

**STAFF REPORT FOR THE PLANNING COMMISSION MEETING OF MARCH 30, 2016**

**FILE NO.: SUP-16-014**

**AGENDA ITEM: F-4**

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

**REQUEST:** To consider a request from Carson Car Center Properties (property owner: Arne Hoel and Kathy Triplett/State of Nevada – lease) for a Special Use Permit to exceed the maximum allowed signage for a used car dealership and for the permanent use of a promotional tent on property zoned General Commercial (GC).

**APPLICANT:** Carson Car Center Properties

**OWNER:** Arne Hoel and Kathy Triplett/State of Nevada (lease)

**LOCATION:** 3659 S. Carson Street

**APN:** 009-122-03 and -04

**RECOMMENDED MOTION:** "I move to approve SUP-16-014, a request from Carson Car Center Properties (property owner: Arne Hoel and Kathy Triplett/State of Nevada) for a Special Use Permit to exceed the maximum allowed signage for a used car dealership and for the permanent use of a promotional tent on property zoned General Commercial, located at 3659 S. Carson Street, APNs 009-122-03 and -04, based on the findings and subject to the conditions of approval contained in the staff report."



## RECOMMENDED CONDITIONS OF APPROVAL:

1. The applicant must sign and return the Notice of Decision for conditions of approval within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, then the item may be rescheduled for the next Planning Commission meeting for further consideration.
2. All development shall be substantially in accordance with the development plans approved with this application, except as otherwise modified by these conditions of approval.
3. All on- and off-site improvements shall conform to City standards and requirements.
4. The use for which this permit is approved shall commence within 12 months of the date of final approval. A single, one year extension of time may be requested in writing to the Planning Division thirty days prior to the one year expiration date. Should this permit not be initiated (obtain a Building Permit) within one year and no extension granted, the permit shall become null and void.
5. Any signage, flags, banners or tents currently on the site that are in excess of what is approved as a part of this Special Use Permit shall be removed within seven days of this approval.
6. The changeable promotional flags presented in the application shall remain as the "American type" flags shown and shall not be changed out for different promotional flags without approval of the Planning Division. At no time shall these flags be changed out for flags with signage.
7. All projects and improvements must be performed in accordance with Nevada Revised Statutes (NRS) 623 and 624 and Carson City Municipal Code (CCMC) 15.05.020.
8. All improvements, repairs, replacement and alterations must have proper building permits and comply with International Building Code and 2011 National Electrical Code.
9. These signs are required to have a Nevada Professional Engineer analyze that the design for wind speeds and anchors are rated for Carson City's design conditions.
10. All contractors are required to carry State and local license.
11. The project must comply with the 2012 International Fire Code and adopted amendments.
12. Tents in excess of 700 square feet with all four sides open require a separate permit from the Fire Department. Tents in excess of 400 square feet with at least one side panel require a separate permit from the Fire Department.

**LEGAL REQUIREMENTS:** CCMC 18.02.080 (Special Use Permits), CCMC, CCMC 18.04.135 General Commercial (GC), CCMC Development Standards, Division 4 (Signage)

**MASTER PLAN DESIGNATION:** Mixed-Use Commercial (MUC)

## **PRESENT ZONING:** General Commercial (GC)

**KEY ISSUES:** Will the proposed signage and permanent promotional tent be compatible with the surrounding neighborhood and be in keeping with the standards of the Carson City Municipal Code?

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

- EAST: Mobile Home Park (MHP)/Mobile Home Park
- WEST: General Commercial (GC)/New Car Dealership
- NORTH: General Commercial (GC)/Vacant Parcel (former used car dealership)
- SOUTH: General Commercial (GC)/Retail Commercial Shopping Center

## **ENVIRONMENTAL INFORMATION**

- FLOOD ZONE: Zone AH (100-year flood plain, 1-3 foot depth-avg. shown)
- EARTHQUAKE FAULT: Zone III, Moderate
- SLOPE/DRAINAGE: Site is developed

## **SITE DEVELOPMENT INFORMATION**

- LOT SIZE: 2.56 acres (both parcels)
- EXISTING STRUCTURE SIZE: 21,143 square feet
- EXISTING PARKING: N/A
- SETBACKS: N/A
- VARIANCES REQUESTED: None

## **PREVIOUS REVIEWS:**

- T-15-186 – Temporary Use Permit for signage and promotional tents
- MPR-10-051 – Major Project Review for a Walgreen's Drugstore
- SUP-04-067 – Special Use Permit for increase in size and height of an existing secondary freestanding sign
- SUP-04-038 – Special Use Permit to increase the height of an existing primary freestanding sign
- SUP-03-147 – Special Use Permit to allow the use of a permanent metal storage container
- V-97/98-15 – Variance to allow the reduction of the rear setback from 30 feet to two feet
- U-96/97-37 – Special Use Permit to allow the permanent use of streamers connected to light poles and additional signage
- V-84-8 – Variance for additional signage (withdrawn)

## **HISTORY:**

In December 2015, it was brought to the Planning Division's attention that the used car business occupying the subject property had placed promotional tents, flags and banners on their property. Upon further investigation, staff determined that the signage and promotional tents were in excess of what is allowed by Carson City Municipal Code (CCMC). Staff sent a letter to the property owner asking that the property be brought into compliance, or that a Temporary Use Permit and/or Special Use Permit be applied for to obtain approval for the signage and tents.

The applicant applied for and received approval of a Temporary Use Permit (T-15-186) to allow the promotional tents, flags and banners on the site in their current configuration that will expire on March 30, 2016. At the time the Temporary Use Permit was applied for, the applicant informed staff that they intended to apply for a Special Use Permit to request that, at minimum, a portion of the promotional tents, banners and flags be allowed to remain on a permanent basis.

#### DISCUSSION:

The applicant is requesting a Special Use Permit to allow one promotional tent with signage, four banners, eight flags and one additional building sign on the subject property. This request, along with associated square footage is specifically broken down in the table that follows:

	<b>Square Footage of Sign Area</b>
Promotional Tent (1)	489.5 square feet
Banners (4)	104 square feet
Flags* (8)	126 square feet
Additional Building Signage (1)	54 square feet
<b>Total</b>	<b>773.5 square feet</b>

\*While the applicant states that these are American flag banners and contain no sign area, they do not meet the criteria for an official American flag, but fall under the definition of "changeable promotional flags". Therefore, these flags are not exempt from the flag requirements in the Carson City Development Standards, and the square footage is considered as a part of this request.

In addition, the subject property currently has 197 square feet of permanent signage on the building that was approved through the Sign Permit process in 2015. Together with the signage requested in this application, the total signage proposed for the site is 970.5 square feet.

The promotional tent is proposed to be located at the southwest corner of the subject property, where it is currently located under the active Temporary Use Permit. The four banners are proposed to be located on alternating flag poles along Carson Street and Koontz Lane. The changeable promotional flags are proposed on alternating light poles along Carson Street and Koontz Lane, and on light poles on the interior of the parking lot on the Carson Street side. Finally, the additional building signage is proposed on the northwest corner of the building. The applicant has provided a site plan and pictures of the proposed signage in the application.

A Special Use Permit is required for the following reasons:

1. The promotional tent that is proposed by the applicant is considered Outdoor Sales and Display and is only allowed in the General Commercial zoning district on a temporary basis per CCMC 18.02.115.8, unless approved by Special Use Permit.
2. The used car dealership falls under the "Other Commercial Uses" category in Carson City Development Standards, Division 4 – Signage. This section allows for up to 600 square feet of sign area (depending on building size) with a maximum of 50 percent of the total sign area being used for one freestanding sign. Additional sign area may be allowed with the approval of a Special Use Permit.

3. Flags and banners are allowed on a temporary basis as follows without the approval of a Special Use Permit:
  - a. Two temporary banners with a maximum size of 75 square feet each, for a maximum of 30 days in any 90-day period.
  - b. One changeable promotional flag per building frontage at a maximum size of 10 square feet.

Staff is in support of this Special Use Permit request because the used car dealership is located in a corridor that is dominated by new car dealerships that are typically allowed more signage than a general commercial use (a maximum of 850 square feet depending on building size), and because the subject property is only utilizing 251 square feet of the 585 square feet of permanent sign area allowed for the site without a Special Use Permit. In addition, the property does not have a freestanding permanent sign, as the promotional tent would basically serve that purpose. Should the applicant wish to pursue a permanent freestanding sign at some point in the future, a modification to this Special Use Permit will be required. Finally, while the flags are considered changeable promotional flags as defined in the Carson City Development Standards, they do not contain signage and do not contribute to additional advertising on the site.

Staff recommends that the Planning Commission approve SUP-16-014 based on the discussion in this staff report and the required findings as noted on the following pages.

**PUBLIC COMMENTS:** Public notices were mailed to 283 property owners and mobile home park tenants within 825 feet of the subject site on March 11, 2016. As of the writing of this report, no comments in support or in opposition of the request have been received. Any comments that are received after this report is completed will be submitted to the Planning Commission prior to or at the meeting on March 30, 2016, depending on the date of submission of the comments to the Planning Division.

**OTHER CITY DEPARTMENTS OR OUTSIDE AGENCY COMMENTS:** The following comments were received by various city departments. Recommendations have been incorporated into the recommended conditions of approval, where applicable.

**Building Division:**

1. All projects and improvements must be performed in accordance with Nevada Revised Statutes (NRS) 623 and 624 and Carson City Municipal Code (CCMC) 15.05.020.
2. All improvements, repairs, replacement and alterations must have proper building permits and comply with International Building Code and 2011 National Electrical Code.
3. These signs are required to have a Nevada Professional Engineer analyze that the design for wind speeds and anchors are rated for Carson City's design conditions.
4. All contractors are required to carry State and local license.

**Fire Department:**

1. The project must comply with the 2012 International Fire Code and adopted amendments.

2. Tents in excess of 700 square feet with all four sides open require a separate permit from the Fire Department. Tents in excess of 400 square feet with at least one side panel require a separate permit from the Fire Department.

**Engineering Division:**

No preference or objection to the special use request.

**Health and Human Services:**

No concerns.

**Environmental Control Authority:**

No requirements.

**FINDINGS:** Staff's recommendation is based upon the findings as required by CCMC Section 18.02.080 (Special Use Permits) enumerated below and substantiated in the public record for the project.

**1. *Will be consistent with the master plan elements.***

Goal 5.2b – Encourage Reuse/Redevelopment of Underused Retail Spaces.

The subject property was, until very recently, a vacant, underutilized retail space along a major gateway corridor. It is important that the City support infill businesses like these to help ensure their success, and to reduce the number of vacant buildings along the major corridors. The addition of the proposed promotional tent and signage will allow the used car dealership in this location to advertise effectively among the new car dealerships that surround it.

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

The area where the additional signage and promotional tent are proposed to be located is a high traffic, major commercial corridor in the City. It is not uncommon for businesses in this area to maximum their signage to attract customers. The signage and promotional tent will not cause objectionable noise, vibrations, fumes, odors, dust, or glare and will not generate physical activity beyond what is common for commercial properties in the area.

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

The proposed additional signage and promotional tent will not generate additional vehicular or pedestrian traffic and will not impede on any sight distance requirements. This request is not anticipated to have a detrimental effect on vehicular or pedestrian traffic.

4. ***Will not overburden existing public services and facilities, including schools, police and fire protection, water, sanitary sewer, public roads, storm drainage, and other public improvements.***

An increase in signage and the permanent placement of a promotional tent has no impact on public services and facilities.

5. ***Meets the definition and specific standards set forth elsewhere in this title for such particular use and meets the purpose statement of that district.***

With the approval of this Special Use Permit and recommended conditions of approval, the request will meet the applicable definitions and specific standards found in the code.

6. ***Will not be detrimental to the public health, safety, convenience and welfare.***

The proposed additional signage and promotional tent are not excessive for advertisement along this major commercial corridor and are not anticipated to be detrimental to the public health, safety, convenience and welfare.

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

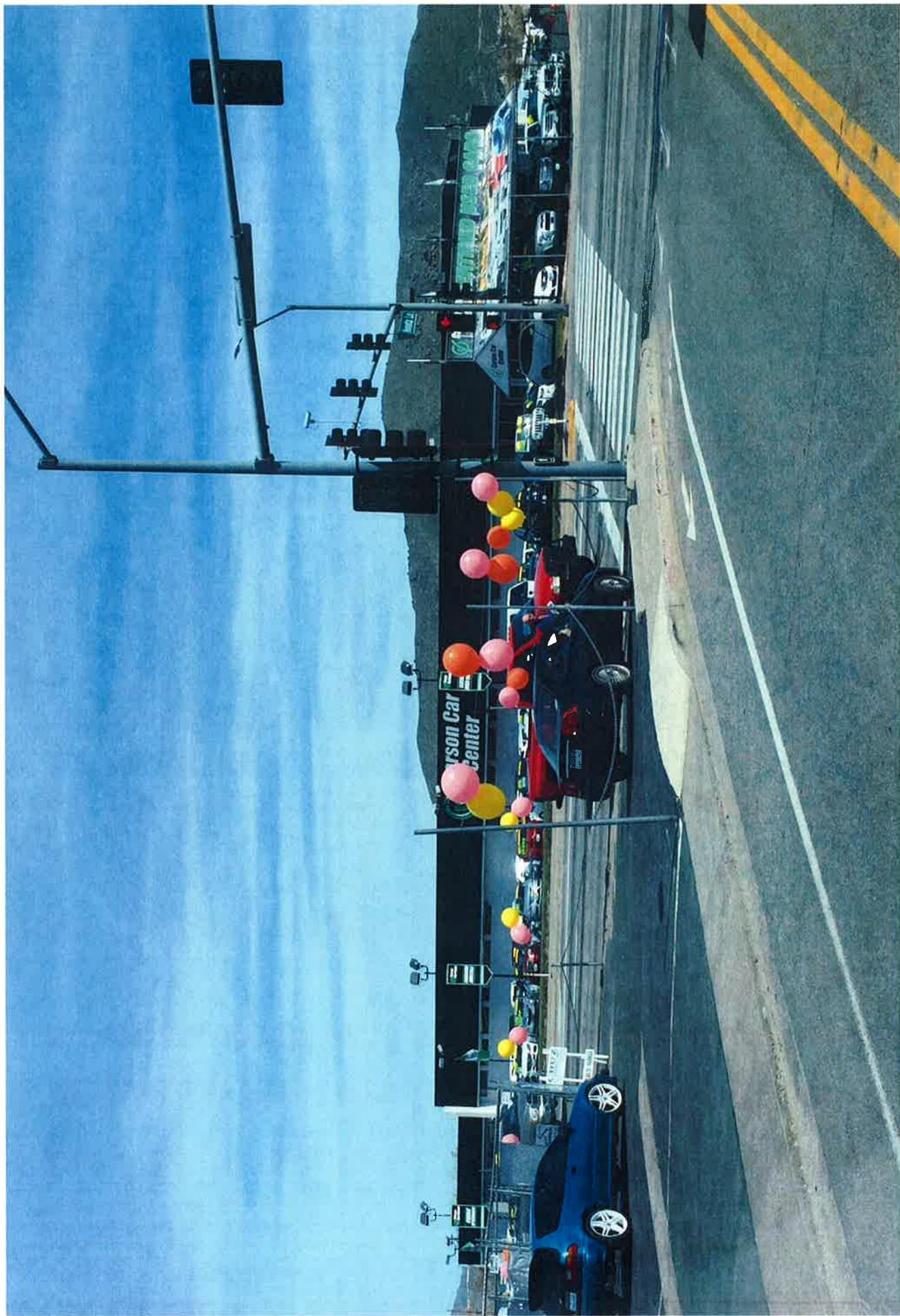
Attachments:

Site Aerial  
Site Photos – Existing Conditions  
Building Division Comments  
Fire Department Comments  
Engineering Division Comments  
Health and Human Services Comments  
Environmental Control Division Comments  
Application (SUP-16-014)









RECEIVED

FEB 22 2016

CARSON CITY  
PLANNING DIVISION

February 22, 2016

SUP-16-014:

1. All projects and improvements must be performed in accordance with Nevada State Revised Statute (NRS) 623 & 624 and Carson City Municipal Code (CCMC) 15.05.020.
2. All Improvements, Repairs, Replacement, and Alterations must have proper building permits and comply with International Building Code and 2011 National Electrical Code.
3. These signs are required to have a Nevada Professional Engineer analyze that the design for wind speeds and anchors are rated for Carson City's design conditions.
4. All Contractors are required to carry State and local license.

**Shawn Keating CBO**

*"There's no use talking about the problem unless you talk about the solution"*

**Building Official**

**Carson City Community Development Department**

Web page <http://www.carson.org/index.aspx?page=172>

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

Office 775-887-2310 X 7052

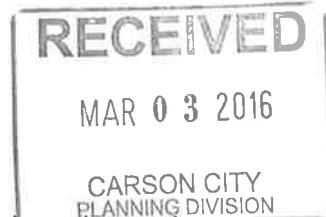
Fax 775-887-2202

Cell 775-230-6623

March 3, 2016

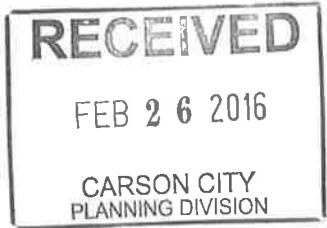
SUP 16-014:

1. Project must comply with the 2012 International Fire Code and adopted amendments.
2. Tents in excess of 700 square feet with all four sides open require a separate permit from the Fire Department. Tents in excess of 400 square feet with at least one side panel require a separate permit from the Fire Department.



***Dave Ruben***  
Fire Marshal  
Carson City Fire Department  
777 S. Stewart Street  
Carson City, NV 89701

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



**Engineering Division  
Planning Commission Report  
File Number SUP 16-014**

**TO:** Planning Commission

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

**DATE:** February 26, 2016      **MEETING DATE:** March 30, 2016

**SUBJECT TITLE:**

Action to consider the a special use permit for lighting, signage and tent structures for Carson Car Center Properties, 3659 S Carson St, apn 09-122-03 and -04.

**RECOMMENDATION:**

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

**DISCUSSION:**

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

**CCMC 18.02.080 (2a) - Adequate Plans**

The plans are adequate for this review.

**CCMC 18.02.080 (5a) - Master Plan**

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

**CCMC 18.02.080 (5c) - Traffic/Pedestrians**

The request is not in conflict with pedestrian or traffic movements. Improvements may not adversely affect sight distance for drivers.

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

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

SUP 16-014signage and lighting and tent locations for Carson Car Center 3659 S Carson St apn 09-122-03 and -04

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MAR 14 2016

CARSON CITY  
PLANNING DIVISION

March 14, 2016

**SUP-16-014**

Carson City Health and Human Services has no concerns with the project as submitted.

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

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

February 26, 2016

Major Project Review Committee

Re: # SUP 16-014

Dear Kathe,

After initial plan review the Carson City Environmental Control Authority (ECA), a Division of Carson City Public Works Department (CCPW), has the following requirements per the Carson City Municipal Code (CCMC) and the Uniform Plumbing Code (UPC) for the SUP 16-014 Carson Car Center signage request:

1. ECA has no requirements for this request.

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

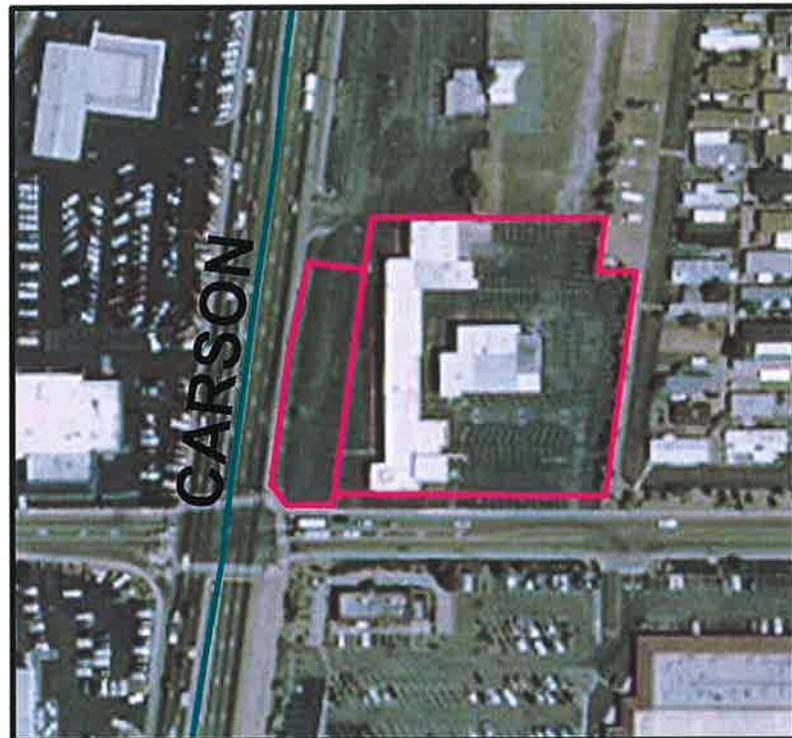
Sincerely;

Mark Irwin  
Environmental Control Officer 3

c: Kelly Hale, Environmental Control Supervisor

SUP - 16 - 014

SPECIAL USE PERMIT APPLICATION  
FOR  
CARSON CAR CENTER PROPERTIES, LLC



Prepared For:

Carson Car Center  
Properties, LLC  
3659 South Carson Street  
Carson City, Nevada 89701

Prepared By:

  
**Manhard**  
CONSULTING  
3476 Executive Pointe Way  
Suite 12  
Carson City, Nevada 89706

February 2016



Civil Engineering

Surveying

Water Resources Management

Water & Wastewater Engineering

Supply Chain Logistics

Construction Management

Environmental Sciences

Landscape Architecture

Land Planning

February 18, 2016

**Susan Dorr-Pansky, AICP**

Planning Manager

Carson City

108 East Proctor Street

Carson City, NV 89701

**Re: Carson Car Center Sign Special Use Permit**

Dear Susan,

On behalf of Carson Car Center Properties LLC, Manhard Consulting appreciates your consideration of the enclosed application. The property is located at the northeast corner of South Carson Street and Koontz Lane (APN: 009-122-03 & 04).

In accordance with Carson City Development Standards 4.7.8i, the enclosed special use permit is a request to exceed the total allowable sign area by more than 10%. The requested advertising package includes both permanent signage and a portion of elements previously approved via a temporary use permit (T-15-186). The package is consistent with other dealerships in the immediate area and falls below the allowed total maximum sign area for a new automobile dealership of 850 square feet (Carson City Development Standards 4.7.8b).

If you have any questions, or require any additional information, please feel free to contact me directly.

Sincerely,

**Manhard Consulting**

Christopher Baker, LEED AP

Planning Manager

Manhard Consulting, Ltd.

9850 Double R Boulevard, Suite 101 • Reno, Nevada 89521

tel: (775) 746-3500 • fax: (775) 746-3520 • [www.manhard.com](http://www.manhard.com)

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## Project Description:

In accordance with Carson City Development Standards 4.7.5a (1), the property is allowed 585 square feet of permitted sign area. The requested advertising package includes both permanent signage and a portion of elements previously approved via a temporary use permit (T-15-186).

The table below details the square footage of the approved existing permanent signage, the approved existing temporary signage, and the requested signage included in the special use permit request. The property currently is allowed 1,672 total square feet of sign area, both temporary and permanent, as part of their grand opening event. The request is to maintain 593.5 square feet of elements classified as temporary signage and combine these with 251 square feet of permanent building signage for a total square footage of 844.5. Although the request exceeds the total allowed sign area for the site. The package is consistent with other dealerships in the immediate area and falls below the allowed total sign area for a new automobile dealership of 850 square feet (Carson City Development Standards 4.7.8b).

Type of Advertising	Approved Existing Permanent Signage (A)	Approved Existing Temporary Signage (B)	Special Use Permit Request (C)
Tent		2 tents: 1,129 sq ft.	1 tent: 489.5 sq. ft
Banners		14 banners: 346 sq. ft	*4 banners: 104 sq. ft
Building Signage	2 signs: 197 sq. ft.		1 sign: 54 sq. ft.
<b>Totals:</b>	197 sq. ft	1,475 sq. ft	647.5 sq. ft
<b>Existing Signage (A+B): 1,672 sq. ft.</b>			
<b>Proposed Signage (A+C): 844.5 sq. ft.</b>			

\* Eight (8) American Flag Banners containing no sign area are also proposed as part of the advertising package.



Approved Existing Permanent Signage:



## Approved Existing Temporary Signage:



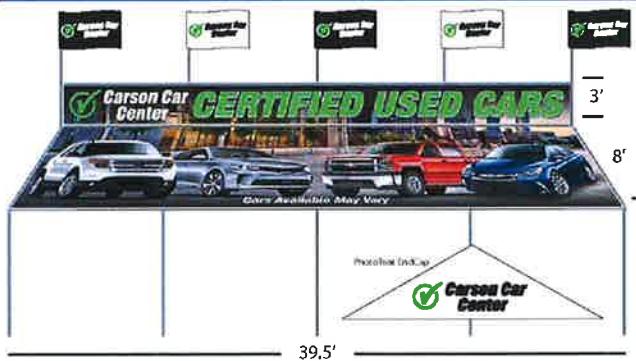
### Carson Car Center Current Elements



Qty.	Sq. Ft.	Total Sq. Ft.
5	26	130



Qty.	Sq. Ft.	Total Sq. Ft.
9	24	216



#### Qty. 1 - Awning

Awning Banner = 118.5 Sq. Ft.

Awning Top = 316 Sq. Ft.

End Caps (27.5 Sq. Ft. Ea.) = 55 Sq. Ft.

Flags Total (15 Sq. Ft. Ea.) = 75 Sq. Ft.

Awning Total = 564.5 Sq. Ft.



#### Qty. 1 - Awning

Awning Banner = 118.5 Sq. Ft.

Awning Top = 316 Sq. Ft.

End Caps (27.5 Sq. Ft. Ea.) = 55 Sq. Ft.

Flags Total (15 Sq. Ft. Ea.) = 75 Sq. Ft.

Awning Total = 564.5 Sq. Ft.

**800/758-0210**  
[www.ProclaimPromotions.com](http://www.ProclaimPromotions.com)

**TOTAL ALL= 1475 Sq. Ft.**

## Special Use Permit Request Signage:



### Carson Car Center Current Elements



Qty.  
4

Sq. Ft.  
26

Total  
Sq. Ft.  
104

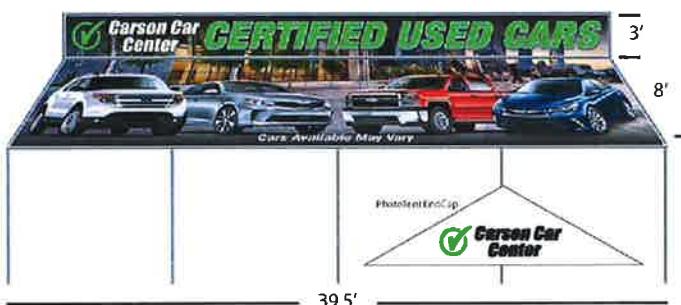


Qty.  
8

Sq. Ft.  
0

Total  
Sq. Ft.  
0

81 SF  
102 SF



Qty. 1 - Awning

Awning Banner = 118.5 Sq. Ft.

Awning Top = 316 Sq. Ft.

End Caps (27.5 Sq. Ft. Ea.) = 55 Sq. Ft.

Awning Total = 489.5 Sq. Ft.

**800/758-0210**  
www.ProclaimPromotions.com

**TOTAL ALL= 593.5 Sq. Ft.**



## Findings:

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

### (5.2a) Encourage the development of regional retail centers

The goal of this advertising package for Carson Car Center is to promote their retail facility. Nearby dealerships contain similar advertising methods to draw in vehicular traffic from Carson Street, a main thoroughfare in Carson City. In order to compete within the car market in Carson City, a competitive advertising plan is proposed in this application.

### (5.2b) Encourage the reuse or redevelopment of underused retail spaces

This parcel was vacant prior to the purchase and use by Carson Car Center in 2015. The use of advertising will promote the new retail space of the car dealership and discourage further vacancy of the property.

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

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

	<b>Master Plan</b>	<b>Current Zoning</b>	<b>Current Land Use</b>
<b>North</b>	Mixed-Use Commercial	General Commercial	400- General Commercial, vacant
<b>South</b>	Community/Regional Commercial	General Commercial	400- General Commercial, shopping center
<b>East</b>	Mixed-Use Commercial	Manufactured Home Park	350- Manufactured Home Park - Ten or More Manufactured Home Units
<b>West</b>	Mixed-Use Commercial	General Commercial	400- General Commercial, car dealership

**B. Explain why your project is similar to existing development in the neighborhood, and why it will not hurt property values or cause problems, such as noise, dust, odors, vibration, fumes, glare, or physical activity, etc. with neighboring property owners. Will the project involve any uses that are not contained within a building? If yes, please describe. If not, state that all uses will be within a building. Explain how construction-generated dust (if any) will be controlled. Have other properties in your area obtained approval of a similar request? How will your project differ in appearance from your neighbors? Your response should consider the proposed physical appearance of your proposal, as well as comparing your use to others in the area.**

The proposed request is to allow an advertising package consistent with those of other existing car dealerships in the area. The proposed advertising package is actually a significant reduction of the existing elements currently on site as part of a previously approved temporary use permit. Therefore property values will not be hurt and other problems such noise, dust, odors, etc. should not be a factor.

**C. Provide a statement explaining how your project will not be detrimental to the use, peaceful enjoyment or development of surrounding properties and the general neighborhood.**

The project site is located adjacent to other existing car dealerships which include similar advertising packages. The proposed special use permit proposes a significant reduction in the amount of signage currently onsite per the approved temporary use permit. The neighborhood's use, peaceful enjoyment and future development will not be adversely impacted by the requests of this special use permit.

**D. Consider the pedestrian and vehicular traffic that currently exists on the road serving your project. What impact will your development have when it is successfully operating? Will vehicles be making left turns? Will additional walkways and traffic lights be needed? Will you be causing traffic to substantially increase in the area? What will be the emergency vehicle response time? State how you have arrived**

**at your conclusions. What City department have you contacted in researching your proposal? Explain the effect of your project with the existing traffic in the area.**

Pedestrian and vehicular traffic will not be affected by the uses outlined in this permit. No additional traffic features are necessary.

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

Advertising is necessary in order for a new business to be competitive in their region. The proposed advertising package is designed to draw customer attention to the property and encourage a productive use of a previously vacant parcel.

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

**Explanation A. How will your project affect the school district? Will your project add to the student population or will it provide a service to the student population? How will your project affect the Sheriff's Office?**

No additional strain will be placed on school district resources.

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

No paving or compacting of surfaces will be added to the property.

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

No additional water supplies are necessary with the special uses proposed in this application.

**D. Is there adequate capacity in the sewage disposal trunk line that you will connect to in order to serve your project, or is your site on a septic system? Please contact Public Works for the required information.**

No additional sewage facilities are necessary with the special uses proposed in this application.

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

No road improvements are proposed nor necessary for this request.

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

The Information included in this request has been provided by Carson City Car Center, Proclaim Promotions and Manhard Consulting.

**G. If outdoor lighting is to be a part of the project, please indicate how it will be shielded from adjoining property and the type of lighting (wattage/height/placement) provided.**

The property includes existing lighting features which will be modified, if necessary, to comply with Carson City Development Lighting Standards, Section 1.3 stating:

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

No landscaping is proposed with this request.

**I. Provide a parking plan for your project. If you are requesting approval for off-site parking within 300 feet, provide site plans showing (1) parking on your site, (2) parking on the off-site parking lot, and (3) how much of the off-site parking area is required for any business other than your own. Design and dimensions of parking stalls, landscape islands, and traffic aisles must be provided.**

Parking will not be impacted by the uses proposed in the special use permit application.

## Application & Supporting Information

RECEIVED

FEB 29 2016

CARSON CITY  
PLANNING DIVISION

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

**FILE # SUP - 15 - 014**APPLICANT **Carson Car Center Properties LLC** PHONE #

MAILING ADDRESS, CITY, STATE, ZIP

**601 S. Arlington Ave, Reno, NV 89503**

EMAIL ADDRESS

PROPERTY OWNER **Nevada Department of Transportation** PHONE #

MAILING ADDRESS, CITY, STATE, ZIP

**1263 S Stewart St, Carson City, NV 89712**

EMAIL ADDRESS

APPLICANT AGENT/REPRESENTATIVE **Manhard Consulting** PHONE #

MAILING ADDRESS, CITY STATE, ZIP

**3476 Executive Pointe Way, STE. 12, Carson City, NV 89706**

EMAIL ADDRESS

**cbaker@manhard.com**

Project's Assessor Parcel Number(s):

**009-122-03**

Street Address

ZIP Code

**3659 S. Carson St, Carson City, NV 89701**

Project's Master Plan Designation

**Mixed-Use Commercial**

Project's Current Zoning

**General Commercial**

Nearest Major Cross Street(s)

**S. Carson Street and Koontz Lane**

Briefly describe your proposed project: (Use additional sheets or attachments if necessary). In addition to the brief description of your project and proposed use, provide additional page(s) to show a more detailed summary of your project and proposal. In accordance with Carson City Municipal Code (CCMC) Section: **18.02.115**, or Development Standards, Division **1 & 4**, Section **1.3, 4.7.5, 4.7**, a request to allow as a conditional use is as follows:

sections 1 and 4 for lighting and signage require a special use permit when maximum allowable signage space is exceeded.

**PROPERTY OWNER'S AFFIDAVIT**

I, **Kevin M. Swinehart**, 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

**1263 S. Stewart St (E) #11**

Date

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

STATE OF NEVADA  
COUNTYOn **2/26**, 2016, **KEVIN M. SWINEHART**

personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.

Notary Public



**KEVIN SWINEHART**  
NOTARY PUBLIC  
STATE OF NEVADA

No. 15-2724-3 My Appt. Exp. Aug. 1, 2018

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.

RECEIVED  
FEB 26 2016  
CARSON CITY  
PLANNING DIVISION

<b>Carson City Planning Division</b> <b>108 E. Proctor Street • Carson City NV 89701</b> <b>Phone: (775) 887-2180 • E-mail: planning@carson.org</b>		<b>FOR OFFICE USE ONLY:</b> <b>CCMC 18.02</b>
<b>FILE # SUP - 15 - SUP - 16 - 011</b>		
<b>APPLICANT</b> <b>Carson Car Center Properties LLC</b> <b>MAILING ADDRESS, CITY, STATE, ZIP</b> <b>601 S. Arlington Ave, Reno, NV 89503</b>		<b>PHONE #</b>
<b>EMAIL ADDRESS</b>		
<b>PROPERTY OWNER</b> <b>Arne Hoel and Kathy Triplett</b> <b>MAILING ADDRESS, CITY, STATE, ZIP</b> <b>601 S. Arlington Ave, Reno, NV, 89503</b>		<b>PHONE #</b>
<b>EMAIL ADDRESS</b>		
<b>APPLICANT AGENT/REPRESENTATIVE</b> <b>Manhard Consulting</b> <b>MAILING ADDRESS, CITY STATE, ZIP</b> <b>3476 Executive Pointe Way, STE. 12, Carson City, NV 89706</b>		<b>PHONE #</b>
<b>EMAIL ADDRESS</b> <b>cbaker@manhard.com</b>		
<b>Project's Assessor Parcel Number(s):</b> <b>009-122-03, 009-122-04</b>	<b>Street Address</b> <b>3659 S. Carson St, Carson City, NV 89701</b>	<b>ZIP Code</b>
<b>Project's Master Plan Designation</b> <b>Mixed-Use Commercial</b>	<b>Project's Current Zoning</b> <b>General Commercial</b>	<b>Nearest Major Cross Street(s)</b> <b>S. Carson Street and Koontz Lane</b>
<p>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: <u>18.02.115</u>, or Development Standards, Division <u>1 &amp; 4</u>, Section <u>1.3.4.7.5, 4.7</u>, a request to allow as a conditional use is as follows:</p> <p>sections 1 and 4 for lighting and signage require a special use permit when maximum allowable signage space is exceeded</p>		
<b>PROPERTY OWNER'S AFFIDAVIT</b> <p>I, <u>Arne Hoel (CCP)</u>, 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.</p> <p><u>Arne Hoel</u> Signature      Address <u>601 S. Arlington Ave Reno</u>      Date <u>2-17-16</u>  <u>89509</u></p> <p>Use additional page(s) if necessary for other names.</p>		
<p>STATE OF NEVADA COUNTY</p> <p>On <u>2</u>, personally appeared before me, a notary public, personally known (or proved) to me to be the person whose name is subscribed to the foregoing document and who acknowledged to me that he/she executed the foregoing document.</p> <p>Notary Public</p> <p>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.</p>		

**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

*John C. Morgan CCP*

Date

*2-17-16*

# Master Plan Policy Checklist

## Special Use Permit, Major Project Review & Administrative Permits

### PURPOSE

The purpose of a development checklist is to provide a list of questions that address whether a development proposal is in conformance with the goals and objectives of the 2006 Carson City Master Plan that are related to non-residential and multi-family residential development. This checklist is designed for developers, staff, and decision-makers and is intended to be used as a guide only.

Development Name: Carson Car Center

Reviewed By: \_\_\_\_\_

Date of Review: \_\_\_\_\_

### DEVELOPMENT CHECKLIST

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed development meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

### CHAPTER 3: A BALANCED LAND USE PATTERN



The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

Is or does the proposed development:

- Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
- Use sustainable building materials and construction techniques to promote water and energy conservation (1.1e, f)?
- Located in a priority infill development area (1.2a)?
- Provide pathway connections and easements consistent with the adopted Unified Pathways Master Plan and maintain access to adjacent public lands (1.4a)?
- Protect existing site features, as appropriate, including mature trees or other character-defining features (1.4c)?

- At adjacent county boundaries or adjacent to public lands, coordinated with the applicable agency with regards to compatibility, access and amenities (1.5a, b)?
- In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1b, 2.2b, 2.3b, Land Use Districts, Appendix C)?
- Meet adopted standards (e.g. setbacks) for transitions between non-residential and residential zoning districts (2.1d)?
- Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?
- Sited outside the primary floodplain and away from geologic hazard areas or follows the required setbacks or other mitigation measures (3.3d, e)?
- Provide for levels of services (i.e. water, sewer, road improvements, sidewalks, etc.) consistent with the Land Use designation and adequate for the proposed development (Land Use table descriptions)?
- If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

## CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES



The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

### Is or does the proposed development:

- Provide park facilities commensurate with the demand created and consistent with the City's adopted standards (4.1b)?
- Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

## CHAPTER 5: ECONOMIC VITALITY



The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

### Is or does the proposed development:

- Encourage a citywide housing mix consistent with the labor force and non-labor force populations (5.1i)?
- Encourage the development of regional retail centers (5.2a)?
- Encourage reuse or redevelopment of underused retail spaces (5.2b)?
- Support heritage tourism activities, particularly those associated with historic resources, cultural institutions and the State Capitol (5.4a)?
- Promote revitalization of the Downtown core (5.6a)?



Incorporate additional housing in and around Downtown, including lofts, condominiums, duplexes, live-work units (5.6c)?

## CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



The Carson City Master Plan seeks to promote safe, attractive and diverse neighborhoods, compact mixed-use activity centers, and a vibrant, pedestrian-friendly Downtown.

Is or does the proposed development:

Use durable, long-lasting building materials (6.1a)?

Promote variety and visual interest through the incorporation of varied building styles and colors, garage orientation and other features (6.1b)?

Provide variety and visual interest through the incorporation of well-articulated building facades, clearly identified entrances and pedestrian connections, landscaping and other features consistent with the Development Standards (6.1c)?

Provide appropriate height, density and setback transitions and connectivity to surrounding development to ensure compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?

If located in an identified Mixed-Use Activity Center area, contain the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1a, b)?

If located Downtown:

- Integrate an appropriate mix and density of uses (8.1a, e)?
- Include buildings at the appropriate scale for the applicable Downtown Character Area (8.1b)?
- Incorporate appropriate public spaces, plazas and other amenities (8.1d)?

Incorporate a mix of housing models and densities appropriate for the project location and size (9.1a)?

## CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks to promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

Is or does the proposed development:

Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?

Maintain and enhance roadway connections and networks consistent with the Transportation Master Plan (11.2c)?

Provide appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan (12.1a, c)?


**CARSON CITY**  
*Capital of Nevada*

[Treasurer Home](#)
[Assessor Data Inquiry](#)
[Back to Last Page](#)

Secured Tax Inquiry Detail for Parcel # 009-122-04					
Current Owner:	CARSON CAR CENTER PROP LLC		Roll #:	007893	
Property Location:	3659 S CARSON ST		Tax Year:	2016	
Billed to:	HITCHCOCK, MECHELLE R 2000 TR % MECHELLE R HITCHCOCK, TTEE P O BOX 932 ZEPHYR COVE, NV 89448-0000		District:	1,6	
			Tax Service:		
			Land Use Code:	400	
<b>Outstanding Taxes</b>					
Prior Year	Tax/Penalty/Interest	Total	Amount Paid	Total Due	
2013+	33,125.85	33,125.85	33,125.85		
2014	14,225.17	14,225.17	14,225.17		
2015	14,652.01	14,652.01	14,652.01	.00	
<b>Current Year</b>				No Taxes Owing	
08/17	3,782.61	3,782.61	3,782.61	.00	
10/05	3,780.00	3,780.00	3,780.00	.00	
01/04	3,780.00	3,780.00	3,780.00	.00	
03/07	3,780.00	3,780.00	3,780.00	.00	
<b>Totals</b>	15,122.61	.00	15,122.61	15,122.61	
<input type="button" value="Payment Cart"/> <input type="button" value="History"/>					


**CARSON CITY**  
*Capital of Nevada*

[Assessor Home](#) [Personal Property](#) [Sales Data](#) [Secured Tax Inquiry](#) [Recorder Search](#)

**Parcel Detail for Parcel # 009-122-04**

**Location**

Property Location **3659 S CARSON ST**

Town [Add'l Addresses](#)

District **1.6 - SOUTH CARSON REDEVELOPMENT #2**

Subdivision **Lot** **Block** [Legal Description](#)

Property Name

**Ownership**

Assessed Owner Name **CARSON CAR CENTER PROP LLC**

Mailing Address **% ARNE HOEL & KATHY TRIPPLETT**  
**601 S ARLINGTON AVE**  
**RENO, NV 89503-0000** [Ownership History](#)  
[Document History](#)

Legal Owner Name **CARSON CAR CENTER PROP LLC**

Vesting Doc #, Date **458630** **10/19/15** Book / Page /

Map Document # **R/S 1101**

**Description**

Total Acres **2.140** Square Feet **93,218**

Ag Acres **.000** W/R Acres **.000**

**Improvements**

Single-family Detached <b>0</b>	Non-dwelling Units <b>2</b>	Bedrooms / Baths <b>0 / .00</b>
Single-family Attached <b>0</b>	Mobile Home Hookups <b>0</b>	Stories <b>1.0</b>
Multiple-family Units <b>0</b>	Wells <b>0</b>	Garage Square Ft... <b>0</b>
Mobile Homes <b>0</b>	Septic Tanks <b>0</b>	Attached / Detached
Total Dwelling Units <b>0</b> Buildings Sq Ft <b>21,143</b>		
Residence Sq Ft <b>0</b> Basement Sq Ft <b>0</b> Basement		
Improvement List		
Property Costing Estimates		
Finished Basement SF <b>0</b> Bedrooms / Baths <b>0 / .00</b>		

**Appraisal Classifications**

Current Land Use Code **400** [Code Table](#)

Zoning Code(s) **GC**  
**Class 1.50**

Re-appraisal Group **5** Re-appraisal Year **2012**  
Original Construction Year **1968** Weighted Year **1978**

**Assessed Valuation**

Assessed Values	2016-17	2015-16	2014-15
Land	<b>277,325</b>	<b>277,325</b>	<b>277,325</b>
Improvements	<b>307,860</b>	<b>265,287</b>	<b>153,867</b>
Personal Property	<b>0</b>	<b>0</b>	<b>0</b>
Ag Land	<b>0</b>	<b>0</b>	<b>0</b>
Exemptions	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Assessed Value</b>	<b>585,185</b>	<b>542,612</b>	<b>431,192</b>

**Taxable Valuation**

Taxable Values	2016-17	2015-16	2014-15
Land	<b>792,357</b>	<b>792,357</b>	<b>792,357</b>
Improvements	<b>879,600</b>	<b>757,963</b>	<b>439,620</b>
Personal Property	<b>0</b>	<b>0</b>	<b>0</b>
Ag Land	<b>0</b>	<b>0</b>	<b>0</b>
Exemptions	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Taxable Value</b>	<b>1,671,957</b>	<b>1,550,320</b>	<b>1,231,977</b>

**Increased (New) Values**

Land	<b>0</b>	<b>0</b>	<b>0</b>
Improvements	<b>0</b>	<b>0</b>	<b>0</b>
Personal Property	<b>0</b>	<b>0</b>	<b>0</b>

**Increased (New) Values**

Land	<b>0</b>	<b>0</b>	<b>0</b>
Improvements	<b>0</b>	<b>0</b>	<b>0</b>
Personal Property	<b>0</b>	<b>0</b>	<b>0</b>

[Back to Search List](#)



## Carson City Planning Division

108 E. Proctor St.  
Carson City, Nevada 89701  
(775) 887-2180  
Planning@carson.org  
www.carson.org

CLERK  
FILED

Time 9:27 AM

JAN 13 2016

By C. Egger  
Deputy  
Carson City Clerk

### COMMUNITY DEVELOPMENT, PLANNING DIVISION January 11, 2016

#### NOTICE OF DECISION

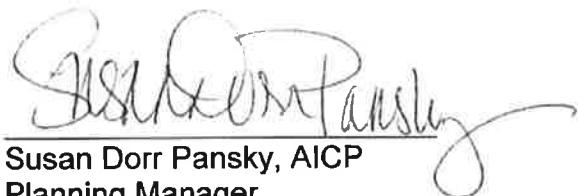
An application was received, T-15-186, to consider a request from Carson Car Center Properties, LLC (property owner Arne Hoel and Kathy Triplett) for a Temporary Use Permit to allow promotional tents and signage in conjunction with the grand opening of a used car dealership on property zoned General Commercial (GC), located at 3659 S. Carson Street, APNs 009-122-03 and 009-122-04, pursuant to the requirements of the Carson City Municipal Code.

The Planning Division hereby approves the aforementioned Temporary Use Permit with the following conditions of approval:

#### CONDITIONS OF APPROVAL:

1. The applicant must sign and return the Notice of Decision for conditions for approval within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, then the item may be rescheduled for the next Planning Commission meeting for further consideration.
2. All development shall be substantially in accordance with the development plans approved with this application, except as otherwise modified by these conditions of approval.
3. All on- and off-site improvements shall conform to City standards and requirements.
4. The use for which this permit is approved shall commence immediately upon approval of this Temporary Use Permit and shall remain valid through March 30, 2016.
5. No additional temporary signage or promotional tents shall be allowed on the site without modification of this Temporary Use Permit.
6. Use of the temporary signage and promotional tents beyond March 30, 2016 shall require the approval of a Special Use Permit.

7. The applicant shall provide a copy of its lease agreement with NDOT for APN 009-122-03 to the Planning Division.
8. All projects and improvements must be performed in accordance with Nevada Revised Statutes (NRS) 623 and 624, and Carson City Municipal Code (CCMC) 15.05.020.
9. All repairs, replacements and alterations must have proper building permits and comply with International Building Codes, Uniform Plumbing Code, Uniform Mechanical Code or International Mechanical Code, Fuel Gas Code, Electrical Code, Adopted International Energy Conservation Code and Northern Nevada Amendments.
10. These signs are required to have a Professional Nevada Engineer analyze that their design for wind speeds and anchors are rated for Carson City's design conditions.
11. All contractors are required to carry State and local license.



Susan Dorr Pansky, AICP  
Planning Manager

SDP:sdp

Mailed by: 1/13/16 By: EMT



**Applicant:**  
Carson Car Center Properties LLC  
601 S. Arlington Avenue  
Reno, NV 89503

**Property Owner:**  
Arne Hoel and Kathy Triplett  
601 S. Arlington Avenue  
Reno, NV 89503

**Applicant Representative:**  
Manhard Consulting  
9850 Double R Boulevard Suite 100  
Reno, NV 89521  
(775) 746-3500

- Proposed Building Signage
- Existing Building Signage
- Flags
- Banners
- Lights
- Curb Cut
- Tent\*
- Building
- Property Boundary

0 20 40 80 Feet



\*Tent located anywhere on site

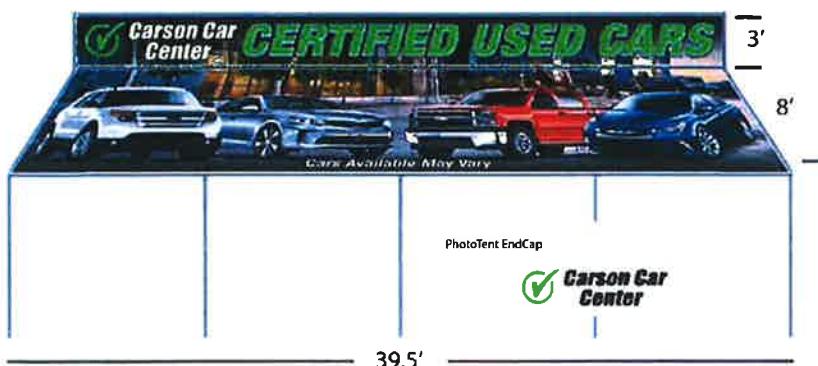




Qty.	Sq. Ft.	Total Sq. Ft.
4	26	104



Qty.	Sq. Ft.	Total Sq. Ft.
8	0	0



Qty. 1 - Awning

Awning Banner = 118.5 Sq. Ft.

Awning Top = 316 Sq. Ft.

End Caps (27.5 Sq. Ft. Ea.) = 55 Sq. Ft.

Awning Total = 489.5 Sq. Ft.



Qty.  
5

Sq. Ft.  
26

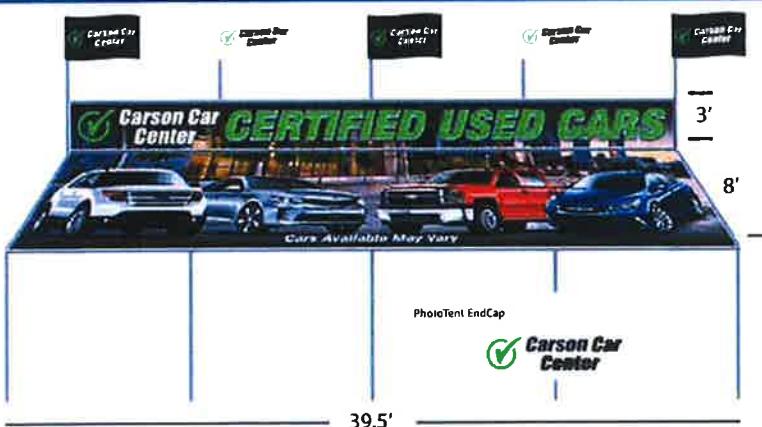
Total  
Sq. Ft.  
130



Qty.  
9

Sq. Ft.  
24

Total  
Sq. Ft.  
216



Qty. 1 - Awning

Awning Banner = 118.5 Sq. Ft.

Awning Top = 316 Sq. Ft.

End Caps (27.5 Sq. Ft. Ea.) = 55 Sq. Ft.

Flags Total (15 Sq. Ft. Ea.) = 75 Sq. Ft.

Awning Total = 564.5 Sq. Ft.



Qty. 1 - Awning

Awning Banner = 118.5 Sq. Ft.

Awning Top = 316 Sq. Ft.

End Caps (27.5 Sq. Ft. Ea.) = 55 Sq. Ft.

Flags Total (15 Sq. Ft. Ea.) = 75 Sq. Ft.

Awning Total = 564.5 Sq. Ft.

**800/758-0210**  
[www.ProclaimPromotions.com](http://www.ProclaimPromotions.com)

**TOTAL ALL= 1475 Sq. Ft.**





