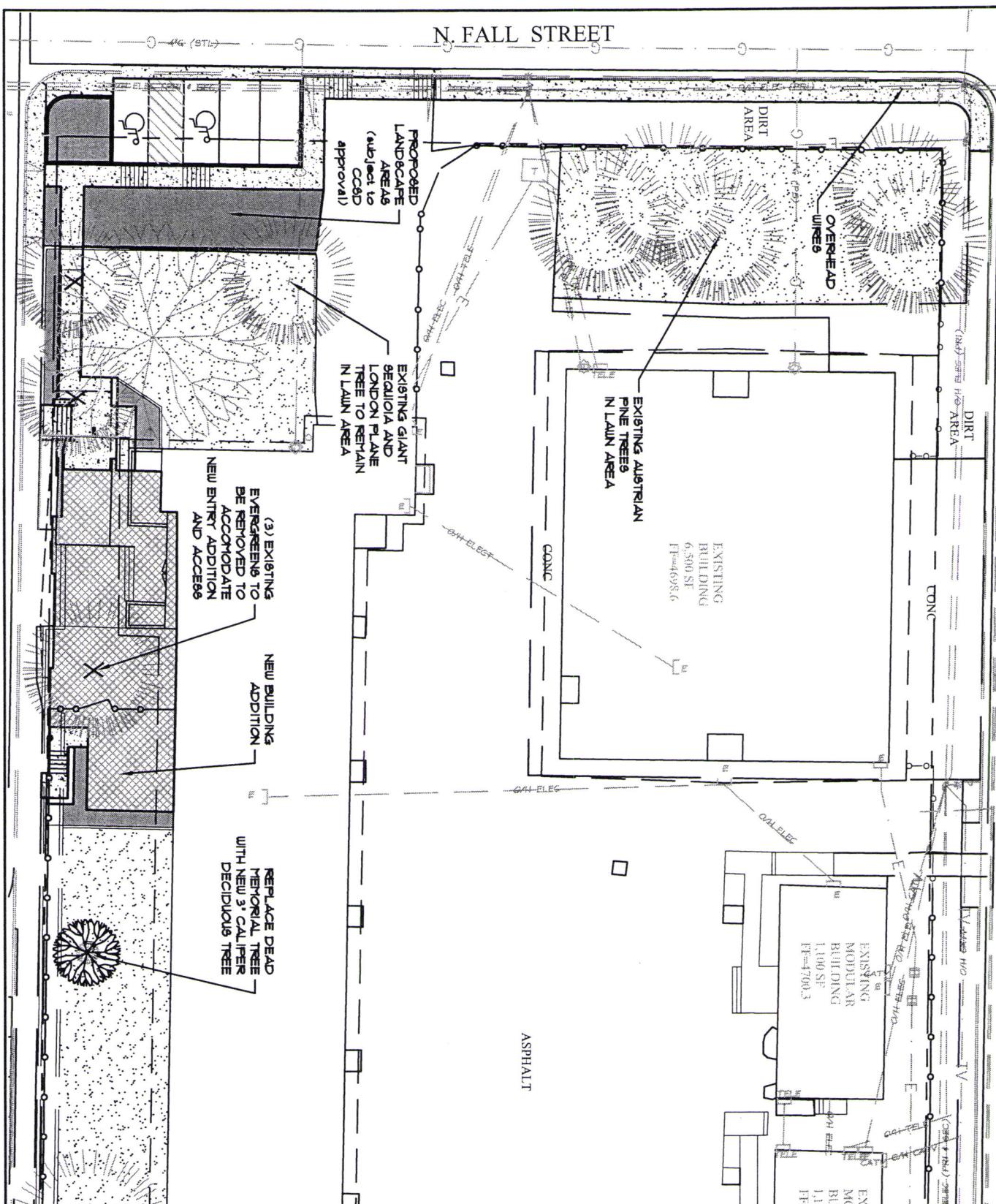


EXHIBIT A - PIONEER HIGH SCHOOL

03.07.14

ENTRY REMODEL  
AND ADDITION



1" = 30'-0"

SANDRA WENDEL & ASSOCIATES  
LANDSCAPE ARCHITECTURE  
1624 10th STREET, SUITE 3  
MINDEN, NV 89423  
(775) 782-8942  
NV #301 and CA #2806

E. PARK STREET

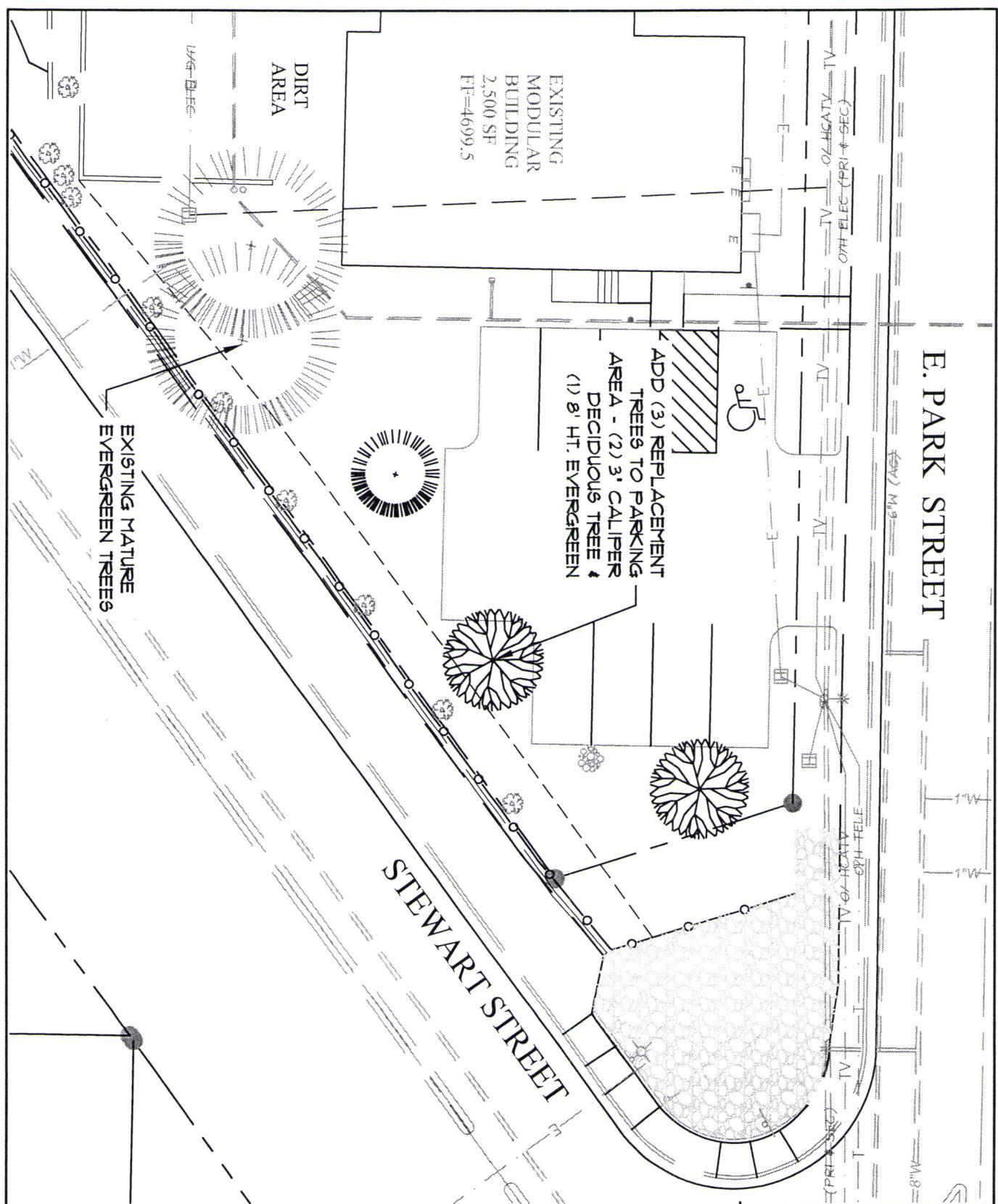


EXHIBIT B - PIONEER HIGH SCHOOL

03.07.14

ENTRY REMODEL  
AND ADDITION



SCALE  
1' = 20'-0"

SANDRA WENDEL & ASSOCIATES  
LANDSCAPE ARCHITECTURE  
1624 10th STREET, SUITE 3  
MINDEN, NV 89423  
(775) 782-8942  
NV #301 and CA #2806

File # (Ex: MPR #07-111)	Sup-13-140-A
Brief Description	Addition to existing school
Project Address or APN	APN #002-138-17
Bldg Div Plans Examiner	Kevin Gattis
Review Date	3-26-2014
Total Spent on Review	

### 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)
- 2011 Northern Nevada Amendments
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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
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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.

Engineering Division  
Planning Commission Report  
File Number SUP 13-140(A)



**TO:** Planning Commission

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

**DATE:** February 26, 2014

**MEETING DATE:** March 26, 2014

**SUBJECT TITLE:**

Action to consider an expansion of the existing front building of Pioneer High School, 202 Corbett St., apn 02-138-17 to near the back of sidewalk.

**RECOMMENDATION:**

Engineering Division is willing to support this project with the following requirements:

1. A permanent Carson City Encroachment Permit must be obtained by the applicant.
2. The existing retaining wall behind the sidewalk must be redesigned and replaced to support the weight of the building.

**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 cannot be in conflict with pedestrian movements.

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

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

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

FILE # SUP - 14 -

*SUP - 13 - 140*

Carson City School District 283-2000  
APPLICANT PHONE #  
1402 W. King Street, Carson City NV 89703  
MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS  
Carson City Schools 283-2000  
PROPERTY OWNER PHONE #  
1402 W. King Street, Carson City NV 89703  
MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS  
Keith Shaffer 283-2031  
APPLICANT AGENT/REPRESENTATIVE PHONE #  
1402 W. King Street, Carson City NV 89703  
MAILING ADDRESS, CITY, STATE ZIP  
KShaffer@carson.k12.nv.us  
EMAIL ADDRESS

Project's Assessor Parcel Number(s): Street Address ZIP Code  
002-138-17 202 Corbett Street

Project's Master Plan Designation Project's Current Zoning Nearest Major Cross Street(s)  
P(Public) 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:

Modification of approved SUP to include removal of trees, modification of square footage of addition and overhang.

Modification of approved SUP to include removal of trees, modification of square footage of addition and overhang.

PROPERTY OWNER'S AFFIDAVIT

I, Keith 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

Address

Date

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

STATE OF NEVADA )  
COUNTY CARSON CITY )

On Feb. 19, 2014, KEITH R. SHAFFER, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document, and who 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.

FOR OFFICE USE ONLY:

CCMC 18.02

RECEIVED

FEB 21 2014

SPECIAL USE PERMIT

(A) FEE: \$2,450.00 MAJOR  
\$2,200.00 MINOR (Residential, Commercial, Industrial, etc.)

CARSON CITY  
PLANNING DIVISION

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

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.

February 19, 2014

Water &amp; Wastewater Engineers

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

Construction Managers

Environmental Scientists

Landscape Architects

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

Planners

Dear Susan:

On behalf of the Carson City School District, I would like to submit the enclosed Special Use Permit application for the modification of the approved SUP. The modifications include the removal of trees, increased square footage of the building addition and the overhang of the roof line into the right of way on Corbett Street. A description of the project is provided 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 1,912 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. The proposed roof line of the addition encroaches into the existing right of way of Corbett Street, however the building itself does not.

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.
- Three trees will be removed as they are within the area the expansion will be located. These trees will be replaced per Carson City Code.
- The area between the proposed parking spaces and the existing landscape area will also be landscaped.
- 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:

With the proposed addition, ADA accessible restrooms are being added. These restrooms will be connected to the City sewer and water systems, however since no additional students or faculty are proposed no change in water or sewer usage is anticipated.

Traffic:

An increase in traffic is not expected with the proposed expansion, as the number of students and faculty will not increase.

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

February 19, 2014

Special Use Permit Proposal Questionnaire (including Master Plan Policy Checklist)

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

*The proposed Pioneer High School expansion and site improvements are in keeping with, and not contrary to, the Master Plan Elements as related to the following applicable goals:*

*Chapter 3: A Balanced Land Use Pattern*

*Goal 1.5d: Foster Cooperation on Master Plan Issues, 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 schools.*

*The proposed project is in keeping with the goal to cooperate on master plan issues and coordinate services by furthering the desires of the community to fund school projects. The proposed project is consistent with the master plan by meeting the City's goal to work with the Carson City School district and the voters of Carson City to provide adequate school services.*

*Chapter 7: A Connected City*

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

*The Pioneer High School's expansion and site improvements will enhance the school's connection to the adjacent roadways. Currently there isn't sidewalk connectivity along Fall Street in front of the school. With the proposed improvements, the existing sidewalk on Park Street will be continued to Fall Street, south along Fall Street and connect to the existing sidewalk on the north side of Corbett Street. The parking lot along Fall Street will be reconfigured to allow a contiguous sidewalk and ADA access to the school.*

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

*The effect of the proposed development will not be detrimental to the immediate vicinity or the general neighborhood and 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, will improve the overall appearance of the area. The proposed expansion of the building including relocation of administrative offices will be an enhancement to security for the school and the safety of students by providing a secure main entrance to check visitors in and out while allowing other existing entrances additional control.*

*An increase in student and staff population is not anticipated with the proposed expansion; therefore, impact to the surrounding neighborhood is expected to be minimal.*

**Question 3: Has sufficient consideration been exercised in adapting the project to existing improvements in the vicinity?**

*Sufficient consideration has been exercised in adapting the expansion of Pioneer High School to existing improvements in the vicinity. Since the proposed project includes the expansion of an existing facility rather than a new facility, considerations to adapt to existing improvements are necessary for the project to be considered feasible. The site improvements are adapted to the existing site to enhance the parking and ADA access. Water and sewer for the project is not expected to change and has been adapted for existing usage. No additional impervious area is anticipated as a part of the project. Additional parking has been provided as a part of the expansion, although an increase in student and teacher population is not anticipated.*

### 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

Date

2/19/14