

**STAFF REPORT FOR THE PLANNING COMMISSION MEETING OF MAY 24, 2017**

**FILE NO:** SUP-17-051

**AGENDA ITEM:** F-1

**STAFF AUTHOR:** Hope Sullivan, Planning Manager

**REQUEST:** To consider a request from Carson City (property owner: Carson City) for a Special Use Permit to allow a bus terminal on property zoned Public Regional (PR).

**APPLICANT/AGENT:** Carson City

**OWNER:** Carson City

**LOCATION:** 3770 Butti Way

**APN:** 010-037-02

**RECOMMENDED MOTION:** "I move to approve SUP-17-051, a request from Carson City (property owner: Carson City) for a Special Use Permit to allow a bus terminal on property zoned Public Regional, and located at 3770 Butti Way, APN 010-037-02, based on the ability to make the required findings in the affirmative as stated in the staff report, and subject to the conditions of approval."



**RECOMMENDED CONDITIONS OF APPROVAL:**

1. All development shall be substantially in accordance with the attached site development plan.
2. All on and off-site improvements shall conform to City standards and requirements.
3. The use for which this permit is approved shall commence within twelve (12) months of the date of final approval. A single, one (1) year extension of time must be requested in writing to the Planning and Community Development Department thirty (30) days prior to the one (1) year expiration date. Should this permit not be initiated within one (1) year and no extension granted, the permit shall become null and void.
4. The applicant must sign and return the Notice of Decision for conditions of approval within ten (10) days of receipt of notification. If the Notice of Decision is not signed and returned within ten (10) days, then the item will be rescheduled for the next Planning Commission meeting for further considerations.
5. The dimensional criteria of all signage shall be consistent with Section 4.7.3 of the Development Standards, which are the sign standards for Office Building Uses.
6. Project must comply with 2012 IFC and northern Nevada fire code amendments as adopted by Carson City.
7. All construction and improvements must meet the requirements of Carson City Standard Details.
8. Part of the site is in FEMA flood zone AE. Improvement plans must meet any applicable requirements of CCMC 12.09 and CCDS Division 14.

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

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

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

**KEY ISSUES:** Will the proposed use be consistent with the objectives of the Master Plan? Will the proposed Bus Terminal 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:**

NORTH: Neighborhood Business (NB) and Single Family 6000 (SF6) / Single Family Home and Office Building

EAST: General Industrial (GI) / Industrial Buildings

WEST: Public Regional (PR) / Vacant

SOUTH: Public Regional (PR) / City Corporate Yard

**ENVIRONMENTAL INFORMATION:**

FLOOD ZONE: Zone AE (100 year flood plain)

EARTHQUAKE FAULT: Moderate

SLOPE/DRAINAGE: Site is flat

**SITE DEVELOPMENT INFORMATION:**

LOT SIZE (acres): 5.25 acres

STRUCTURE SIZE: Existing building is 1800'square feet

PARKING: 42 spaces plus bus parking

VARIANCES REQUESTED: None

### **PREVIOUS REVIEW:**

SUP-10-077: Use of an office trailer

D-01/02-3: Dedication of a sewer, water, drainage, pedestrian and slope easements, right-of-way

U-91/92-15: Animal Shelter

### **DISCUSSION:**

A Special Use Permit is required as a bus terminal is a conditional use in the Public Regional zoning district. The site was most recently utilized as an animal shelter. With the opening of the new animal shelter, the site is currently only used for an animal cemetery.

The City is seeking to locate the Jump Around Carson (JAC) operations on the subject property. This will include a bus parking lot, and an 1800 square foot office for the staff including a break area for drivers. It is anticipated that the site will be utilized Monday through Friday from 5:00 AM – 8:00 PM, and Saturdays from 7:30 AM – 5:00 PM. It will be utilized on Sundays for special events that require buses. Trip generation from the site is anticipated to be 45 trips daily. Note these are not new trips, but rather trips that are moving from the existing site at 3505 Butti Way to the proposed site.

Physical improvements to the site will include demolition of the kennels and outbuildings, improvements to the parking lots, relocation of the fencing, and landscaping. The result will be retention of the 1800 square foot office building, and parking areas that can accommodate 16 buses, and 45 passenger vehicles. Existing fencing separating the bus terminal from the animal cemetery will remain.

**PUBLIC COMMENTS:** Public notices were mailed to 108 property owners within 600 feet of the subject site (minimum distance required 600 feet) on May 5, 2017. As of the writing of this report, no comments in support or 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 May 24, 2017, depending on the date of submission of the comments to the Planning Division.

### **OTHER CITY DEPARTMENTS OR OUTSIDE AGENCY COMMENTS:**

Plans were routed to outside agencies, and the following comments were received.

#### **Fire Department**

9. Project must comply with 2012 IFC and northern Nevada fire code amendments as adopted by Carson City.

#### **Engineering Department**

1. All construction and improvements must meet the requirements of Carson City Standard Details.
2. Part of the site is in FEMA flood zone AE. Improvement plans must meet any applicable requirements of CCMC 12.09 and CCDS Division 14.

**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 objectives of the Master Plan elements.***

The subject property is designated as Public / Quasi-Public in the Master Plan. Per the Master Plan, this designation is appropriate for government offices, and facilities needed for essential

public facilities. The designation anticipates services provided by the City, special districts, or by a quasi-public organization.

The proposed location of the use is consistent with the City's Guiding Principle 1, which states the City will have a compact pattern that makes efficient use of the limited land area and water resources it has available for urban growth. The subject property is an improved site that is currently served by City utilities, thus consistent with Guiding Principle 1.

Guiding Principle 11 states the City will maintain a safe transportation system that facilitates efficient travel both within and through the community using a variety of motorized and non-motorized modes.

Associated policy 11.1a states that the City shall "ensure the goals and policies contained in the City's Transportation, Transit, and Unified Pathway Master Plans are supportive of the development of an integrated multi-modal transportation system and are consistent with the goals and policies contained in the Master Plan." The transit system is an integral part of Guiding Principle 11.

2. ***Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and is compatible with and preserves the character and integrity of adjacent development and neighborhoods or includes improvements or modifications either on-site or within the public right-of-way to mitigate development related to adverse impacts such as noise, vibrations, fumes, odors, dust, glare or physical activity.***

The proposed use will not be detrimental to surrounding properties or the general neighborhood, and will be compatible with adjacent development and neighborhoods. Butti Way is primarily comprised of public or quasi-public facilities. The City corporate yard is across the street from the subject property, and the new animal control facility is down the street. The proposed use currently exists on Butti Way across the street from the subject property.

Hours of operation will not go late into the evening, and there will typically not be any use of the site on Sundays. Lighting associated with the parking area will be of a cut-off nature to avoid off-site spill over. Activity on site will be primarily occurring in the office building except during shift changes, which are currently scheduled for 12:30 PM.

In designing the parking area, parking spaces behind the office building are off-set from the property line by ten feet, and no parking is proposed along the property line adjacent to the single family home.

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

Staff finds that the proposed use will not have a detrimental effect on vehicular or pedestrian traffic. The use currently exists across Butti Way where it is housed in the City's Corporate Yard. As an intensification of use is not being considered, only a relocation, the vehicular and pedestrian traffic is anticipated to be identical to what currently exists on this portion of Butti, and at its intersections with Fairview and Airport Road.

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

The site will be located on an improved piece of land currently served by public water and sewer.

The use currently exists in the City, therefore there will be no change to demand for police and fire protection. Given the nature of the use, there will be no impact on schools.

**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.***

Staff finds that this finding is met. The subject property is zoned Public Regional (PR). The purpose of the P District is "to accommodate the wide range of public institutional and auxiliary uses which are established in response to the health, safety, cultural and welfare needs of the citizens of the City." The PR zoning "means Federal, state and city facilities and uses whose main purpose is to sustain wide regional needs." A Bus Terminal / Station is a Conditional Use in the PR zoning district.

In terms of dimensional standards, all public district development standards relative to lot area, setbacks, building height, landscaping, off-street parking and signs are based on requirements and conditions of the special use permit.

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

Staff finds that the proposed use will not be detrimental to public health, safety, convenience and welfare. The parking spaces are more than 50 feet away from the property line adjacent to a residence. The vehicles will not be serviced on site. If a vehicle requires servicing, it will be taken to the corporate yard. The buses will be stored on site, and bus drivers and other employees will park on site. However, the main parking area will not be accessible to the general public due to a security gate. Walk in customers will park to the south of the office building outside the security gate.

**7. *Will not result in material damage or prejudice to other property in the vicinity, as a result of proposed mitigation measures.***

Staff finds that the proposed use will not result in material damage or prejudice to other property in the vicinity. With the exception of a single home, the site is surrounded by non-residential uses. The site design recognizes the adjacent home, and has avoided placing activity in the vicinity of the shared property line.

Attachments:  
Application SUP-17-051

RECEIVED

APR 26 2017

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

FOR OFFICE USE ONLY:

CCMC 18.02.080

**SPECIAL USE PERMIT****FILE # SUP - 17 - = SUP - 17 - 051**

**FEE\*: \$2,450.00 MAJOR**  
**\$2,200.00 MINOR (Residential**  
**zoning districts)**  
**+ noticing fee**

\*Due after application is deemed complete by staff

☐ **SUBMITTAL PACKET – 4 Complete Packets (1 Unbound Original and 3 Copies) Including:**

- ☐ Application Form
- ☐ Detailed Written Project Description
- ☐ Site Plan
- ☐ Building Elevation Drawings and Floor Plans
- ☐ Special Use Permit Findings
- ☐ Master Plan Policy Checklist
- ☐ Applicant's Acknowledgment Statement
- ☐ Documentation of Taxes Paid-to-Date
- ☐ Project Impact Reports (Engineering)

☐ **CD or USB DRIVE with complete application in PDF**

**Application Received and Reviewed By:**

**Submittal Deadline: See attached Planning Commission application submittal schedule.**

**Note: Submittals must be of sufficient clarity and detail for all departments to adequately review the request. Additional information may be required.**

**APPLICANT** **PHONE #**  
**JAC - Graham Dollarhide 283-7583**

**MAILING ADDRESS, CITY, STATE, ZIP**  
**3505 Butti Way, Carson City, NV 89701**

**EMAIL ADDRESS**  
**GDollarhide@carson.org**

**PROPERTY OWNER** **PHONE #**  
**Carson City - S Hicks 283-7904**

**MAILING ADDRESS, CITY, STATE, ZIP**  
**3505 Butti Way, Carson City, NV 89701**

**EMAIL ADDRESS**  
**SHicks@carson.org**

**APPLICANT AGENT/REPRESENTATIVE** **PHONE #**  
**Robert Fellows 283-7370**

**MAILING ADDRESS, CITY STATE, ZIP**  
**3505 Butti Way, Carson City, NV 89701**

**EMAIL ADDRESS**  
**RFellows@carson.org**

Project's Assessor Parcel Number(s):

010-037-02

Street Address

3770 Butti Way

Project's Master Plan Designation

Public/ Quasi-Public

Project's Current Zoning

PR

Nearest Major Cross Street(s)

Fairview Drive

Please provide a brief description of your proposed project and/or proposed use below. Provide additional pages to describe your request in more detail.

Relocate JAC operations, buses, drivers and office personnel to a portion of the property at 3770 Butti Way. The project includes site improvement to accommodate the use.

**PROPERTY OWNER'S AFFIDAVIT**

I, Nick Marano, 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.

Nick Marano  
 Signature

201 N Carson St, CC  
 Address

4/11/17  
 Date

Use additional page(s) if necessary for additional owners.

STATE OF NEVADA  
 COUNTY Carson City

On April 11, 2017, Nick Marano, 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.

[Signature]  
 Notary Public



**NOTARY PUBLIC**  
**STATE OF NEVADA**  
 APPT. No. 14-13331-6  
 MY APPT. EXPIRES MARCH 14, 2018

**NOTE:** If your project is located within the Historic District or airport area, it may need to be scheduled before the Historic Resources Commission or the Airport Authority in addition to being scheduled for review by the Planning Commission. Planning staff can help you make this determination.

## Special Use Permit Detailed Project Description

With the opening of the new animal shelter, the parcel previously occupied by the animal shelter—at 3770 Butti Way—is now vacant and available for other City functions. A mutual need existed for Jump Around Carson (JAC) operations and Public Works Fleet Maintenance to relocate the JAC facility and bus parking to another site. When the old animal shelter site became available, City staff began planning to relocate JAC to this site.

The relocation project will include site improvements to accommodate the use, including the grading and paving of a large portion of the parcel, modifications to the main building, and fencing and utilities improvements. Activities on this parcel will mirror those already existing at 3303 Butti Way—current location of JAC operations and bus yard—and are not expected to have a significant impact on the area in terms of traffic, noise, dust, or other problems.

















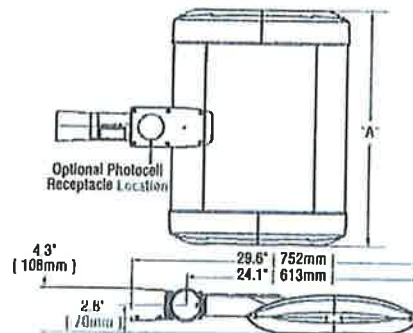


## ARE EDG-3M-AA

## THE EDGE® LED Area Light – Type III Medium

Rev. Date: 11/9/10

BetaLED Catalog #: ARE - EDG - 3M - AA - 12 - C - UL - SV - HL - P



# of LEDs	Dim. "A"
20	12.06"
40	12.06"
60	14.06"
80	16.06"
100	18.06"
120	20.06"
140	22.06"
160	24.06"
180	26.06"
200	28.06"
220	30.06"
240	32.06"

## Notes:

GET LED SERIES "D"

Product	Family	Optic	Mounting	# of LEDs (x 10)	LED Series	Voltage	Color Options	Factory-installed Options
ARE	EDG	3M <sup>1</sup> 3MB <sup>2</sup>	AA <sup>3</sup>	02 04 06 08 10 12 14 16 18 20 22 24	C	UL Universal 120-277V UH Universal 347-480V 12 120V 24 240V 27 277V 34 347V	SV Silver BK Black BZ Bronze PB Platinum Bronze WH White	Please type additional options in manually on the lines provided above. 43K 4300K Color Temperature <sup>4</sup> 525 525mA Drive Current <sup>5A</sup> DIM5 0-10V Dimming (525mA maximum) <sup>7A</sup> F Fuse <sup>9,10</sup> HL HI/Low (175/350/525, dual circuit input) <sup>11</sup> P Photocell <sup>12,13</sup> R NEMA Photocell Receptacle <sup>13,14</sup> TL Two-Level (175/525 w/ integrated sensor control) <sup>11</sup> TL2 Two-Level (0/350 w/ integrated sensor control) <sup>11</sup> TL3 Two-Level (0/525 w/ integrated sensor control) <sup>11</sup>

## Footnotes

- 1 IESNA Type III Medium distribution
- 2 IESNA Type III Medium distribution with backlight control
- 3 Adjustable arm for mounting to 2" (2-3/8" (60mm) O.D.) tenon
- 4 Color temperature per fixture; minimum 70 CRI
- 5 Driver operates at 525mA instead of the standard 350mA providing a higher lumen output and a shorter life
- 6 Available on fixtures with 20-120 LEDs
- 7 Control by others
- 8 Refer to dimming spec sheet for availability and additional information
- 9 Not available when UH voltage is selected
- 10 When code dictates fusing use time delay fuse
- 11 Refer to multi-level spec sheet for availability and additional information
- 12 Must specify voltage other than UL or UH
- 13 This option not available with all multi-level options. Refer to multi-level spec sheet for more information
- 14 Intended for horizontal mounting

## LED PERFORMANCE SPECS

# of LEDs	Initial Delivered Lumens – Type III Medium @ 6000K	B U G Rating***	Initial Delivered Lumens – Type III Medium w/ Backlight Control @ 6000K	B U G Rating***	Initial Delivered Lumens – Type III Medium @ 4300K	B U G Rating***	Initial Delivered Lumens – Type III Medium w/ Backlight Control @ 4300K	B U G Rating***	System Walls 120-277V	Total Current @ 120V	Total Current @ 230V	Total Current @ 277V	System Walls 347-480V	Total Current @ 347V	Total Current @ 480V	L <sub>70</sub> Hours** @ 25° C (77° F)
350mA (Standard) Fixture Operating at 25° C (77° F)																
20	1,849 (02)	1 1 1	1,237 (02)	0 1 1	1,446 (02)	1 1 1	1,085 (02)	0 1 1	25	0.23	0.11	0.10	30	0.09	0.08	105,000
40	3,298 (04)	1 1 1	2,473 (04)	0 1 1	2,892 (04)	1 1 1	2,169 (04)	0 1 1	49	0.41	0.23	0.20	51	0.15	0.12	105,000
60	4,946 (06)	2 2 2	3,710 (06)	0 1 1	4,338 (06)	2 2 2	3,254 (06)	0 1 1	71	0.60	0.32	0.28	74	0.22	0.17	105,000
80	6,595 (08)	2 2 2	4,946 (08)	1 2 2	5,785 (08)	2 2 2	4,338 (08)	1 2 1	93	0.78	0.41	0.35	96	0.28	0.21	105,000
100	8,244 (10)	3 3 3	6,183 (10)	1 3 2	7,231 (10)	2 2 2	5,423 (10)	1 2 2	118	0.98	0.52	0.43	119	0.35	0.26	105,000
120	9,893 (12)	3 3 3	7,419 (12)	1 3 2	8,677 (12)	3 3 3	6,508 (12)	1 3 2	139	1.17	0.61	0.52	141	0.41	0.30	105,000
140	11,541 (14)	3 3 3	8,656 (14)	1 3 2	10,123 (14)	3 3 3	7,592 (14)	1 3 2	164	1.39	0.74	0.63	170	0.49	0.35	105,000
160	13,190 (16)	3 3 3	9,893 (16)	1 3 2	11,569 (16)	3 3 3	8,677 (16)	1 3 2	186	1.58	0.83	0.71	182	0.56	0.40	105,000
180	14,839 (18)	3 3 3	11,129 (18)	1 3 2	13,015 (18)	3 3 3	9,762 (18)	1 3 2	211	1.77	0.93	0.79	215	0.62	0.45	105,000
200	16,488 (20)	3 3 3	12,366 (20)	2 3 2	14,462 (20)	3 3 3	10,846 (20)	1 3 2	233	1.97	1.03	0.87	237	0.68	0.49	105,000
220	18,136 (22)	3 3 3	13,602 (22)	2 3 2	15,908 (22)	3 3 3	11,931 (22)	1 3 2	258	2.16	1.13	0.95	259	0.75	0.54	105,000
240	19,785 (24)	3 3 3	14,839 (24)	2 3 3	17,354 (24)	3 3 3	13,015 (24)	2 3 2	279	2.35	1.23	1.03	282	0.81	0.59	105,000
525mA Fixture Operating at 25° C (77° F)																
20	2,143 (02)	1 1 1	1,608 (02)	0 1 1	1,880 (02)	1 1 1	1,410 (02)	0 1 1	37	0.31	0.18	0.17	43	0.13	0.15	61,000
40	4,287 (04)	2 2 2	3,215 (04)	0 1 1	3,760 (04)	1 1 1	2,820 (04)	0 1 1	69	0.68	0.31	0.27	75	0.22	0.19	61,000
60	6,430 (06)	2 2 2	4,823 (06)	1 2 2	5,640 (06)	2 2 2	4,230 (06)	1 2 1	110	0.92	0.49	0.41	118	0.33	0.27	61,000
80	8,574 (08)	3 3 3	6,430 (08)	1 3 2	7,520 (08)	2 2 2	5,640 (08)	1 2 2	138	1.16	0.62	0.54	145	0.42	0.32	61,000
100	10,717 (10)	3 3 3	8,038 (10)	1 3 2	9,400 (10)	3 3 3	7,050 (10)	1 3 2	177	1.49	0.79	0.68	186	0.53	0.40	61,000
120	12,860 (12)	3 3 3	9,645 (12)	1 3 2	11,280 (12)	3 3 3	8,460 (12)	1 3 2	217	1.82	0.98	0.81	226	0.65	0.48	61,000

\* Utilizes magneto step-down transformer when 525mA drive current or multi-level options are selected

\*\* For recommended lumen depreciation data see TD-13

\*\*\* For more information on the IES BUG (Backlight-Uplight-Glare) Rating visit [www.iesna.org/PDF/Erratas/TM-16-07BugRatingAddendum.pdf](http://www.iesna.org/PDF/Erratas/TM-16-07BugRatingAddendum.pdf)

NOTE: All data subject to change without notice.

© 2010 BetaLED®, a division of Ruud Lighting • 1200 92nd Street • Sturtevant, WI 53177 • 800-236-6800 • [www.betaLED.com](http://www.betaLED.com)Made in the U.S.A. of U.S. and Imported parts.  
Meets Buy American requirements within the ARRA.



**General Description**

Slim, low profile design minimizes wind load requirements. Fixture sides are rugged cast aluminum with integral, weather-tight LED driver compartments and high performance aluminum heatsinks. Adjustable mounting arm is rugged die cast aluminum and mounts to 2" I-beon. Includes leaf/debris guard. Five year limited warranty on fixture.

**Electrical**

Modular design accommodates varied lighting output from high power, white, 6000K (+/- 500K per full fixture), minimum 70 CRI, long life LED sources. 120-277V 50/60 Hz, Class 1 LED drivers are standard. 347-480V 50/60 Hz option is available. LED drivers have power factor >90% and THD <20% at full load. Units provided with integral 9kV surge suppression protection standard. Integral weather-tight electrical box with terminal strip for easy power hook-up. Surge protection tested in accordance with IEEE C62.41.2 and ANSI standard 62.41.2.

**Testing & Compliance**

UL listed in the U.S. and Canada for wet locations and enclosure classified IP66 per IEC 529 when ordered without P or R options. Consult factory for CE Certified products. RoHS compliant. International Dark-Sky Association approved

**Finish**

Exclusive Colorfast DeltaGuard® finish features an E-Coat epoxy primer with an ultra-durable silver powder topcoat, providing excellent resistance to corrosion, ultraviolet degradation and abrasion. Bronze, black, white and platinum bronze powder topcoats are also available. The finish is covered by our 10 year limited warranty.

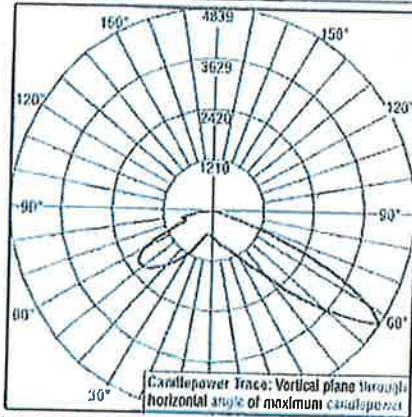
Fixture and finish are endurance tested to withstand 5,000 hours of elevated ambient salt fog conditions as defined in ASTM Standard B 117.

**Patents**

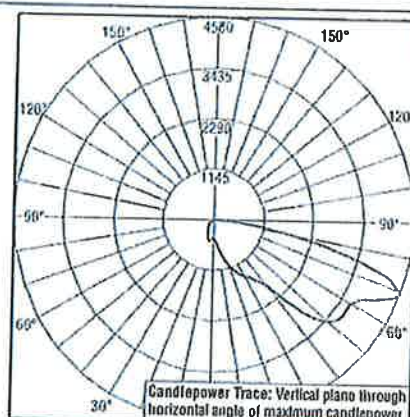
U.S. and International patents granted and pending. BetaLED is a division of Ruud Lighting, Inc. For a listing of Ruud Lighting, Inc. patents, visit [www.uspto.gov](http://www.uspto.gov).

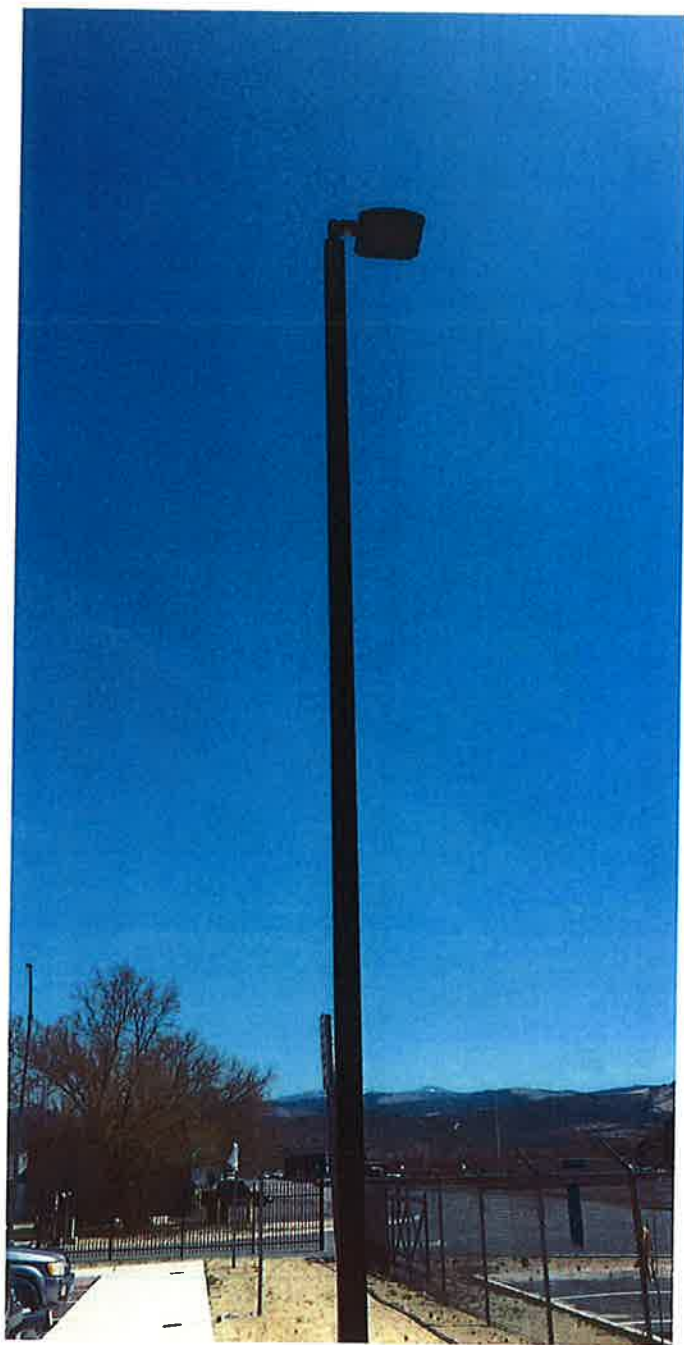
**Field-Installed Accessories**

Bird Spikes  
☐ XA-BRDSPK

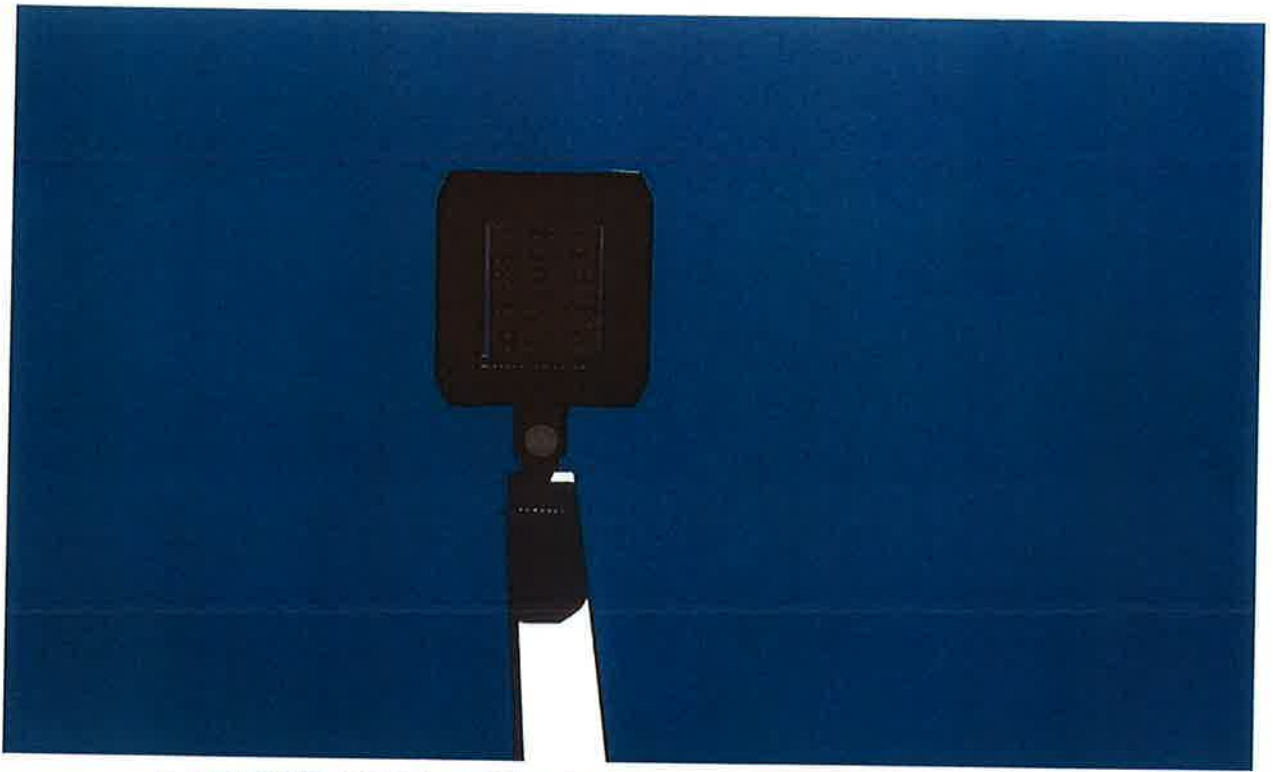
**Photometrics**

Independent Testing Laboratories certified test. Report No. ITL63574. Candelper trace of 6000K, 120 LED Type III Medium area luminaire with 9,914 initial delivered lumens operating at 350mA. All published luminaire photometric testing performed to IESNA LM-79-08 standards.











## Special Use Permit Findings

1. The project will be in keeping with, and not contrary to, the goals of the Master Plan elements, through conformance to the Master Plan Policy Checklist:

### Chapter 3:

- The project is not in conflict with the provisions of the Growth Management Ordinance. The use is moving from one location to another.
- N/A The project is using the existing Animal Shelter Admin building.
- N/A The project is not located in a priority infill development area, but is occupying a previously occupied parcel
- The project will not interfere with pathway connections or easements and will maintain access to adjacent pet cemetery.
- The project will not disturb mature landscape trees, distinctive topographic features, or other character-defining features of the site.
- This project requires no coordination with adjacent agencies with regards to compatibility, access and amenities
- This project is not located in a defined Mixed-Use area
- This project meets adopted standards for transitions between non-residential and residential zoning districts; this project does not change existing zoning
- This project will not disturb environmentally sensitive areas
- This project is sited outside the primary floodplain and away from geologic hazard areas
- This project provides for levels of services consistent with the Land Use designation and adequate for the proposed development
- This project is not located within an identified Specific Plan Area

### Chapter 4:

- N/A This project does not create new demand and therefore does not include park facilities
- N/A This project does not apply to the Open Space Master Plan or Carson River Master Plan

### Chapter 5:

- N/A This project does not change the housing mix
- N/A This project is not expected to change development patterns of regional retail centers

- N/A This project is not expected to have an impact on reuse or redevelopment of underused retail spaces
- N/A This project is not expected to have an impact on heritage or cultural activities, and is not located adjacent to or visible from such identified locations (V&T railroad, State Capitol Complex, etc.)
- N/A This project is not expected to have an impact on revitalization of the downtown core
- N/A This project does not provide additional housing in and around Downtown

#### Chapter 6:

- This project is not a new development and will use existing facilities
- This project does not include a new neighborhood or new buildings and therefore does not incorporate varied building styles, colors, or other features
- This project will include an updated entrance, pedestrian connection and landscaping consistent with the City's Development Standards.
- N/A The project is using the existing Animal Shelter Admin building.
- N/A This project is not located in an identified Mixed-Use Activity Center area
- N/A This project is not located Downtown
- N/A This project does not include housing

#### Chapter 7:

- This project does not change development or density patterns.
- This project does not impact roadway connections or networks.
- This project will include sidewalk along Butti Way frontage of property, thus helping to improve pedestrian linkages.

2A: North—single family (SF6) and commercial (NB); east—industrial (GI) and public (P); south—city government (PR); west—undeveloped (PR)

2B: The project is similar to existing development in the neighborhood in that it is a relocation of a portion of activity already taking place at the western edge of the parcel to the south. This project is replacing similar activity (also PR) that previously vacated this parcel. Daily activity Monday through Saturday will be less than the previous animal shelter use and not be beyond the scope of the use that the land is zoned for.

2C: The project will not be detrimental to the use, peaceful enjoyment or development of surrounding properties and the general neighborhood. Bus drivers arrive to work around 5:00 am, check their bus then proceed to their route, returning in the evening around 8:00 pm, Monday through Friday. On Saturday drivers arrive 7:30 am and turn at 5:00 pm. Office personnel arrive to work at 8 am and leave at 5 pm, Monday through Friday. Saturday's schedule is 8 am to 4 pm. Total daily traffic from the site would be about 45 trips which is less than the animal shelter use. Also, the traffic would not add any volume on Butti Way because the use is already there.

2D: Lighting included in the project will use full cut-off luminaires with auto dimming capability and will be oriented toward the center of the project parcel. The wattage/height/placement will be per city standards. See cut sheet for the light standard and the site plan.

2E: The existing site includes extensive landscaping which will remain and additional landscaping will be added along Fairview Drive in between the sidewalk and back fence. The current screen fence would be reused and moved away from the sidewalk 10 feet. The proposed landscaping would consist of street trees, shrubs and rock mulch. Inside the fenced yard, areas around the bus parking would receive rock mulch. No new live plants are proposed inside the fenced yard.

2F: The short-range and long-range benefit to the people of Carson City is that operations of City functions (namely those of the Public Works Department) will be allowed to be more efficient. Any benefit to City operations is a benefit to the tax payers of the City. By moving the JAC facility to the old animal shelter site the public would have easier access to the JAC personnel. And there would be less traffic conflicts from the main entrance of the City's Corporate yard.

3. This project will have very little, if any, impact on pedestrian and vehicular traffic in the area. No additional walkways or traffic volume will result. As stated previously, the operations of this project already exist on the same road on an adjacent parcel, and once relocated, the activities will continue to function as they currently do.

4A: N/A This project will not affect the school district.

4B: This project will not affect police and fire protection.

4C: The water supply serving the project is adequate to meet needs without degrading supply and quality to others in the area. The average daily use for domestic is 25 gallons. Irrigation use will remain the same or slightly more. The irrigation service also waters the pet cemetery.

4D: Drainage will be accommodated through surface flow which is the current situation. Stormwater from the site drains from north to south over the landscaped grass areas. The areas provide infiltration and water quality opportunity for the storm water. Excess water then enters the city system along Butti Way and is directed to the east to the linear ditch. No addition facilities are proposed.

4E: There is adequate capacity in the sewage disposal trunk line that will be connected to in order to serve the project.

4F: No road improvements are proposed or needed to accommodate the project

4G: The source of information provided is Public Works.

5. The project meets the purpose statement of the zoning district in which it is located in that its main purpose is to sustain wide regional needs through the operation of a public transit system. Per CCMC 18.04.195, specific intensity and dimensional standards for this zoning district are to be determined by the special use permit.

6. This project will not be detrimental to the public health, safety, convenience and welfare because it will not add to the level or intensity of activity of the operation once complete, and will benefit the general public by improving an abandoned site (adding to aesthetics), and will allow for increased efficiency at the Corporate yard, which provides constant and consistent service to the public.

7. This project will not result in material damage or prejudice to other property in the vicinity because the project will be a repurposing of a previous PR activity site without adding significant noise, dust, or other problems.

# 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: \_\_\_\_\_

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 (5.1j)
- ☐ Encourage the development of regional retail centers (5.2a)
- ☐ Encourage reuse or redevelopment of underused retail spaces (5.2b)?
- ☐ Support heritage tourism activities, particularly those associated with historic resources, cultural institutions and the State Capitol (5.4a)?
- ☐ Promote revitalization of the Downtown core (5.6a)?

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

## CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



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

Is or does the proposed development:

- ☐ Use durable, long-lasting building materials (6.1a)?
- ☐ Promote variety and visual interest through the incorporation of varied building styles and colors, garage orientation and other features (6.1b)?
- ☒ Provide variety and visual interest through the incorporation of well-articulated building facades, clearly identified entrances and pedestrian connections, landscaping and other features consistent with the Development Standards (6.1c)?
- ☐ Provide appropriate height, density and setback transitions and connectivity to surrounding development to ensure compatibility with surrounding development for infill projects or adjacent to existing rural neighborhoods (6.2a, 9.3b 9.4a)?
- ☐ If located in an identified Mixed-Use Activity Center area, contain the appropriate mix, size and density of land uses consistent with the Mixed-Use district policies (7.1a, b)?
- ☐ If located Downtown:
  - ☐ Integrate an appropriate mix and density of uses (8.1a, e)?
  - ☐ Include buildings at the appropriate scale for the applicable Downtown Character Area (8.1b)?
  - ☐ Incorporate appropriate public spaces, plazas and other amenities (8.1d)?
- ☐ Incorporate a mix of housing models and densities appropriate for the project location and size (9.1a)?

## CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks 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)?

If there is any additional information that would provide a clearer picture of your proposal that you would like to add for presentation to the Planning Commission, please be sure to include it in your detailed description.

Please type and sign the statement on the following page at the end of your findings response.

### 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's Signature

Graham Dollachide  
Print Name

4/26/17  
Date