

**City of Carson City  
Agenda Report**

**Date Submitted:** July 8, 2014

**Agenda Date Requested:** July 17, 2014

**Time Requested:** 15 minutes

**To:** Mayor and Board of Supervisors

**From:** Community Development—Planning Division

**Subject Title:** For Possible Action: To adopt a Resolution amending the maximum number of residential building permit allocations under the Carson City Growth Management Ordinance for the years 2015 and 2016 and estimating the maximum number of residential building permits for the years 2017 and 2018; establishing the number of residential building permit allocations available within the development and general property owner categories; and establishing a maximum average daily water usage for commercial and industrial building permits as a threshold for Growth Management Commission review. (Lee Plemel)

**Summary:** The Board of Supervisors is required to annually establish the number of residential permits that will be available for the following calendar year. This has historically been based upon a growth rate of three percent. A maximum of 647 residential permits are recommended for 2015. The commercial and industrial daily water usage threshold has historically been 7,500 gallons per day, above which Growth Management Commission approval is required, and is recommended to continue for 2015.

**Type of Action Requested:**

Resolution  
 Formal Action/Motion

Ordinance—       Reading  
 Other (No Action)

**Does This Action Require a Business Impact Statement:**  Yes  No

**Planning Commission Action:** Recommended approval on May 28, 2014, by a vote of 7 ayes and 0 nays.

**Recommended Board Action:** I move to adopt a Resolution Number 2014-R-\_\_ amending the maximum number of residential building permit allocations under the Carson City Growth Management Ordinance for the years 2015 and 2016 and estimating the maximum number of residential building permits for the years 2017 and 2018; establishing the number of residential building permit allocations available within the development and general property owner categories; and establishing a maximum average daily water usage for commercial and industrial building permits as a threshold for growth management commission review, as recommended by the Planning Commission.

**Explanation for Recommended Board Action:** See the attached staff report to the Planning Commission for further information.

**Applicable Statute, Code, Policy, Rule or Regulation:** CCMC 18.12 (Growth Management)

**Fiscal Impact:** N/A

**Explanation of Impact:** N/A

**Funding Source:** N/A

**Alternatives:** 1) Modify the proposed allocations and/or water usage threshold.

**Supporting Material:**

- 1) Resolution
- 2) Planning Commission Case Record
- 3) Growth Management Report

**Prepared By:** Lee Plemel, Community Development Director

Reviewed By: Lee Plemel Date: 7/8/14  
(Community Development Director)

Nicholas Marano Date: 7/8/14  
(City Manager)

Frank J. Mazzola Date: 7/8/14  
(District Attorney's Office)

Nancy Paulson Date: 7/8/14  
(Finance Director)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

RESOLUTION NO. 2014-R\_-

A RESOLUTION AMENDING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS UNDER THE CARSON CITY GROWTH MANAGEMENT ORDINANCE FOR THE YEARS 2015 AND 2016 AND ESTIMATING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMITS FOR THE YEARS 2017 AND 2018; ESTABLISHING THE NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS AVAILABLE WITHIN THE DEVELOPMENT AND GENERAL PROPERTY OWNER CATEGORIES; AND ESTABLISHING A MAXIMUM AVERAGE DAILY WATER USAGE FOR COMMERCIAL AND INDUSTRIAL BUILDING PERMITS AS A THRESHOLD FOR GROWTH MANAGEMENT COMMISSION REVIEW.

WHEREAS, Carson City Municipal Code Section 18.12 requires the Board of Supervisors of Carson City to establish a fixed number of residential building permits on a two year rolling basis to manage growth within Carson City; and

WHEREAS, pursuant to Carson City Municipal Code Section 18.12 the Growth Management Commission met in a duly noticed public hearing on May 28, 2014, and recommended the maximum number of residential building permits to be made available to calendar years 2015 and 2016, and the Commission estimated the maximum number of residential building permits for calendar years 2017 and 2018; and

WHEREAS, the Board of Supervisors finds and declares pursuant to Carson City Municipal Code Section 18.12 that city water and wastewater treatment capacity are essential resources that limit the available residential building permits authorized by this resolution; and

WHEREAS, the Board of Supervisors now desires to fix, by resolution, the available number of building permits and the categories for the permits.

NOW, THEREFORE, the Board of Supervisors hereby resolves:

A. Beginning on the first city working day in January 2015, the Building Division shall make available a total of 647 residential building permits. The 2014 year end balance of unused permits shall be voided and returned to the utility manager. The building permits shall be disbursed as follows:

1. For the general property owner category, a subtotal of 278 residential permits (43% of total residential building permit allocation). General property owners shall

be entitled to apply for a maximum of 30 residential building permits in Period 1 (January through March 2015) subject to the availability of building permits.

2. For the development project category, a subtotal of **369** residential building permits (57% of total residential building permit allocation). Individual development projects qualified for inclusion on the project list shall be entitled to apply for an equal share of building permits during Period 1 based on the number of qualified development projects that have applied to the Building Division for development project status as of the first City working day in January 2015. Where a development project has less lots or units than the total share of building permits allocated to it, the remaining building permits shall be distributed equally among the remaining development projects. Additional development projects may be added to the list during Period 1 and use any remaining building permits. If no additional permits are available in Period 1 in this category, development projects not on the list at the beginning of Period 1 may only apply for building permits from the general property owner category during Period 1 in accordance with the limitations set forth above and may be added to the development category anytime during Period 2 (April through June 2015).

3. Any residential building permits remaining from Period 1 shall be made available in Periods 2 and 3 (July through December 2015) in accordance with Carson City Municipal Code Section 18.12.055.

B. Beginning on the first city working day in January 2016, the Building Department may upon Board of Supervisors' approval make available pursuant to Carson City Municipal Code Section 18.12 a maximum total of **666** residential building permits, assuming three percent growth in 2015. The building permits shall be disbursed as follows:

1. For the general property owner category, a subtotal of **286** residential building permits may be made available. General property owners shall be entitled to apply for a maximum of 30 residential building permits in Period 1 subject to the availability of building permits.

2. For the development project category, a subtotal of 380 residential building permits may be made available. Development projects qualified for inclusion on the project list shall be entitled to apply for building permits in accordance with paragraph A(2), above.

3. Any building permits remaining from Period 1 shall be made available for Periods 2 and 3 in accordance with Carson City Municipal Code Section 18.12.

C. For calendar year 2017, it is estimated that the Board of Supervisors may make available a maximum of 686 residential building permits, assuming continued three percent growth.

D. For calendar year 2018, it is estimated that the Board of Supervisors may make available a maximum of 707 residential building permits, assuming continued three percent growth.

E. Pursuant to Carson City Municipal Code Section 18.12, prior to issuance of building permits, any commercial or industrial projects proposed in 2015 that exceed the threshold of **7,500 gallons per day water usage** must have the Growth Management Commission's review and approval to assure water availability.

F. Any building permits made available by this resolution shall be subject to all of the requirements of Carson City Municipal Code Chapter 18.12 (Carson City Growth Management Ordinance).

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G. This resolution supersedes all prior resolutions establishing growth management allocations and shall have the full force and effect of law and be incorporated by this reference into Carson City Municipal Code Chapter 18.12.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

VOTE: AYES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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ROBERT L. CROWELL, Mayor

ATTEST:

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ALAN GLOVER, Clerk-Recorder

# CARSON CITY PLANNING COMMISSION

## CASE RECORD

MEETING DATE: May 28, 2014

AGENDA ITEM NO.: F-6

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APPLICANT(s) NAME: N/A  
PROPERTY OWNER(s): N/A

FILE NO. GM-14-023

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ASSESSOR PARCEL NO(s): N/A  
ADDRESS: N/A

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APPLICANT'S REQUEST: For Possible Action: To recommend to the Board of Supervisors a Resolution establishing the maximum number of residential building permit allocations under the Growth Management Ordinance for the years 2015 and 2016 and estimating the maximum number of residential building permits for the years 2017 and 2018; establishing the number of building permit allocations within the Development and General Property Owner categories; and establishing a maximum average daily water usage for commercial and industrial building permits as a threshold for Growth Management Commission review.

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COMMISSIONERS PRESENT:  KIMBROUGH  ESSWEIN  SATTLER  
 DHAMI  STEELE  OWEN  WENDELL

STAFF REPORT PRESENTED BY: Lee Plemel and Danny Rotter  REPORT ATTACHED  
STAFF RECOMMENDATION:  APPROVAL  
APPLICANT REPRESENTED BY: N/A

### DISCUSSION, NOTES, COMMENTS FOR THE RECORD:

N/A

*APPEAL PROCESS MENTIONED AS PART OF THE RECORD*

**MOTION WAS MADE TO APPROVE**

MOVED: Esswein    SECOND: Dhami    PASSED:    7/AYE    0/NO    /ABSTAIN    /ABSENT

**STAFF REPORT FOR THE GROWTH MANAGEMENT COMMISSION MEETING OF  
MAY 28, 2014**

**FILE NO: GM-14-023**

**AGENDA ITEM: F-6**

**STAFF AUTHOR:** Lee Plemel, AICP, Planning Director

**REQUEST:** Action to recommend to the Board of Supervisors approval of a Resolution for the establishment of the number of Growth Management residential building permit entitlements and the commercial and industrial average daily water usage threshold for 2014 pursuant to the Carson City Municipal Code (CCMC) 18.12, Growth Management Ordinance.

**RECOMMENDED MOTION:** "I move to recommend to the Board of Supervisors approval of a maximum total of 647 residential building permit entitlements for 2015, with an allocation of 278 entitlements for the general property owner category and 369 entitlements for the development category, and to retain the existing commercial and industrial development water usage threshold of 7,500 gallons per day annual average for Growth Management Commission review, and distribution and allocations for future years as further provided in the draft Board of Supervisors Resolution."

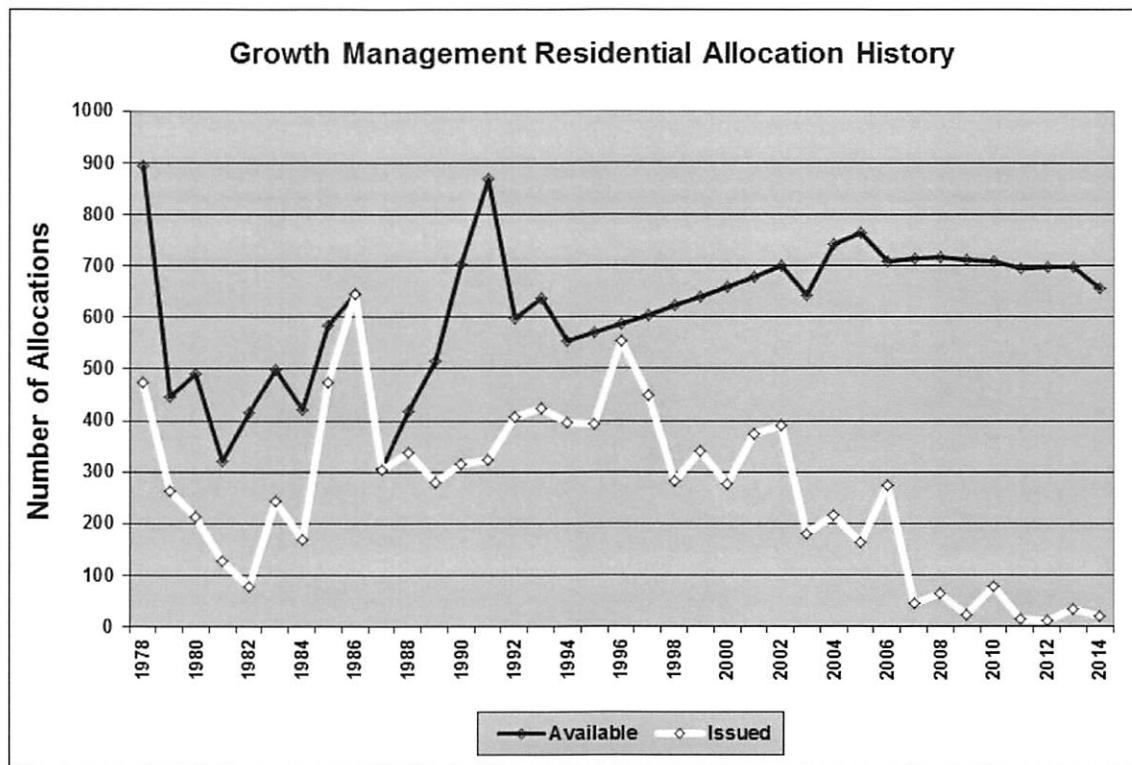
**BACKGROUND:**

The Planning Commission serves as the Growth Management Commission per the Carson City Municipal Code (CCMC) Title 18, Chapter 18.12 (Growth Management Ordinance). The Growth Management Commission is responsible for annually reviewing the information provided by various affected city departments and outside agencies and submitting a recommendation to the Board of Supervisors to:

1. Establish a fixed number of residential building permits to be made available in the following two calendar years (2015 and 2016, on a rolling calendar basis) and estimate the number to be made available in the third and fourth years (2017 and 2018).
2. Establish a distribution of the total building permit entitlements between the "general property owner" and "development project" (31 or more lots or units) categories.
3. Establish a maximum average daily water usage for commercial and industrial building permits as a threshold for Growth Management Commission review.

The Growth Management Ordinance was originally implemented in the late-1970's to address the City's ability to provide the necessary water and sanitary sewer infrastructure to keep pace with growth at the time. For most of the Growth Management program's more recent history, the total number of building permit entitlements in a given year has been roughly based upon a maximum growth rate of 3%. Entitlements have historically been allocated between the "general property owner" and "development project" (owners/developers with 31 or more lots/units) categories in a 43%-57% split, respectively.

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



- 15 new SF residential units, 2 mobile homes, and 2 water conversions as of May 16, 2014.

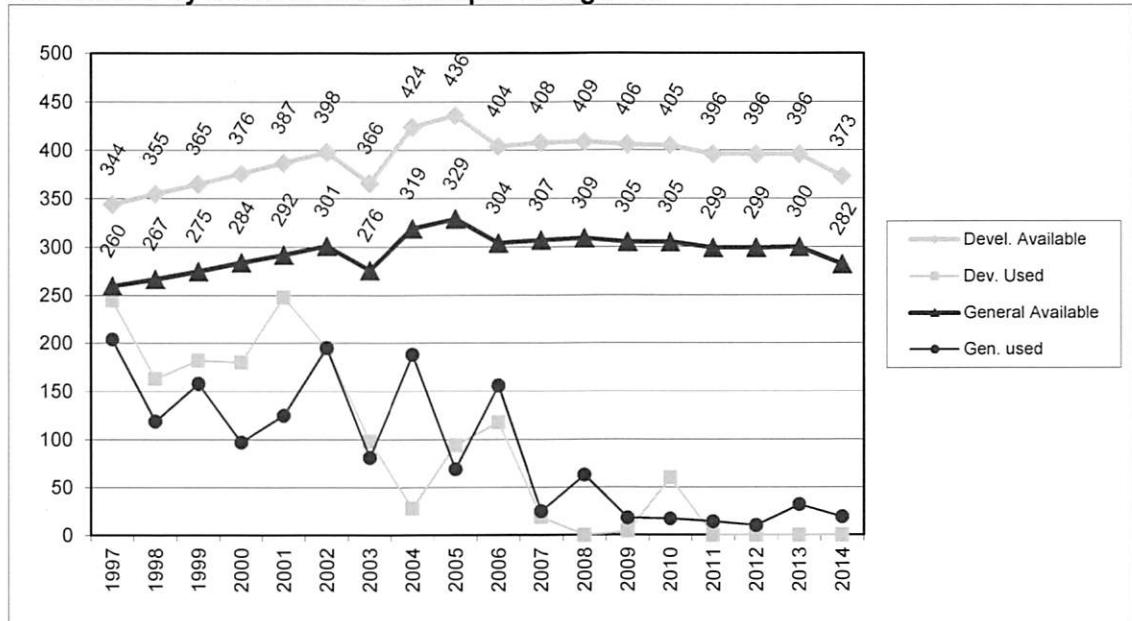
274 = Avg. Issued/yr. 1984-2013 (30 years)

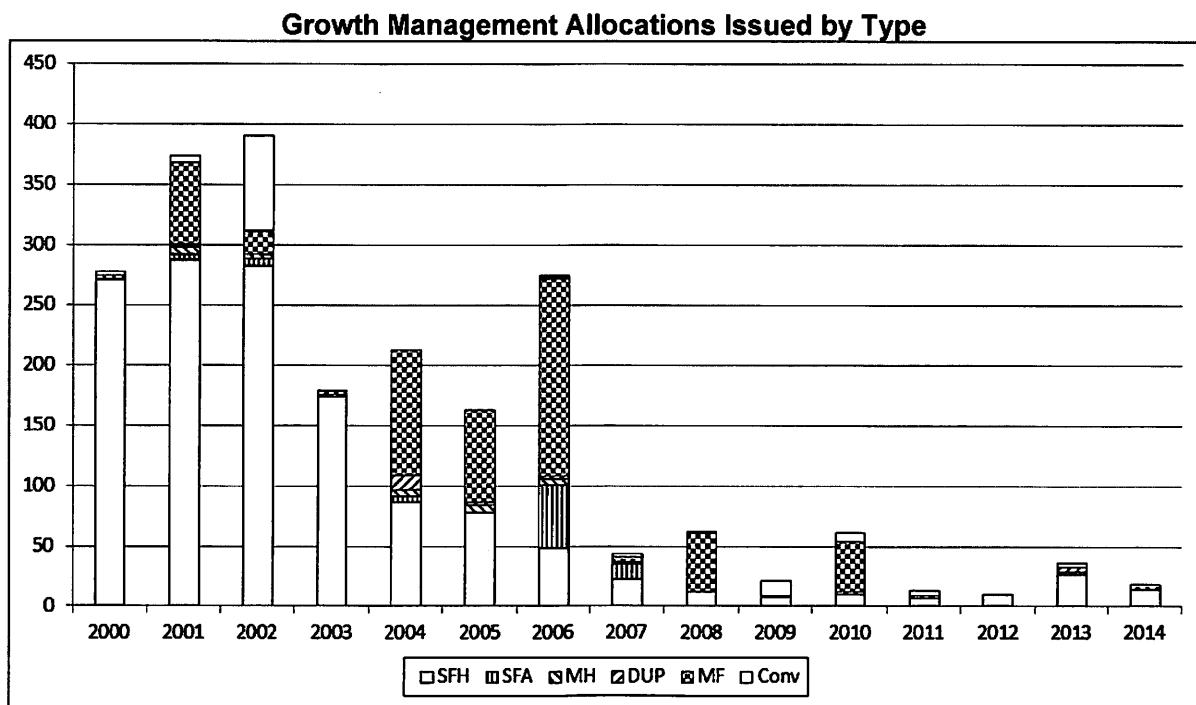
227 = Avg. Issued/yr. 1994-2013 (20 years)

92 = Avg. Issued/yr. 2004-2013 (10 years)

31 = Avg. Issued/yr. 2009-2013 (5 years)

### Allocations by General and Developer Categories





SFH – Single Family Detached  
SFA – Single Family Attached  
MH – Mobile Home

DUP – Duplex  
MF – Multi-family attached (3+ units, single ownership)  
Conv – Conversion of existing unit from well to water system

\*Through May 16, 2014

## DISCUSSION:

The Planning Division has solicited comments from various City departments, the school district, and various agencies regarding their ability to accommodate growth within Carson City and, if applicable, what limits should be set on the issuance of residential permits for 2015. Written comments received are attached to this staff report. Though City departments generally note limitations in their ability to accommodate City growth at current staffing levels, no City Department or other agency comments include a recommendation to reduce the number of residential permits to be made available in 2015. Please refer to the attached comments for more detail.

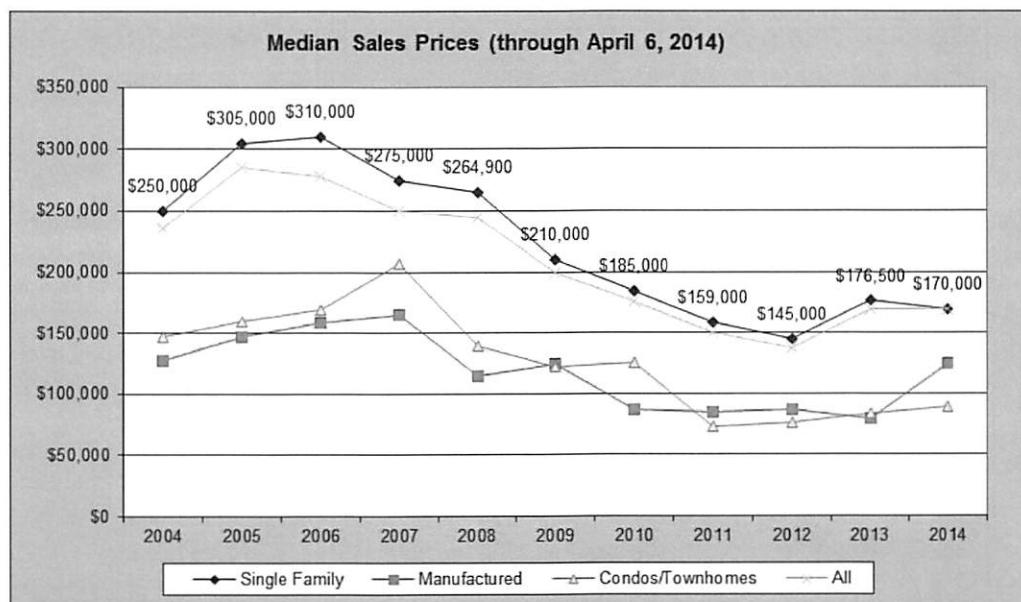
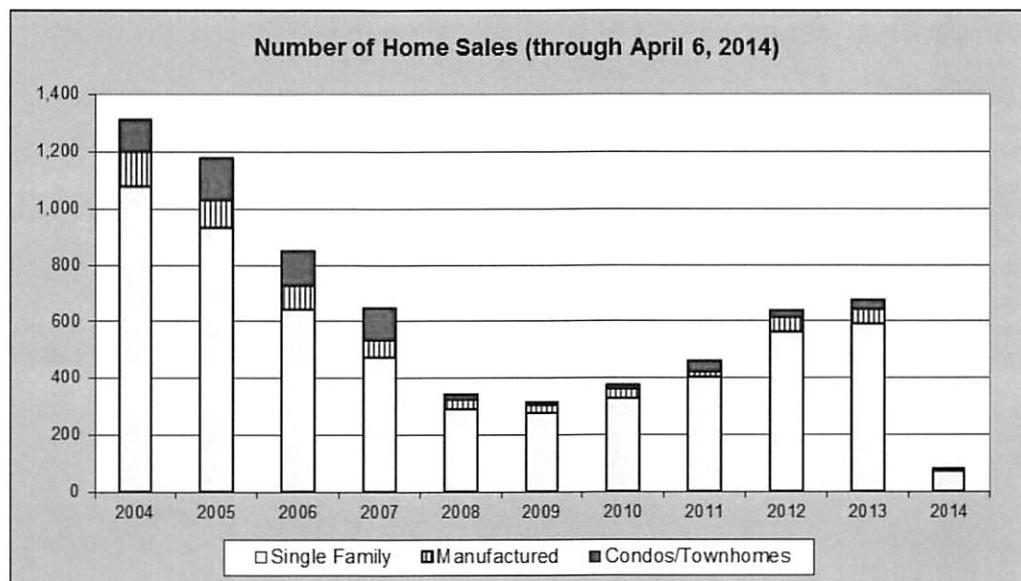
The Planning Division annually provides various informational data for the Commission's and Board of Supervisors' review and consideration in determining the number of residential allocations that will be made available as well as the average daily water usage threshold. Following is additional information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

- Where does the City currently stand in relation to residential “build out” capacity?

Carson City land use, water, sewer, and transportation long-range planning has been based on an estimated “build out” population of 75,000 to 80,000. Carson City currently has approximately 23,500 residential units (per US Census), with a population of approximately 54,668 (2013 State Demographer's estimate). Approximately 29,500-31,500 residential units would be required to accommodate a population of 75-80,000 (assuming approximately 2.54 persons per unit per 2010 US Census data). This leaves approximately 6,000 to 8,000 residential units—about one-third our current residential unit count—remaining to be constructed before the City's planned build out population is reached.

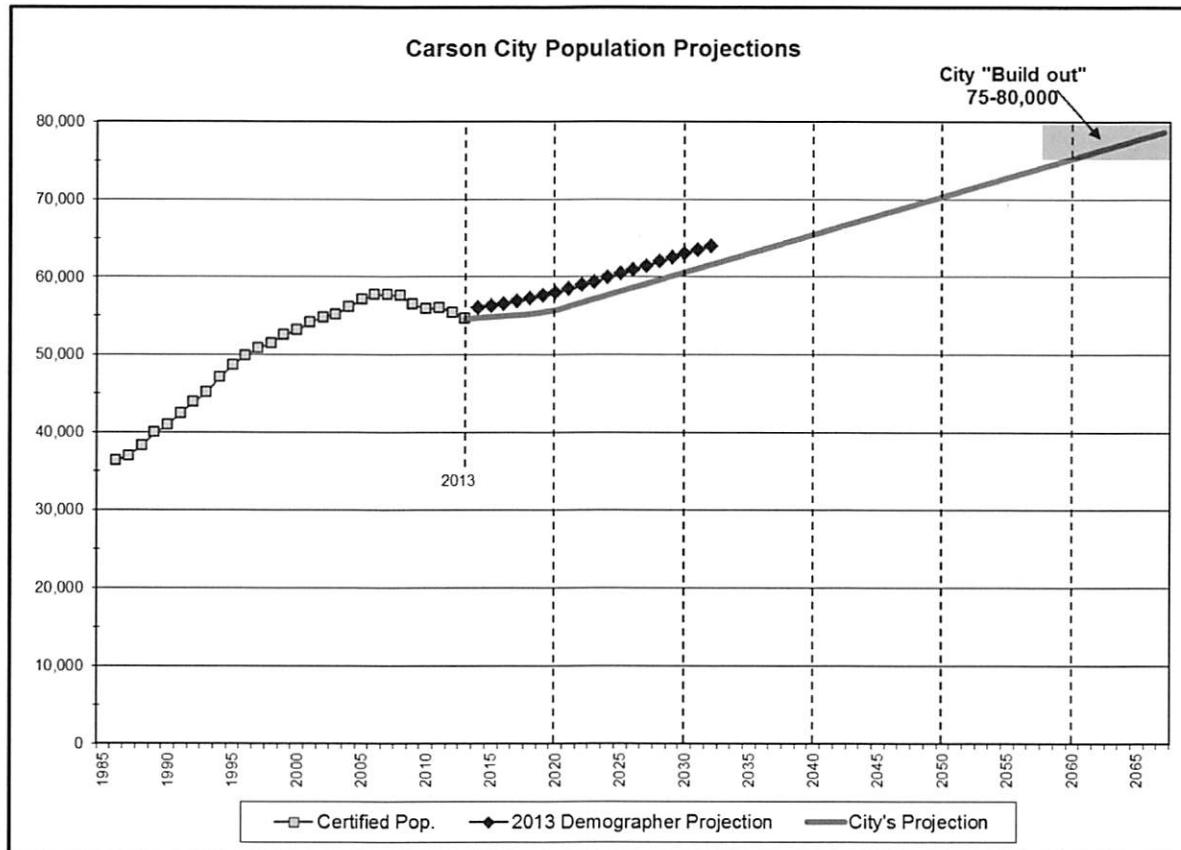
A list of available buildable (vacant) subdivision lots and approved subdivisions is included as Attachment E. City records indicate there are approximately 184 vacant subdivision lots (as of May 16, 2014) with an additional 986 lots remaining to be recorded from various approved subdivision maps. Note that this does not account for other vacant parcels that are not part of subdivisions or other larger parcels with potential to be subdivided.

The number of home sales has an impact on the demand for construction of new homes. When sales are down, there is less demand for new construction. The following two graphs show that total home sales have increased over the last four years, and the median home price rose in 2013 for the first time in seven years.



Source: Carson City Assessor's Office

The table below shows population projections provided by the State Demographer as well as projections used by Carson City for long-range planning purposes. The City uses these projections for long-range regional transportation plans, and water and sewer capacity planning. For planning purposes, Carson City is anticipating average long-term growth of approximately 0.8%-1.0%.



- Given current City staffing levels, does City staff have the capacity to process 647 permits if the maximum amount were submitted in any given year?

The building permit center is an “enterprise fund,” meaning it uses revenues directly generated by permits to fund the permit center functions. When more permits are submitted, this immediately generates revenues that can be used to ensure that appropriate staff is hired to handle the workload. This includes funding the time for staff in the planning, engineering, fire, and health departments to review and inspect building permit plans. While staff does not anticipate a rapid increase in building permits to hundreds per year, the funds generated from building permits could be used to hire any additional staff necessary to process the permits.

This could also be said of many services provided by the City. Some City departments have noted that they cannot accommodate growth while maintaining current levels of service at existing staffing levels. However, while there could be temporary service impacts if growth were to suddenly spike, the growth would also bring with it additional City revenues to be able to pay for additional resources to meet the growth demand. Significant growth in the residential sector of the economy would be an indicator that the overall economy is significantly improving, which

would also result in additional City revenues. It should also be noted that there would be a delay of a few months between the issuance of a building permit and the completion and occupancy of a residence, delaying the associated population growth impacts.

- How is the number of available allocations determined each year?

The Growth Management Ordinance does not specify how to determine the number of allocations that should be made available each year, only that “essential resources” must be considered in determining that number. For most of the ordinance’s history—including the last 20 years—a general rule of 3% growth has been used.

Various methods of determining the exact number of allocations to be made available have been used over the program’s history, resulting in a wide range of allocation maximums over the years, particularly before 1992. Unused allocations were carried over to the following year during a certain period, with adjustments made every few years. During a period in the 1990’s, the available allocations were increased by 3% each year, even though actual population growth was occurring at a slower rate during that same period. The Growth Management files from prior to 2006 do not indicate the exact methodology used in determining the number of allocations.

In 2006, the current method of determining the number of allocations was established. This method uses the most recent available State Demographer population estimates for Carson City as the base for establishing the number of permits that would, in theory, result in 3% growth. This method also uses the latest available Census data for the average number of persons per household (2.54) to calculate the allocations. The details of the methodology used in determining the recommended allocations for 2015 are included in Attachment D. The methodology has been included in each report since 2006 to establish a consistent method that can be tracked through time.

You may note a moderate drop in the number of recommended allocations from 2014 to 2015, from 655 to 647. This is due to a slight reduction in the State Demographer’s population estimate from 2012 to 2013, which reduces the “base” population from which the allocations are derived.

While the ordinance requires establishing the number of allocations to be made available in the second year and estimating the number for the third and fourth years, the ordinance requires that these numbers be evaluated and set annually. Therefore, if certain service capacity issues arise in any given year, the estimated number of allocations for future years can be adjusted. Also, the number of allocations can only approximate how much actual growth will occur in the City. For example, the State Demographer estimates that the City’s population decreased slightly in recent years, primarily due to employment impacts, even though new residential units have been constructed during that time. Potentially, the City could see an actual growth rate of more than 3% in any given year even though all of the available residential allocations are not used.

- Is the annual Growth Management residential limitation necessary when it is not anticipated that the full allocation will be utilized?

The Growth Management program was developed in response to a moratorium by the State Division of Water Resources on new subdivisions in Carson City in the 1970’s due to wastewater and water capacity issues. The program was developed in cooperation with the

State to address their issues. While there are no apparent, imminent capacity issues expected in the near future, staff believes the program should remain in place, in part, to stay in good standing with the State on water- and wastewater-related issues. It is also an established program that could be used in the future if growth capacity issues arise.

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

The Commission is also required to establish the average daily water usage threshold for Growth Management Commission review. A threshold of 7,500 average gallons per day has historically been used for at least most of the Growth Management program's history. To give an idea of how much water this is, it is approximately the average amount used by a large restaurant, including landscape irrigation. Public Works staff recommends keeping the 7,500 gallon threshold at least until the impact of the recently completed water system improvements are further evaluated.

#### **ALTERNATIVES AND CONCLUSION:**

Staff believes that the Growth Management program is an important planning tool to keep in place. While it may not have resulted in actually denying any building permits over the last 20-plus years, it should be kept in place to be able to address any future growth pressures that may occur. Denying permits should not be a measure of the program's success or failure. Carson City is one of the relatively few cities in the country that has such a program, and it is much easier to keep a valid growth management system in place than to re-adopt a new one when it may be needed.

Per the Growth Management Ordinance, the Growth Management Commission must recommend the total number of available permits and the distribution between categories for the years 2015 and 2016 and recommend an estimated number of total permits available for 2017 and 2018. A distribution of 43% to the "general property owner" category and 57% to the "development project" category has historically been established and is recommended by staff to continue. The following table shows allocation alternatives for various growth rates that may be considered by the Commission and how these rates would affect the number of available allocations.

#### **Permit Allocation Alternatives**

Rate	Category	2014	2015	2016	2017
3.0%	<b>Total</b>	647	666	686	707
	<b>General</b>	278 (43%)	286 (43%)	--	--
	<b>Development</b>	369 (57%)	380 (57%)	--	--
2.5%	<b>Total</b>	539	552	566	580
	<b>General</b>	232 (43%)	237 (43%)	--	--
	<b>Development</b>	307 (57%)	315 (57%)	--	--
2.0%	<b>Total</b>	431	440	449	458
	<b>General</b>	185 (43%)	189 (43%)	--	--
	<b>Development</b>	246 (57%)	251 (57%)	--	--

Carson City has historically based the number of available permits in a given year on allowing a maximum growth rate of 3%. Note that future allocation estimates assume a continued actual growth rate of 3% and are adjusted each year based on actual estimated population growth figures—i.e. actual growth of less than 3% would result in fewer allocations in future years.

Staff recommends continuing the allocation system based upon a maximum growth rate of 3%. Refer to Attachment C to see how the allocations would be distributed throughout the year per

the requirements of the Growth Management ordinance. While the actual number of permits issued has not approached the number allocated since 1996 and it is not anticipated that the actual permits issued would reach the maximum in the short-term, the recommended allocation would allow the maximum flexibility in providing building permits as new development occurs. Unnecessarily limiting the number of building permits could have a negative impact on the ability of developers to obtain financing for proposed developments.

Clearly, the reduction in revenues coming into the City in recent years has resulted in reduction in staff and resources to accomplish various departments' missions. Growth without City revenue increases for additional City service demands would certainly have a negative impact on service levels. While increased resources are needed to accommodate growth, an increase in residential construction would be a positive indicator in economic recovery and an increase in City revenues to pay for the necessary resources.

Please contact Lee Plemel in the Planning Division at 887-2180 with questions.

Attachments:

- A) Agency comments
- B) Draft Resolution
- C) Building Permit Distribution Table for 2013 (3%)
- D) Methodology, Number of Available Permits
- E) Buildable Lots and Approved Projects List

**PUBLIC WORKS  
DEPARTMENT**

**ADMINISTRATION**  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**FLEET SERVICES**  
3303 Butti Way, Building 2  
Carson City, NV 89701-3498  
Ph: 775-887-2356  
Fx: 775-887-2258

**OPERATIONS**  
(Water, Sewer, Wastewater,  
Streets, Landfill, Environmental)  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

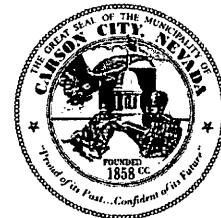
**ENGINEERING/  
TRANSPORTATION/  
CAPITAL PROJECTS**  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**BUILDING and SAFETY  
PERMIT CENTER**  
108 E. Proctor Street  
Carson City, NV 89701-4240  
Ph: 775-887-2310  
Fx: 775-887-2202

**PLANNING**  
108 E. Proctor Street  
Carson City, NV 89701-4240  
Ph: 775-887-2180  
Fx: 775-887-2278

**HEARING IMPAIRED**  
Dial 711

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



**MEMORANDUM**

**TO:** Carson City Planning Commission  
**FROM:** Darren Schulz PE, Public Works Director *TS = H4*  
**DATE:** May 6, 2014  
**SUBJECT:** Growth Management Report 2015

Thank you for the opportunity to inform you of the status of our operations and our ability to serve Carson City at a projected growth rate up to 3% through 2015.

The operational reports are as follows:

**WATER OPERATIONS:**

Carson City's existing usable water rights are 18,272 acre-feet per year.

Carson City must allocate approximately 1,300 acre-feet to remaining approved undeveloped lots. As required by the State Engineer's Office, additional parceling is also being accounted for. It is estimated that in 2015, Carson City's water usage will be approximately 11,677 acre-feet. This number includes State, commercial and industrial usage.

Subtracting the predicted 2015 water usage of 11,677 acre-feet and outstanding water commitments of 1,300 acre-feet from Carson City's usable water rights of 18,272, leaves a balance of approximately 5,295 acre-feet, which may be allocated towards new development.

Carson City continues to utilize conjunctive use water management. During the year of 2013, Carson City met its annual water needs from 67% groundwater and 33% surface sources. It is the goal of Public Works to provide the equipment for and operate the water system so that Carson City's needs can be fulfilled utilizing a combination of groundwater and surface sources dependent upon availability, allowing true conjunctive use water management.

Carson City will continue the outside water management program during the 2015 irrigation season which includes a THREE-DAY-A-WEEK schedule where odd-numbered addresses water on Tuesday, Thursday and Saturday and even-numbered addresses water on Sunday, Wednesday and Friday, with no watering between the hours of 10:00 a.m. to 6:00 p.m. Watering on Mondays is prohibited. This allows time for resting of the system and filling of tanks.

State Engineer's Order 1140 allows Carson City to pump additional Eagle Valley groundwater during drought years. This allows Carson City to pump a maximum of 11,700 acre-feet from the Eagle Valley ground water basin for a one year period

provided that the average ground water pumped from Eagle Valley over a period of five consecutive drought years will not exceed 9,900 acre-feet annually.

Based on the current lack of growth, Public Works is not concerned with the number of building permits to be issued in 2015.

Carson City Public Works can accommodate the projected growth for the remainder of 2014 through 2015, dependent on the completion of the planned capital improvement projects regarding storage, treatment, distribution and production facilities.

#### **WATER USAGE THRESHOLD**

While the City is currently receiving water from Douglas County / Minden, final transmission mains and pumping facilities to the West side of the City have not been completed. Based on this fact and continuing to develop the operations of such improvements and the regional water system, Public Works recommends keeping the average daily water use threshold for the Growth Management Commission review at 7,500 gallons per day until further progress has been made in the complete water system.

#### **WASTEWATER RECLAMATION PLANT (WWRP) AND SEWER OPERATIONS:**

While wastewater flows to the WWRP have been steadily decreasing over the past few years, pollution concentrations in the influent have remained constant or increased. The average flow from the WWRP is 4.0 million gallons per day (MGD). The projected flow at the end of 2015 is estimated to remain flat and unchanged. The WWRP can accommodate the projected growth for the remainder of 2014 through 2015.

Repair and rehabilitation of the existing WWRP equipment and processes is necessary to protect environmental health, employee safety and to continue to meet the effluent discharge requirements set forth by the Nevada Division of Environmental Protection. A \$35 million dollar Capital Improvement Plan was implemented and is being phased in over the next 5 years to repair and replace much of the aging infrastructure.

Based on the current lack of growth, Public Works is not concerned with the number of building permits to be issued in 2015.

Carson City Public Works can accommodate the projected growth for the remainder of 2014 through 2015.

#### **TRANSPORTATION:**

The Carson City Public Works Department is responsible for the construction and maintenance of the City's street network as well as bicycle and pedestrian facilities. Additionally, the City operates a public transit system. The City also works closely with the Nevada Department of Transportation, which owns and operates state highways in

the City. The State-owned roads include the Carson City Freeway, which currently terminates at Fairview Drive and is part of I-580 connecting to Reno.

With respect to the planned growth of the City and how that may be expected to impact the City's transportation system, the potential development rate of 3% through 2015 could be accommodated by the existing and planned transportation system.

Public Works staff, who serve both the Carson City Regional Transportation Commission (CCRTC) and the Carson Area Metropolitan Planning Organization (CAMPO) are familiar with the current system, the improvements that are planned to be implemented by the year 2015, and the planned improvements through the year 2035. With this knowledge, we have determined that the current system is operating well. The most notable planned project is the completion of the Carson City Freeway by the Nevada Department of Transportation, which will provide significant additional traffic-carrying capacity and further reduce traffic volumes on parallel City-owned surface streets.

One of the important tools available for these evaluations is a travel demand model developed and maintained as part of CAMPO responsibilities. This model, based on existing and forecasted land use and socio-economic data developed in cooperation with the Carson City Planning Division, forecasts traffic volumes by street up to year 2035. This model allows for evaluations of the impacts of changes in the land use base, the transportation network, or both. Model is consistently improved and can be used to support subarea analyses as needed.

#### **LANDFILL OPERATIONS:**

The Carson City Sanitary Landfill (CCSL) has a current life expectancy of approximately 51 years. With continued proper management and advancements in technologies, the community's landfill may extend beyond the 51-year projection. CCSL is operated 6 days per week and is currently closed on Sundays.

Carson City continues to provide a Household Hazardous Waste Program which reduces the amount of contaminants that are disposed in the landfill or otherwise disposed illegally to the environment. This program is free to Carson City residents.

Carson City continues to support a recycling program in Nevada by working with Waste Management to offer programs such as curbside recycling, Christmas tree recycling and provide recycling bins at the CCSL. In addition, the CCSL provides a recycling program for scrap metals, tires and green wood waste.

There is no need to limit the issuance of building permits with respect to the landfill operation. The landfill can support a projected 3% growth rate.



# CARSON CITY FIRE DEPARTMENT

*"Service with Pride. Commitment. Compassion"*

May 5, 2014

Lee Plemel, Planning Director  
Carson City Planning Division  
Carson City Planning Commission  
108 E. Proctor St.  
Carson City, NV 89701

**RECEIVED**

MAY 06 2014

CARSON CITY  
PLANNING DIVISION

Dear Lee and Commission Members,

Emergency response resources in Carson City have exceeded their limitations. This applies to both Emergency Medical Services (EMS), as well as fire resources. We are supplemented by mutual aid (out of County) resources nearly 500 times annually. It is clear that our present emergency system is taxed to the point where response times are nearly two minutes longer than they were just 10 years ago.

While our resources are stretched, not all of the resource utilization can be attributed to growth. Population increases over the past ten years has averaged around 1 %, while calls for service have increased by 4% annually over that same period of time. The correlation between population growth and call volume increases are not proportional. For this reason, I believe that limitations to growth will not likely have a tremendous impact upon our resources utilization.

Where growth will impact emergency services is in the development of the outer reaches of our community. As growth moves to the outer reaches of the community, the ability for the Fire Department to provide timely emergency responses for both fire and medical emergencies is difficult. Response times to remote locations can exceed nine minutes, a number that is beyond recommendations for fire and medical responses. In addition to longer response times, building in the wildland/urban interface environment increases the need for resources in the event of a wildland fire. We have attempted to mitigate the threat to homes in the urban interface by implementing code changes to address the most prevalent concerns. However, the fact remains, if a fire occurs, the number of responding fire units will need to be sufficient to address the threat.

In summary, the Fire Department is beyond its capacity to provide fire and EMS protection to the community. While responses times are maintaining at a steady level, dependence upon out of county mutual aid is increasing yearly. The growth management ordinance and limitation on growth will likely not have an effect upon this trend, except as it pertains to construction in the City's rural areas.

Please contact me if you need any additional information.

Sincerely,

R. Stacey Giomi  
Fire Chief

777 S. Stewart Street, Carson City, Nevada 89701  
Business Phone (775) 887-2210 • Fax (775) 887-2209 • [www.carsonfire.org](http://www.carsonfire.org)

## **Lee Plemel**

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**From:** Ray Saylo  
**Sent:** Friday, May 09, 2014 1:13 PM  
**To:** Lee Plemel  
**Cc:** Ken Furlong; Steve Albertsen  
**Subject:** Growth Management

Lee,

We currently place a minimum of five officers on the road to answer calls for service. This is contractual with four deputies and one supervisor. Our goal is to have five deputies and a supervisor on the road able to answer calls for service. We do this on Day Shift and Swing Shift, but at a cost of additional overtime. We try to keep Graveyard at the five deputy and one supervisor staffing, but sometimes we go below that goal. Any additional calls for service or other duties would increase our response times as we are at our limits. That would be detrimental to public safety. An increase in multi-family dwellings would increase the number of calls for service. Most of the calls for service to multi-family dwellings require a two unit response. That would require an adjacent beat to be without coverage. As additional calls for service are taken, we have to respond additional officers out of their assigned areas. Anything over two high risk calls for service could place us in a precarious situation. Single family homes are not as labor intensive on our part. Please remember that with the marijuana dispensaries set come into our area, we have an unknown that could increase our calls for service. Additional staffing is what we would require in the event we increase multi-family dwellings. Not only at the street level but in the support areas as well. If you have any additional questions, as always, feel free to contact me.

**Ray Saylo**  
Assistant Sheriff



STATE OF NEVADA  
DEPARTMENT OF TRANSPORTATION  
1263 S. Stewart Street  
Carson City, Nevada 89712

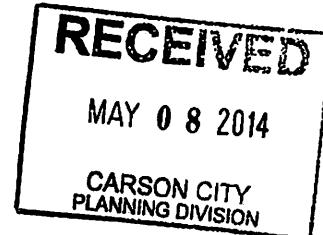
BRIAN SANDOVAL  
Governor

RUDY Malfabon, P.E., Director

May 7, 2014

In Reply Refer to:

LEE PLEMEL  
PLANNING DIRECTOR  
CITY OF CARSON CITY  
108 E PROCTOR ST  
CARSON CITY NV 89701



Subject: Growth Management Survey

Dear Director Plemel:

Thank you for the opportunity to respond to your survey. A 3% per year growth rate in the Carson City area is not of concern to NDOT, relative to transportation needs and transportation system planning. 3% may be on the high side of average annual growth for Nevada, taking into consideration the current economic downturn. (Please see attached traffic volume growth comparisons by County and statewide).

The Regional Transportation Plan for the Carson City area, as you know is produced by Carson City's Regional Transportation Commission. That planning group builds and maintains a travel demand forecast model, which translates into the identification of future transportation needs to meet growth as shown in your TIP (Transportation Improvement Plan).

NDOT's planning staff works closely with your transportation planning staff to include your TIP into NDOT's STIP (Statewide Transportation Improvement Plan). We will continue to collaborate with your planning staff and strive to meet the needs developed in your transportation plan.

The answers to your specific questions are:

- 1) No
- 2) No
- 3) There are no issues for NDOT based on the information in your April 10, 2014 letter.

Thank you for the opportunity to comment on these issues.  
If you have any further questions, do not hesitate to contact me.

Sincerely,

  
Tom Greco, P.E., F. ASCE  
Assistant Director of Planning



## Lee Plemel

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**From:** Byron Elkins <byron.elkins@swgas.com>  
**Sent:** Friday, May 16, 2014 9:45 AM  
**To:** Lee Plemel  
**Cc:** Mark Robbins; Crayton Jones III  
**Subject:** RE: Growth Management - Carson City Planning Division

Good morning Lee,

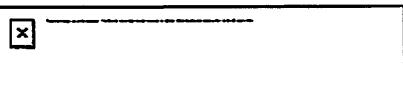
I hope you are having a pleasant day. Sorry for my delayed response, I was away from my office last week and am just now getting caught up.

In regards to your request for subject information, Southwest Gas Corporation respectfully submits the following:

1. *Does your department or agency have any extraordinary service capacity issues that would be negatively impacted by residential growth in 2015-2016? If so, identify the issues.*
  - o *Southwest Gas does not have any concerns associated with growth in Carson City and the company would not experience any negative impacts with growth up to and/or exceeding the 3% cap.*
2. *Do you recommend limiting the number of residential building permits (new construction) that will be made available for the 2015 calendar year to address these issues? If so, what limit, and how will this limit on residential growth resolve your service capacity problem?*
  - o *Southwest Gas Corporation does not recommend limiting the number of building permits (new construction) made available in 2015.*
3. *What is needed by your department or agency to solve any service capacity issues identified above?*
  - o *Southwest Gas will not experience any service capacity issues relative to projected growth in Carson City.*

Please let me know if you have any questions or need additional information.

Best regards,  
Byron



Byron A. Elkins | Director, District Operations  
Southwest Gas Corporation  
PO Box 1190 | 24A-295 | Carson City, NV 89701-8401  
direct 775-887-2744  
email [byron.elkins@swgas.com](mailto:byron.elkins@swgas.com) | [www.swgas.com](http://www.swgas.com)

RESOLUTION NO. 2014-R-\_\_

A RESOLUTION AMENDING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS UNDER THE CARSON CITY GROWTH MANAGEMENT ORDINANCE FOR THE YEARS 2015 AND 2016 AND ESTIMATING THE MAXIMUM NUMBER OF RESIDENTIAL BUILDING PERMITS FOR THE YEARS 2017 AND 2018; ESTABLISHING THE NUMBER OF RESIDENTIAL BUILDING PERMIT ALLOCATIONS AVAILABLE WITHIN THE DEVELOPMENT AND GENERAL PROPERTY OWNER CATEGORIES; AND ESTABLISHING A MAXIMUM AVERAGE DAILY WATER USAGE FOR COMMERCIAL AND INDUSTRIAL BUILDING PERMITS AS A THRESHOLD FOR GROWTH MANAGEMENT COMMISSION REVIEW.

WHEREAS, Carson City Municipal Code Section 18.12 requires the Board of Supervisors of Carson City to establish a fixed number of residential building permits on a two year rolling basis to manage growth within Carson City; and

WHEREAS, pursuant to Carson City Municipal Code Section 18.12 the Growth Management Commission met in a duly noticed public hearing on May 28, 2014, and recommended the maximum number of residential building permits to be made available to calendar years 2015 and 2016, and the Commission estimated the maximum number of residential building permits for calendar years 2017 and 2018; and

WHEREAS, the Board of Supervisors finds and declares pursuant to Carson City Municipal Code Section 18.12 that city water and wastewater treatment capacity are essential resources that limit the available residential building permits authorized by this resolution; and

WHEREAS, the Board of Supervisors now desires to fix, by resolution, the available number of building permits and the categories for the permits.

NOW, THEREFORE, the Board of Supervisors hereby resolves:

A. Beginning on the first city working day in January 2015, the Building Division shall make available a total of **647** residential building permits. The 2014 year end balance of unused permits shall be voided and returned to the utility manager. The building permits shall be disbursed as follows:

1. For the general property owner category, a subtotal of **278** residential permits (43% of total residential building permit allocation). General property owners shall

be entitled to apply for a maximum of 30 residential building permits in Period 1 (January through March 2014) subject to the availability of building permits.

2. For the development project category, a subtotal of **369** residential building permits (57% of total residential building permit allocation). Individual development projects qualified for inclusion on the project list shall be entitled to apply for an equal share of building permits during Period 1 based on the number of qualified development projects that have applied to the Building Division for development project status as of the first City working day in January 2015. Where a development project has less lots or units than the total share of building permits allocated to it, the remaining building permits shall be distributed equally among the remaining development projects. Additional development projects may be added to the list during Period 1 and use any remaining building permits. If no additional permits are available in Period 1 in this category, development projects not on the list at the beginning of Period 1 may only apply for building permits from the general property owner category during Period 1 in accordance with the limitations set forth above and may be added to the development category anytime during Period 2 (April through June 2015).

3. Any residential building permits remaining from Period 1 shall be made available in Periods 2 and 3 (July through December 2014) in accordance with Carson City Municipal Code Section 18.12.055.

B. Beginning on the first city working day in January 2016, the Building Department may upon Board of Supervisors' approval make available pursuant to Carson City Municipal Code Section 18.12 a maximum total of **666** residential building permits, assuming three percent growth in 2015. The building permits shall be disbursed as follows:

1. For the general property owner category, a subtotal of **286** residential building permits may be made available. General property owners shall be entitled to apply for a maximum of 30 residential building permits in Period 1 subject to the availability of building permits.

2. For the development project category, a subtotal of **380** residential building permits may be made available. Development projects qualified for inclusion on the project list shall be entitled to apply for building permits in accordance with paragraph A(2), above.

3. Any building permits remaining from Period 1 shall be made available for Periods 2 and 3 in accordance with Carson City Municipal Code Section 18.12.

C. For calendar year 2017, it is estimated that the Board of Supervisors may make available a maximum of 686 residential building permits, assuming continued three percent growth.

D. For calendar year 2018, it is estimated that the Board of Supervisors may make available a maximum of 707 residential building permits, assuming continued three percent growth.

E. Pursuant to Carson City Municipal Code Section 18.12, prior to issuance of building permits, any commercial or industrial projects proposed in 2015 that exceed the threshold of **7,500 gallons per day water usage** must have the Growth Management Commission's review and approval to assure water availability.

F. Any building permits made available by this resolution shall be subject to all of the requirements of Carson City Municipal Code Chapter 18.12 (Carson City Growth Management Ordinance).

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G. This resolution supersedes all prior resolutions establishing growth management allocations and shall have the full force and effect of law and be incorporated by this reference into Carson City Municipal Code Chapter 18.12.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

VOTE: AYES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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ROBERT L. CROWELL, Mayor

ATTEST:

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ALAN GLOVER, Clerk-Recorder

## 2015 Building Permit Distribution Table (at 3% growth)

	<b>Period 1</b> January, February & March	<b>Period 2</b> April, May & June	<b>Period 3</b> July – December
<b>Total Available</b>	<b>647</b> allocations available	Any remaining permits available	Any remaining available
<b>Development Category</b> (31 or more lots or units)	<p><b>369</b> building permits available (57%)</p> <p>Permits divided equally among the qualified development projects on the list as of January 2.</p> <p>Where a development project has less units or lots than the total number of building permits allocated to it, the remaining units shall be divided equally among the remaining development projects.</p> <p>Additional development projects may be added to the list during Period 1 and use any remaining building permits if the units or recorded lots of the qualifying projects on the list total less than the number of building permits allocated to the development category.</p>	<p>A maximum cumulative total of <b>554</b> permits (50% above the maximum number originally allocated to the category) may be obtained on a first come, first served basis, or until permits run out, whichever comes first.</p>	<p>Any remaining building permits available on a first come, first served basis</p>
<b>General Category</b>	<p><b>278</b> building permits available (43%)</p> <p>A maximum of 30 permits may be issued to an individual property owner during this period.</p>	<p>A maximum cumulative total of <b>556</b> permits (100% above the maximum number originally allocated to the category) may be obtained on a first come, first served basis, or until permits run out, whichever comes first.</p>	<p>Any remaining building permits available on a first come, first served basis</p>

## Methodology for Determining Number of Residential Allocations

## ATTACHMENT D

### Assumptions:

- The 2013 certified Carson City population estimate is 54,668. (The most current population estimate.)
- This certified 2013 population estimate is used as the "baseline" for establishing 2015 residential allocations
- 2014 Population estimate = 2013 Pop. x 2013 allocations x 2.54 persons per household
- 2.54 persons per household is assumed per 2010 US Census.

### Methodology:

$$1) (2013 \text{ pop.}) + (2013 \text{ allocations issued} \times 2.54) = 2014 \text{ pop.}$$

$$2) (2014 \text{ pop.}) \times (\% \text{ growth rate}) = 2015 \text{ population}$$

$$3) (2015 \text{ pop.}) - (2014 \text{ pop.}) = 2015 \text{ pop. growth}$$

$$4) (2015 \text{ pop. growth}) \div (2.54 \text{ pop./unit}) = \text{Number of 2015 allocations}$$

### 2013 Population:

54,668

### 2013 Res. Permits Issued:

35

### At 3.0% growth rate:

$$1) 54,668 + 89 = 54,757$$

### Subsequent Years

2016 666 at 3%

$$2) 54,757 \times 1.03 (3.0\%) = 56,400$$

2017 686 at 3%

$$3) 56,400 - 54,757 = 1,643 \text{ persons}$$

2018 707 at 3%

$$4) 1,643 / 2.54 = 647 \text{ allocations}$$

### At 2.5% growth rate:

$$1) 54,668 + 89 = 54,757$$

### Subsequent Years

2016 552 at 2.5%

$$2) 54,757 \times 1.025 (2.5\%) = 56,126$$

2017 566 at 2.5%

$$3) 56,126 - 54,757 = 1,369 \text{ persons}$$

2018 580 at 2.5%

$$4) 1,369 / 2.54 = 539 \text{ allocations}$$

### At 2.0% growth rate:

$$1) 54,668 + 89 = 54,757$$

### Subsequent Years

2016 440 at 2%

$$2) 54,757 \times 1.02 (2.0\%) = 55,852$$

2017 449 at 2%

$$3) 55,852 - 54,757 = 1,095 \text{ persons}$$

2018 458 at 2%

$$4) 1,095 / 2.54 = 431 \text{ allocations}$$

## Carson City Approved Subdivision Vacant Lot Information

Page 1 of 2

### Recorded Subdivision Lots

	Subdivision Name	File No.	Approval Date	Lots Recorded	Vacant Lots	Location and Notes
1	Carmine Street	TSM-04-132	Oct-04	15	11	North of Hwy 50 East and South of Carmine Street
2	Cottonwood Court	P-92/93-4	Jul-93	20	7	North of Fifth St, east of Roop St
3	Goni Canyon Estates, Phase I	S-91/92-6	Jul-92	41	4	South of Fermi Rd; Goni Rd extension
	Goni Canyon Estates, Phase 2			42	4	
	Goni Canyon Estates, Phase III			16	2	
4	Heritage Park at Quail Run	P-93/94-2	Mar-94			Corner of Fairview Dr and Saliman Rd
	Phase 5			21	8	
	Phase 6			82	13	
5	Hidden Meadows Estates #1	S-95/96-6	Sep-96	31	2	East of Carson River Rd and south of Fifth St
	Hidden Meadows Estates #2	S-96/97-3		25	1	
	Hidden Meadows Estates #4			30	4	
6	Highland Estates	S-87-1	May-87	60	7	"C" Hill, west of Lake Glen Manor
7	Kingston Park	Parcel Maps	Jul-87	28	13	At the west end of Long St extension
8	Lakeview	S-79-4 S-79-5	May-79 May-79	258	34	South of Carson City/Washoe County line, west of US Hwy 395 North
9	Long Ranch Estates PUD, 1A	P-92/93-1	Nov-92	31	1	Approximately 1,000 ft. west of North Ormsby Blvd,
	Phase IB			30	10	and north and south of Kings Canyon Rd
	Phase 6			29	2	
10	Riverview PUD	PUD 9/78	Oct-78	262	9	East end of Fifth St, north of Eagle Valley Middle School
11	Silver Oak PUD (1,074 total)**	P-93/94-1	Oct-93			West of N. Carson Street north of Winnie Lane
	Phase I			70	2	** Recorded lots plus remaining future phases.
	Phase 5			33	2	
	Phase 12			60	3	
	Phase 16			57	3	
	Phase 18			21	4	
	Phase 19			10	2	
12	Sundance Ridge II (SFA)	TSM-05-160	Nov-05	32	19	West of Lepire Drive
13	Timberline	no file #	Oct-78	101	10	West end of Combs Canyon Rd
14	Wellington Crescent	S-89/90-3	Jan-90	59	7	North of Ash Canyon Rd and approximately 1,300 ft. west of Winnie Lane

Total of Vacant Subdivision Lots: 184

## Carson City Approved Subdivision Vacant Lot Information

Page 2 of 2

### Approved Tentative Maps with Lots Pending to Record

	Subdivision Name	File No.	Approval Date	Lots Approved	Lots Remaining	Location and Notes
T1	Silver Oak PUD	P-93/94-1	Oct-93	1074	466	West of N. Carson Street north of Winnie Lane.
T2	Clearview Ridge	TPUD-06-146	Sep-06	73	73	West side of Cochise, south side of Roventini.
T3	Ross Park PUD	TPUD-07-010	Mar-07	23	23	Snyder Ave., California St. & Appion Wy.
T4	Schultz Ranch Development	TSM-05-144	Oct-05	521	424	Race Track Road vicinity, east of Center Dr.

Total Approved Tentative Map Lots Pending: 986

Total of Vacant and Pending Subdivision Lots: 1,170

### Multi-Family Residential Major Project Reviews (last 12 months)

	Development Name	File No.	Review Date	Number of units	Location and Notes
	Bella Lago (Airport Road)	MPR-14-011	Mar-14	80	
Total Potential Multi-family Units:					80

### Conceptual Map Reviews (last 12 months)

	Development Name	File No.	Date	Exisiting Proposed	Proposed Remaining	Location and Notes
	(None)					

Total Conceptual Units: 0

Total Vacant, Pending, Conceptual and Multi-Family: 1,250

## Carson City Subdivision Locator Map

