

**RECOMMENDED CONDITIONS OF APPROVAL:** None

**LEGAL REQUIREMENTS:** CCMC 18.02.050 (Review); 18.02.080 (Special Use Permit); 18.04.130 (Retail Commercial)

**MASTER PLAN DESIGNATION:** Community/Regional Commercial

**PRESENT ZONING:** Retail Commercial

**KEY ISSUES:** Will the use 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: Retail Commercial (RC)/Daycare

EAST: General Commercial (GC)/Funeral Home & Cemetery

WEST: Retail Commercial (RC)/Multi-Tenant Building

SOUTH: Retail Commercial (RC)/Bank of America

**ENVIRONMENTAL INFORMATION:**

FLOOD ZONE: Zone X (0.2% Annual Chance Flood Hazard)

EARTHQUAKE FAULT: Zone II (Moderate)

SLOPE/DRAINAGE: Site is flat

**SITE DEVELOPMENT INFORMATION:**

LOT SIZE (acres): 0.14 acres

STRUCTURE SIZE: 3,182 square foot multi-tenant building; 2,840 square foot residential 4-plex

PARKING: 8 parking spaces on-site dedicated to the 4-plex

VARIANCES REQUESTED: None

**SITE HISTORY:**

U-92/93-10: Special Use Permit application for parking required for the on-site retail use to be accommodated off-site. The application was withdrawn on December 22, 1992 and parking was addressed via a variance (V-92/93-13).

V-92/93-13: (February 23, 1993) Approval of a variance to parking standards.

MPR-07-149: (October 02, 2007) Major Project Review for the proposed demolition of an existing duplex and construction of a 4-plex in a Retail Commercial zoning district.

SUP-07-162: (November 11, 2007) Approval of a Special Use Permit to allow for the demolition of an existing duplex and construction of a 4-plex in a Retail Commercial zoning district. *(October 23, 2008 a 1 year extension was approved. The 4-plex was never constructed and the SUP expired).*

MPR-11-008: (February 15, 2011) Major Project Review for the proposed demolition of an existing duplex and construction of a 4-plex in a Retail Commercial zoning district.

SUP-11-021: (April 27, 2011) Approval of a Special Use Permit to allow for the demolition of an existing duplex and construction of a 4-plex in a Retail Commercial zoning district. The 4-plex was constructed in 2012.

## DISCUSSION:

The Community Services Agency (CSA) in Reno is a non-profit agency serving low-income children and families. CSA is requesting a Special Use Permit to operate a childcare facility to prepare children for kindergarten. The applicant proposes use of approximately 1,200 square feet of an existing multi-tenant building as well as outdoor space. The maximum number of children anticipated is 20 and there would be a total of two employees on site. The proposed hours of operation are Monday through Friday 8:00 am - 1:30 pm with drop-off and pick-up during the first and last ½ hour of the day, respectively.

The site is comprised of a multi-tenant commercial building along E. John Street with a multi-family residential structure (4-plex) to the rear of the commercial building. The residential component of the site has 8 on-site dedicated parking spaces, while the multi-tenant building has no on-site parking. Parking for the multi-tenant commercial building is limited to on-street parking along E. John Street.

Pursuant to Carson City Municipal Code Section 18.04.130, Retail Commercial conditional uses, a childcare facility requires approval of a Special Use Permit subject to Carson City Development Standards 1.6. A summary of whether or not the proposed use meets the development standards is outlined below:

### 1.6 Child care facilities performance standards.

The following performance standards shall be used in review of individual special use permit requests for child care facilities in addition to other standards of this title.

1. The size, client density and operational characteristics, including, but not limited to, the number of employees, hours of operation and loading/unloading area of a proposed child care facility within a residential zoning district shall be compatible with and shall not adversely affect adjacent residents pursuant to the requirements of this chapter. Consideration shall be given to the following:
  - a. With the construction of, or approval of, new facilities, the facility shall be similar in scale, bulk and site coverage with that of the immediate neighborhood;
  - b. The availability of public facilities, services and utilities;
  - c. Emphasis on maintaining the residential neighborhood character;
  - d. The generation of traffic and the capacity and physical character of surrounding streets.

*The property is not located in a residential zoning district.*

2. Parking shall meet the requirements of Division 2 (Parking and Loading) of the development standards.

*The applicant does not meet the requirements of Division 2 Parking and Loading. Carson City Development Standards, Division 2 requires on-site parking at a ratio of 1 parking space for each employee plus a permanently maintain loading/unloading area installed in accordance with engineering standards. The project location provides for no on-site parking; however, on-street parking includes 5 spaces on E. John Street directly in front of the multi-tenant building. The on-street parking is located on the north side of E. John Street within approximately 30 feet of the intersection with N. Roop Street. Providing a loading and unloading area this close to the turn from N. Roop onto E. John, could result in unsafe conditions during pick up and drop off*

times.

*The five spaces in front of the project site would serve as parking not only for the subject business but also for other businesses within the same building as well as businesses in the area and the general public. Additionally, per the application, the applicant has a verbal agreement with the owner of Walton's Funeral Home to allow the 2 staff members to park in their parking lot across N. Roop Street. This portion of N. Roop Street is classified as an arterial. Utilizing the parking lot on the opposite side of the road would create an unsafe situation where employees would be forced to cross an arterial during one of the busiest times of day. Moreover, since the funeral home has only provided verbal agreement to allow for employee parking, there has been no evidence provided that would indicate the funeral home has excess parking to share.*

*This issue of lack of on-site parking was noted in the early 1990's when a new retail use was planned for a portion of the subject building. As noted above, a variance from the parking standard was approved in 1993. It was recognized that on-street parking was accommodating the necessary parking for the office and retail uses that occupied the building and employees were parking in the Bank of America parking lot on the south side of E. John Street. At that time, there was no on-site parking associated with the commercial use, only parking for the on-site residential use. While a continuation of a similar retail use may be acceptable with no additional review of parking, the conditions of the variance (V-92/93-13) recognized that additional review of the parking may be required should the commercial uses be expanded or changed. Therefore, with this change in use of the building, parking should be re-evaluated.*

*Staff considered the possibility of a Special Use Permit for off-site parking or variance to the parking standard for the childcare facility. Even with approval of a variance, the applicant can offer no safe on-site parking or loading/unloading option and therefore, staff would not be able to support such variance. A Special Use Permit for off-site parking could potentially be an option for a retail commercial use; however, because this use requires a safe loading and unloading area for children, off-site parking that would require 4-year old children to cross either E. John Street or N. Roop Street (an arterial) is not practical or safe.*

3. Landscaping. In the design of parking area landscaping, considerations shall be given to the retention of existing trees and shrubbery.

*No new, on-site parking is being proposed. Within the open space area to the rear of the building, the applicant intends to remove river rock and add turf. The majority of the established trees and shrubs would remain.*

4. Signs. This section shall apply exclusively to signs for child care facilities located within a residential zoning district. Compliance with Division 4 (Signs) of the development standards shall not be required for a child care facility. The board find and declare that an on-site sign to "advertise or promote" the facility is not necessary. On-site identification of the address and logo no greater than 2 square feet in size distinctive to a particular child care facility used as a public convenience in identifying the site for the public shall be permitted.

*The applicant is not proposing signage as a part of this Special Use Permit application. Signage requires a separate permit and would be required to be consistent with CCMC.*

5. If the facility's structure is located within the historic district, then design and material shall require review and approval by the HRC.

*The subject property is not located within the historic district.*

6. Open Space. Open space requirements shall be designated and regulated by the Carson City Health Department prior to approval of the special use permit.

*The applicant proposes to utilize an open space area to the rear of the commercial building, immediately west of N. Roop Street (an arterial). The area is currently landscaped with river rock, trees, and shrubs. This landscaping was installed in 2012 as part of the 4-plex development located in the northwestern portion of the subject property. The landscaping was calculated as part of the open space required for the 4-plex. The applicant proposes to utilize this area for 40 minutes per day for outdoor time for the children. The area (approximately 800 square feet) would be fenced and river rock would be removed and turf installed.*

*The Health Department has reviewed the site plan and has indicated the following:*

- The proposed business needs to be licensed by the State of Nevada Child Care Licensing Program.*
- Based on the site map provided in the application, the outdoor play area does not appear to meet the minimum requirement for 20 children.*
- Depending on the type of food service, this proposed business may need a food establishment permit.*
- Based on the information supplied for this SUP, Health and Human Services would not recommend approval for a child care at this location.*

7. Interior Space Requirement for Children. The interior space requirements shall be designated and regulated by the Carson City Health Department prior to approval of the special use permit.

*The Health Department has reviewed the site plan and has indicated the following:*

- The proposed business needs to be licensed by the State of Nevada Child Care Licensing Program.*
- Based on the site map provided in the application, the outdoor play area does not appear to meet the minimum requirement for 20 children.*
- Depending on the type of food service, this proposed business may need a food establishment permit.*
- Based on the information supplied for this SUP, Health and Human Services would not recommend approval for a child care at this location.*

8. Child care facilities may be established in the general industrial (GI) zoning district only as an accessory use to a permitted primary use.

*The subject property is located in the Retail Commercial zone district. This does not apply to this application.*

9. In residential zoning districts, a child care facility may only be established as an accessory use to the residential use of the structure, and the residence must be occupied by the operator as a primary residence.

*The subject property is located in a Retail Commercial zone district. This does not apply to this application.*

**PUBLIC COMMENTS:**

Public notices were mailed to 31 property owners within 400 feet of the subject site on

September 28, 2018. As of the writing of this report, staff has received one written comment opposing the request due to the lack of on-site parking and impacts to surrounding businesses (email attached). Any additional comments that are received after this report is completed will be submitted to the Planning Commission prior to or at the meeting on October 24, 2018, 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.

##### **Health and Human Services**

- Proposed business needs to be licensed by the State of Nevada Child Care Licensing program.
- Based on the site map provided in the application, the outdoor play area does not meet the minimum requirements for 20 children.
- Depending on the type of food service, this proposed business may need a food establishment permit.
- Based on information supplied for this SUP, Health and Human Services would not recommend approval for a child care at this location.

##### **Fire Department**

- Project must comply with the Carson City fire code and northern Nevada fire code amendments as adopted.
- Project is a change of use from B occupancy to I4. This requires a permit through the Building Division.
- Project may require fire sprinklers and/or fire alarm depending on the final design.

##### **Engineering Division**

The Engineering Division has no preference or objection to the special use request provided that the following conditions are met:

- Carson City Development Standards must be met including those discussed in the Engineering Discussion.

The Engineering Division has reviewed the application within our areas of purview relative to adopted standards and practices and to the provisions of CCMC 18.02.080, Conditional Uses. The Engineering Division offers the following discussion:

##### **C.C.M.C. 18.02.080 (5a) - Master Plan**

The request is not in conflict with any Engineering Master Plans.

##### **C.C.M.C. 18.02.080 (5b) – Use, Peaceful Enjoyment, Economic Value, Compatibility**

Development Engineering has no comment on this finding.

##### **C.C.M.C. 18.02.080 (5c) - Traffic/Pedestrians**

According to ITE trip generation tables, a day care facility can be expected to generate 11.12 peak hour trips per 1000sf of space. The project office building is 3,182sf according to the City Assessor, so approximately 35.4 peak hour trips can be expected. This is well below the trigger of 80 peak hour trips to require a traffic impact study.

##### **C.C.M.C. 18.02.080 (5d) - Public Services**

Comparable businesses have used around 10 gallons per day per child. The project in question is for a day care serving 20 children, so the estimated domestic water use is approximately 200 gallons per day. The average use of the site for the past two years is 410 gallons per day. The

sewer, water, and storm drain infrastructure are sufficient to provide service to the project as it exists. If changes are made to the fire suppression system or if plumbing is altered such that more than 10 fixture units are proposed, a water main analysis is required by Carson City Development Standards.

**C.C.M.C. 18.02.080 (5e) – Title 18 Standards**

Development Engineering has no comment on this finding.

**C.C.M.C. 18.02.080 (5f) – Public health, Safety, Convenience, and Welfare**

The project meets engineering standards for health and safety.

**C.C.M.C. 18.02.080 (5g) – Material Damage or Prejudice to Other Property**

Development Engineering has no comment on this finding.

**C.C.M.C. 18.02.080 (5h) – Adequate Information**

The plans and reports provided were adequate for this analysis.

**Building Division**

- Project appears to be Business occupancy with a proposed conversion to Education occupancy. A Nevada licensed design professional will need to address a change of occupancy analysis.
- A Nevada Licensed contractor will need to pull permits.

**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 Community/Regional Commercial in the Master Plan. This land use designation is characterized by a mix of retail and commercial services in a concentrated and unified center that serves the local community. The subject property has been developed as a unified center that serves the local community. The occupancy of the existing tenant space with the proposed use is consistent with the Master Plan.

**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 compatible with the character of adjacent development. While the use is allowed in the zone district, the site does not provide any parking or loading/unloading area on-site, dedicated to the proposed childcare facility. While there are 5 on-street parking spaces in front of the building, the spaces are public parking and serve not only the subject business but also other businesses within the same building as well as businesses in the area and the general public. The existing lack of parking will increase the likelihood of parents using adjacent private parking lots when dropping off and/or picking up their children.

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

Staff finds that the use will have a detrimental effect on vehicular traffic and pedestrian traffic. As noted in finding 2 above there is currently no on-site parking provided for the multi-tenant commercial building. All parking is provided via on-street public parking. The on-street parking is angled resulting in drivers backing into traffic. This area would also be the loading and unloading area as proposed by the applicant which would result in children being in the immediate vicinity of cars backing into traffic as well as vehicles turning from N. Roop onto East John during peak times. There are also safety concerns with the increased likelihood of parents utilizing adjacent private parking lots across E. John Street and N. Roop Street. Utilizing these parking lots would result in an increase in pedestrian traffic, comprised mostly of 4-year old children, crossing the roads during pick up and drop off times.

**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 applicant proposes use of approximately 1,200 square feet of an existing multi-tenant building as well as approximately 800 square feet of outdoor space. The maximum number of children anticipated is 20 and there would be a total of two employees on site. Staff has reviewed the information provided by the applicant related to impacts to public facilities including water, sewer, and traffic impacts. Water and sewer impacts would be consistent with others similarly sized childcare facilities estimating approximately 4.5 gallons used per child per day. Traffic generated is anticipated to result in 118 Average Daily Trips (ADT) with 22 AM peak hours and 18 PM peak hours, which is below the City's trip generation threshold for triggering a full traffic impact study.

**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 the proposed use is in conflict with Carson City Development Standards, Division 1.6, Childcare facilities performance standards. Specifically, the application fails to provide an adequate, safe loading/unloading area for the children or on-site parking for employees and the Health Department questions whether or not there is adequate outdoor area for 20 children.

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

As noted in finding 3 above, staff has safety concerns with regard to the parking and pedestrian safety that would potentially be created as a result of this childcare facility. The Health and Human Services Department has reviewed the application and cannot recommend approval of the application based on the information supplied.

**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 could result in prejudice to other property in the vicinity. The proposed child care facility does not provide adequate on-site parking forcing the use of on-street public parking which is available for the benefit all businesses in the area as well as the general public. For example, the house cleaning company with offices immediately west of the subject property utilizes on-street parking.



The child care facility at this location could increase the use of adjacent private parking lots, without the benefit of a formal agreement or approved Special Use Permit for off-site parking. Staff questions the feasibility of safely utilizing adjacent parking lots due to the width of E. John Street (approx. 45 feet from sidewalk to sidewalk) and N. Roop (approximately 60 feet from sidewalk to sidewalk) and the existing traffic in the area. Staff is concerned that established businesses in the area could be burdened with mitigating the childcare facilities inadequate parking. Additionally, allowing only on-street parking or parking on adjacent property with no dedicated, safe loading and unloading area will also open the door for increased conflict between vehicular traffic and pedestrian traffic.

Attachments:

- Site Photos
- City Comments
- Application (SUP-18-137)
- Public comment



Above: View from N. Roop Street



Above: View from E. John Street



Above: View of E. John Street , on-street parking, looking west from intersection with N. Roop St.

Health Dept Comments

09/28/2018

SUP-18-137 640 E. John Street (Kristen Demara)

(I think this is 1204 N. Roop St.)

**Health and Human Services**

Proposed business needs to be licensed by The State of Nevada Child Care Licensing program.

Based on site map provided in the application, outdoor play area does not meet the minimum requirement for 20 children.

Depending on the type of food service, this proposed business may need a food establishment permit.

Based on information supplied for this SUP, Health and Human Services would not recommend approval for a child care at this location.

## **Fire Department Comments**

09/21/2018

Comments for SUP 18-137:

1. Project must comply with the Carson City fire code and northern Nevada fire code amendments as adopted.
2. Project is a change of use from a B occupancy to an I4. This requires a permit through the Building Division.
3. Project may require fire sprinklers and/or fire alarm depending on the final design.

***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-18-137**

**TO:** Hope Sullivan - Planning Department  
**FROM:** Stephen Pott  y – Development Engineering Department  
**DATE:** October 17, 2018 (Revised)

**SUBJECT TITLE:**

SUP-18-137 640 E John St Kristen Demara Child Care

**RECOMMENDATION:**

The Engineering Division has no preference or objection to the special use request provided that the following condition is met:

- Carson City Development Standards must be met including those discussed in the Engineering Discussion.

**ENGINEERING DISCUSSION:**

The Engineering Division has reviewed the application within our areas of purview relative to adopted standards and practices and to the provisions of CCMC 18.02.080, Conditional Uses. The Engineering Division offers the following discussion:

**C.C.M.C. 18.02.080 (5a) - Master Plan**

The request is not in conflict with any Engineering Master Plans.

**C.C.M.C. 18.02.080 (5b) – Use, Peaceful Enjoyment, Economic Value, Compatibility**

Development Engineering has no comment on this finding.

**C.C.M.C. 18.02.080 (5c) - Traffic/Pedestrians**

According to ITE trip generation tables, a day care facility can be expected to generate 11.12 peak hour trips per 1000sf of space. The project office building is 3,182sf according to the City Assessor, so approximately 35.4 peak hour trips can be expected. This is well below the trigger of 80 peak hour trips to require a traffic impact study.

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Comparable businesses have used around 10 gallons per day per child. The project in question is for a day care serving 20 children, so the estimated domestic water use is approximately 200 gallons per day. The average use of the site for the past two years is 410 gallons per day. The sewer, water, and storm drain infrastructure are sufficient to provide

Engineering Division  
Planning Commission Report

service to the project as it exists. If changes are made to the fire suppression system or if plumbing is altered such that more than 10 fixture units are proposed, a water main analysis is required by Carson City Development Standards.

**C.C.M.C. 18.02.080 (5e) – Title 18 Standards**

Development Engineering has no comment on this finding.

**C.C.M.C. 18.02.080 (5f) – Public health, Safety, Convenience, and Welfare**

The project meets engineering standards for health and safety.

**C.C.M.C. 18.02.080 (5g) – Material Damage or Prejudice to Other Property**

Development Engineering has no comment on this finding.

**C.C.M.C. 18.02.080 (5h) – Adequate Information**

The plans and reports provided were adequate for this analysis.

## **Building Department Comments**

10/09/2018

SUP-18-137 640 E. John Street (Kristen Demara)

- 1) Project appears to be a Business occupancy with a proposed conversion to a education occupancy, a Nevada licensed design professional will need to address a change of occupancy analysis.
- 2) Nevada Licensed contractor will need to pull permits



RECEIVED

SEP 13 2018

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

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: Buseck

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.

FILE # SUP - 18 - 137

APPLICANT PHONE #  
Kristen Demara 758136923

MAILING ADDRESS, CITY, STATE, ZIP  
1100 E. 8th St. Reno, NV 89512

EMAIL ADDRESS  
Peter Tomaino 772-1794

PROPERTY OWNER PHONE #  
201 W. Moana Ln. Reno, NV 89509

MAILING ADDRESS, CITY, STATE, ZIP  
frontaleske@tomainolaw.com

EMAIL ADDRESS  
kdemara@csareno.org

APPLICANT AGENT/REPRESENTATIVE PHONE #

MAILING ADDRESS, CITY STATE, ZIP

EMAIL ADDRESS

Project's Assessor Parcel Number(s):

002-142-17

Street Address

640 E John St

Project's Master Plan Designation

Project's Current Zoning

RC

Nearest Major Cross Street(s)

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

### PROPERTY OWNER'S AFFIDAVIT

Peter Tomaino 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 [Signature]

201 W. Moana Ln.

Address

9-12-18

Date

Reno, NV 89509

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

STATE OF NEVADA  
COUNTY

On September 12, 2018

Peter Tomaino

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.

Notary Public



ARACELI GARIBAY  
Notary Public, State of Nevada  
Appointment No. 15-2323-2  
My Appt. Expires Jul 1, 2019

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.

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.

Kristen Demara

Applicant's Signature

Kristen Demara

Print Name

8/9/18

Date

# Master Plan Policy Checklist

## Special Use Permits & Major Project Reviews & 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 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)?

Special Use Permit Application Findings:

640 E John St

We are requesting to use the ~~1202 North Reop St~~ space to operate a childcare center for up to 20 children all will be 4 years of age. Hours of operation for the school will be Monday through Friday 8:00-1:30. We are a non-profit agency serving low-income children and families and our goal is to get children ready for kindergarten so they are successful in public school and not behind other children.

1. This property is an existing property and meets the Master Plan elements. We are keeping existing trees outdoors, would just be adding a fence to enclose a playground and adding a small area of turf within the gated area.
2. A. It is a RC zoning and currently in the property is a hair salon. To the right of the property is a small housing complex and right next to that is a daycare center.  
B. The property currently exists and there will be children in the space for only half of the day. They are older preschool aged children so no crying babies. Outside time will only be 40 minutes a day and the hours are not early or late to disturb any neighbors. There is also a daycare that is on the same street so this use is already been operating in the area.  
C. Again, children only be there for half of the day; older ages preschool children mainly indoors with 40 minutes of outside time during hours that are not early or late in the time, as our hours of operation would be 8:00-1:30 with the earliest of an outdoor time of 9:30, so this use will not be detrimental to the general neighborhood.  
D. No outdoor lighting will be needed.  
E. We will use the current landscape but proposing to add a fence and s small area of turf where rocks are currently.  
F. The benefit to the community will be positive; our benefits to the community will be long term and impactful- we will be preparing children for public school so they are not ready for Kindergarten and not behind, therefore not falling behind and having success in school for both children and teachers.
3. We will have little effect on vehicular traffic. There are 5 parking spots adjacent to property and parents will just be dropping children off and drop of times are between 8:00 and 8:30. No additional traffic lights or walkways need to be added.
4. A. Our project will add to student services as we will be educating preschool ages children to they are ready for the school district.  
B. It should not affect the police or fire protection. We will get a fire inspection yearly to ensure we have all proper safety in order.  
C. Yes, water supply is adequate. We will provide a drinking water service to provide water for children.  
D. We will just add a small area of turf outside where there are currently rocks, so no effect on drainage.  
E. Yes, there is currently adequate sewage  
F. No road improvements needed.  
G. The site is existing so know it meets requirements.

5. There is already a childcare center on N. Roop St. two building over so it does meet code for the area it is zoned for.
6. Our project will not be detrimental to the public health, safety, convenience or welfare and in fact it will be a benefit to the general public as we are providing education services to children in need. Part of our services includes providing meals for children as well as health services such as dental exams, etc.
7. There will be no material damage and our project will not show prejudice to other property in the vicinity. We provide services to all types of families and children.





























### Special Use Permit Application Findings:

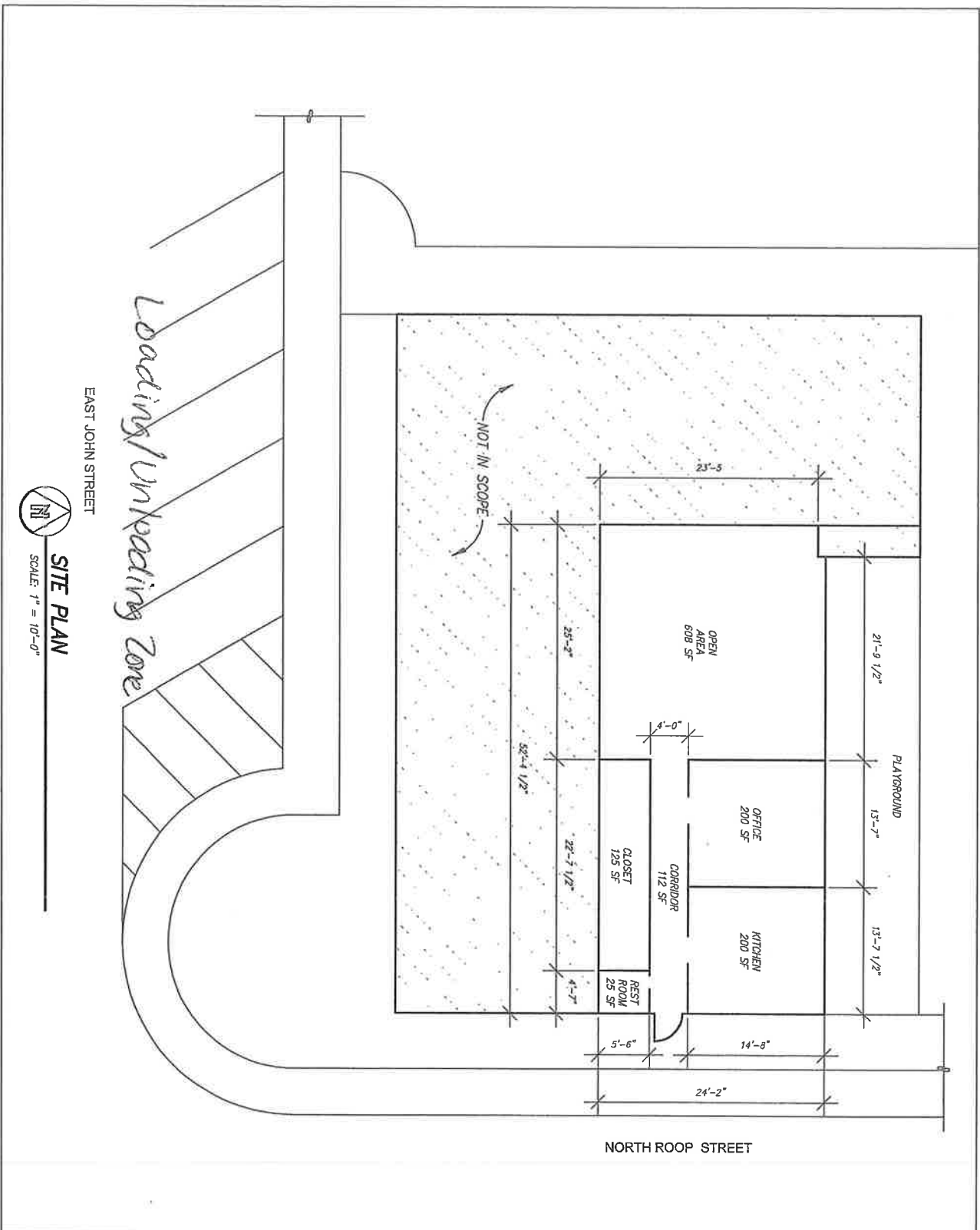
We are requesting to use the 1202 North Roop St space to operate a childcare center for up to 20 children all will be 4 years of age. Hours of operation for the school will be Monday through Friday 8:00-1:30. The facility is roughly 1200 square feet and there will be two employees at this facility. We are a non-profit agency serving low-income children and families and our goal is to get children ready for kindergarten so they are successful in public school and not behind other children.

1. This property is an existing property and meets the Master Plan elements. We are keeping existing trees outdoors, would just be adding a fence to enclose a playground and adding a small area of turf within the gated area.
2. A. It is a RC zoning and currently in the property is a hair salon. To the right of the property is a small housing complex and right next to that is a daycare center.  
B. The property currently exists and there will be children in the space for only half of the day. They are older preschool aged children so no crying babies. Outside time will only be 40 minutes a day and the hours are not early or late to disturb any neighbors. There is also a daycare that is on the same street so this use is already been operating in the area.  
C. Again, children only be there for half of the day; older ages preschool children mainly indoors with 40 minutes of outside time during hours that are not early or late in the time, as our hours of operation would be 8:00-1:30 with the earliest of an outdoor time of 9:30, so this use will not be detrimental to the general neighborhood.  
D. No outdoor lighting will be needed.  
E. We will use the current landscape but proposing to add a fence and a small area of turf where rocks are currently.  
F. The benefit to the community will be positive; our benefits to the community will be long term and impactful- we will be preparing children for public school so they are not ready for Kindergarten and not behind, therefore not falling behind and having success in school for both children and teachers.
3. We will have little effect on vehicular traffic. There are 5 parking spots adjacent to property and parents will just be dropping children off and drop off times are between 8:00 and 8:30, this will be the loading and unloading zone. No additional traffic lights or walkways need to be added. The two staff employees at this location will have a designated parking space across the street at Walton's Funeral Home.
4. A. Our project will add to student services as we will be educating preschool ages children to they are ready for the school district.  
B. It should not affect the police or fire protection. We will get a fire inspection yearly to ensure we have all proper safety in order.  
C. Yes, water supply is adequate. We will provide a drinking water service to provide water for children.  
D. We will just add a small area of turf outside where there are currently rocks, so no effect on drainage.



- E. Yes, there is currently adequate sewage
- F. No road improvements needed.
- G. The site is existing so know it meets requirements.
- 5. There is already a childcare center on N. Roop St. two building over so it does meet code for the area it is zoned for.
- 6. Our project will not be detrimental to the public health, safety, convenience or welfare and in fact it will be a benefit to the general public as we are providing education services to children in need. Part of our services includes providing meals for children as well as health services such as dental exams, etc.
- 7. There will be no material damage and our project will not show prejudice to other property in the vicinity. We provide services to all types of families and children.

The outside area will be fenced in and we will add a 15 x 15 area of turf where there are currently rocks.



OWNER:  
PETER TOMAINO  
201 W. MOANA LN  
RENO, NV 89509

APPLICANT:  
KRISTEN DEMARA  
1100 E. 8TH ST  
RENO, NV 89512

REQUEST:  
TO ALLOW A  
CHILDCARE CENTER

ZONING:  
RESIDENTIAL-  
COMMERCIAL (RC)

APN:  
002-142-17  
1270 SF

PREPARED 9/21/18  
PROGRAM UT475L  
CARSON CITY UTILITIES

ACCOUNT CONSUMPTION HISTORY

PAGE: 1

CUSTOMER: 148345

LAND OF OZ  
C/O SIERRA VISTA CHILDREN  
503 E TELEGRAPH ST  
CARSON CITY NV 897014215

LOCATION: 101850  
CYCLE/ROUTE: 02-04  
STATUS: A

503 E TELEGRAPH ST

WATER

METER SIZE: 063

METER NUMBER: 00099010533

READING DATE	TYPE	DAYS	BILLING PERIOD/DATE	ACTUAL CONSUMPTION	ACTUAL DEMAND	ORIGINAL CONSUMPTION	ORIGINAL DEMAND
9/05/18	REG	30	9/18	26.00	-00	-00	-00
8/06/18	REG	34	8/18	31.00	-00	-00	-00
7/03/18	REG	29	7/18	26.00	-00	-00	-00
6/04/18	REG	33	6/18	37.00	-00	-00	-00
5/02/18	REG	29	5/18	19.00	-00	-00	-00
4/03/18	REG	29	4/18	7.00	-00	-00	-00
3/05/18	REG	28	3/18	7.00	-00	-00	-00
2/05/18	REG	33	2/18	7.00	-00	-00	-00
1/03/18	REG	29	1/18	6.00	-00	-00	-00
12/05/17	REG	33	12/17	7.00	-00	-00	-00
11/02/17	REG	30	11/17	28.00	-00	-00	-00
10/03/17	REG	28	10/17	17.00	-00	-00	-00
9/05/17	REG	34	9/17	46.00	-00	-00	-00
8/02/17	REG	28	8/17	40.00	-00	-00	-00
7/05/17	REG	30	7/17	42.00	-00	-00	-00
6/05/17	REG	34	6/17	38.00	-00	-00	-00
5/02/17	REG	28	5/17	8.00	-00	-00	-00
4/04/17	REG	33	4/17	10.00	-00	-00	-00
3/02/17	REG	28	3/17	6.00	-00	-00	-00
2/02/17	REG	29	2/17	5.00	-00	-00	-00
1/04/17	REG	30	1/17	7.00	-00	-00	-00
12/05/16	REG	33	12/16	34.00	-00	-00	-00
11/02/16	REG	29	11/16	33.00	-00	-00	-00
10/04/16	REG	33	10/16	28.00	-00	-00	-00
9/01/16	REG	30	9/16		-00	-00	-00

TOTALS: 764

521.00

AVERAGE DAILY USAGE:

.68

67 KIDS  
10.1 G  
RED.0009

20 kids about

4.5 gallons  
per kid per  
day  
X5 days per  
week

PREPARED 9/21/18  
PROGRAM UT47SL  
CARSON CITY UTILITIES

CUSTOMER: 347445

WOOD, PIA  
151 E PARK ST

CARSON CITY

NV 897063024

LOCATION: 77420  
CYCLE/ROUTE: 06-26  
STATUS: A

151 E PARK ST

WATER

METER NUMBER: 00016129218 METER SIZE: 100

READING DATE	TYPE	DAYS	BILLING PERIOD/DATE	ACTUAL CONSUMPTION	ACTUAL DEMAND	ORIGINAL CONSUMPTION	ORIGINAL DEMAND
9/13/18	REG	30	9/18	26.00	.00		
8/14/18	REG	33	8/18	31.00	.00		
7/12/18	REG	30	7/18	35.00	.00		
6/12/18	REG	29	6/18	11.00	.00		
5/14/18	REG	32	5/18	12.00	.00		
4/12/18	REG	30	4/18	10.00	.00		
3/13/18	REG	28	3/18	9.00	.00		
2/13/18	ADJ	33	2/18	11.00	.00		
1/11/18	REG	33	2/18	9.00	.00	11.00	.00
1/11/18	ADJ	29	1/18			9.00	.00
12/13/17	REG	30	12/17	9.00	.00		
11/13/17	REG	32	11/17	21.00	.00		
10/12/17	REG	29	10/17	29.00	.00		
9/13/17	REG	30	9/17	32.00	.00		
8/14/17	REG	32	8/17	27.00	.00		
7/13/17	REG	30	7/17	20.00	.00		
6/13/17	REG	33	6/17	11.00	.00		
5/11/17	REG	28	5/17	7.00	.00		
4/13/17	REG	30	4/17	6.00	.00		
3/14/17	REG	29	3/17	7.00	.00		
2/13/17	REG	32	2/17	8.00	.00		
1/12/17	REG	29	1/17	7.00	.00		
12/14/16	REG	30	12/16	21.00	.00		
11/14/16	REG	33	11/16	26.00	.00		
10/12/16	REG	30	10/16	29.00	.00		
9/12/16	REG	33	9/16				

75 KERS

7.3 G  
KERO-DAY

TOTALS: 764

421.00

AVERAGE DAILY USAGE:

.55

ACCOUNT CONSUMPTION HISTORY

PAGE: 1

# SOLAEGUI

ENGINEERS

September 24, 2018

Mr. Stephen Pottey  
Carson City Development Engineering  
201 North Carson Street  
Carson City, Nevada 89701

## **Re: Carson City Child Care – Trip Generation Letter**

Dear Stephen:

This letter contains the findings of our trip generation review of the proposed Carson City Child Care development located on North Roop Street north of East John Street in City, Nevada. The attached project site plan shows the 1,270 square feet new child care facility. We understand the operator plans to serve twenty students.

Trip generation calculations are based on the Tenth Edition of *ITE Trip Generation* (2017). The calculation sheets are attached for ITE land use #565 Day Care Center. Table 1 shows the trip generation summary.

TABLE 1  
TRIP GENERATION

<u>LAND USE</u>	<u>ADT</u>	<u>AM PEAK HOUR TOTAL</u>	<u>PM PEAK HOUR TOTAL</u>
Child Care Center 1,270 Square Feet	60	14	14
Child Care Center 20 Students	118	22	18
Highest Values	118	22	18

As indicated in Table 1, trip generation for the child care development includes 118 average daily trips with 22 AM peak hour trips and 18 PM peak hour trips based on the student calculation method that yields the highest trip totals. A full traffic study is not required based on city trip generation thresholds.

We trust that this information will be helpful to you. Please contact us if you have questions or comments.

Very truly yours,  
SOLAEGUI ENGINEERS, LTD.

PAUL W.  
SOLAEGUI  
CIVIL  
Paul W. SolaeGUI, P.E.

## Enclosures

Letters/ Carson City Child Care Trip Generation Letter

SolaeGUI Engineers Ltd. • 715 H Street • Sparks, Nevada 89431 • 775/358-1004 • FAX 775/358-1098

Civil & Traffic Engineers  
e-mail: psolaegui@aol.com

9-24-18  
EXP 6-30-20

**OWNER:**  
**PETER TOMAINO**  
**201 W. MOANA LN**  
**RENO, NV 89509**

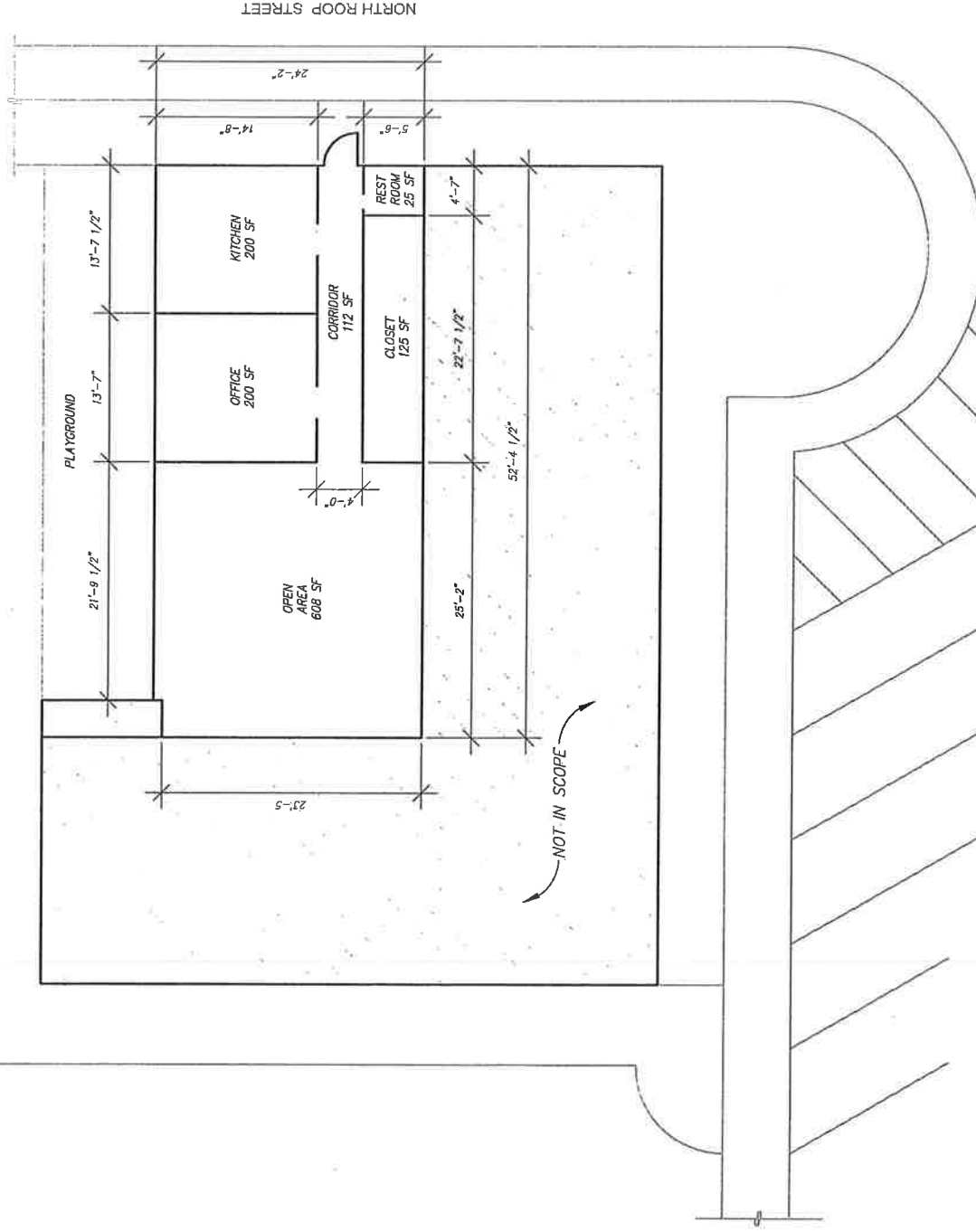
**APPLICANT:**  
**KRISTEN DEMARA**  
**1100 E. 8TH ST**  
**RENO, NV 89512**

**REQUEST:  
TO ALLOW A  
CHILDCARE CENTER**

**ZONING: RESIDENTIAL-COMMERCIAL (RC)**

APN:  
002-142-17

1270 SF



EAST JOHN STREET



# SITE PLAN

SCALE: 1" = 10'-0"

## Day Care Center (565)

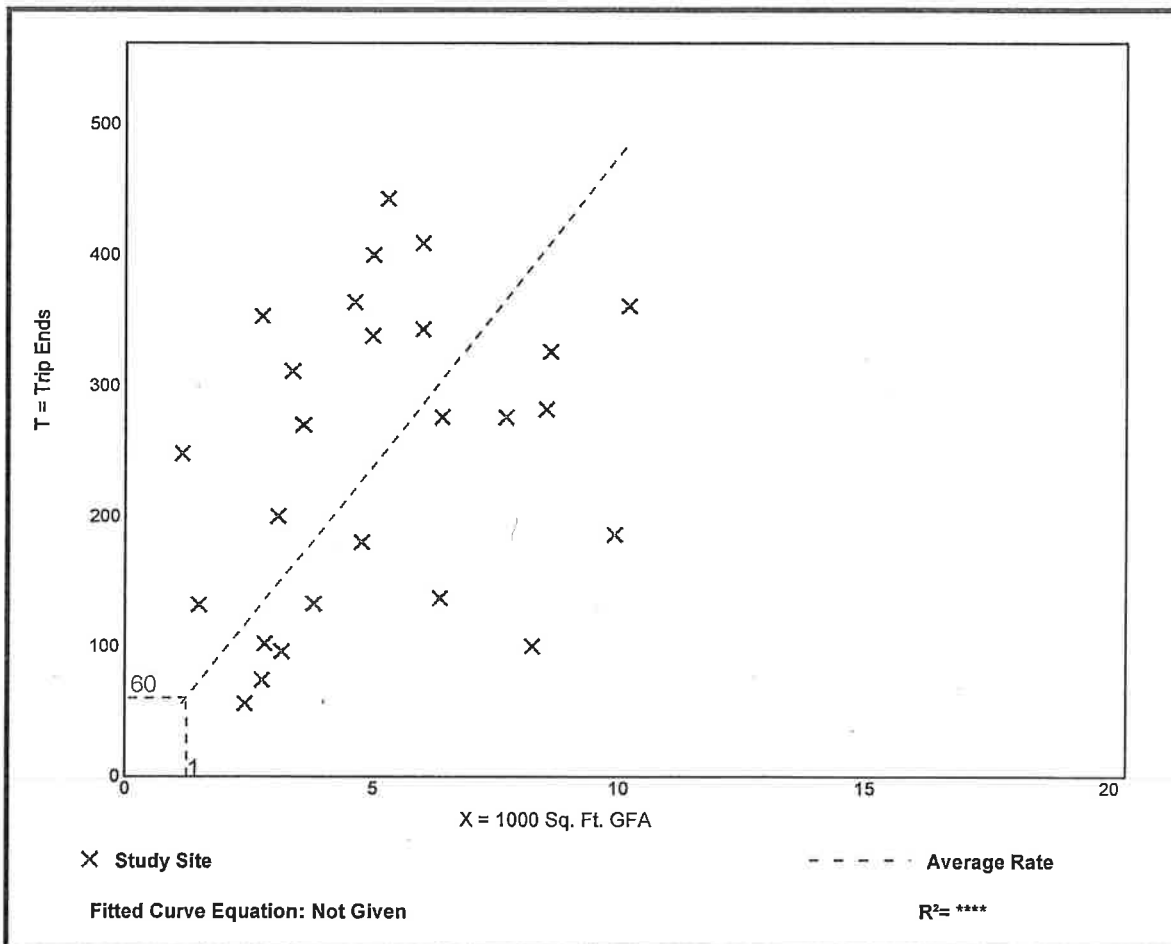
Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Weekday

Setting/Location: General Urban/Suburban  
Number of Studies: 27  
Avg. 1000 Sq. Ft. GFA: 5  
Directional Distribution: 50% entering, 50% exiting

### Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
47.62	12.12 - 211.06	29.78

### Data Plot and Equation



Trip Generation Manual, 10th Edition • Institute of Transportation Engineers

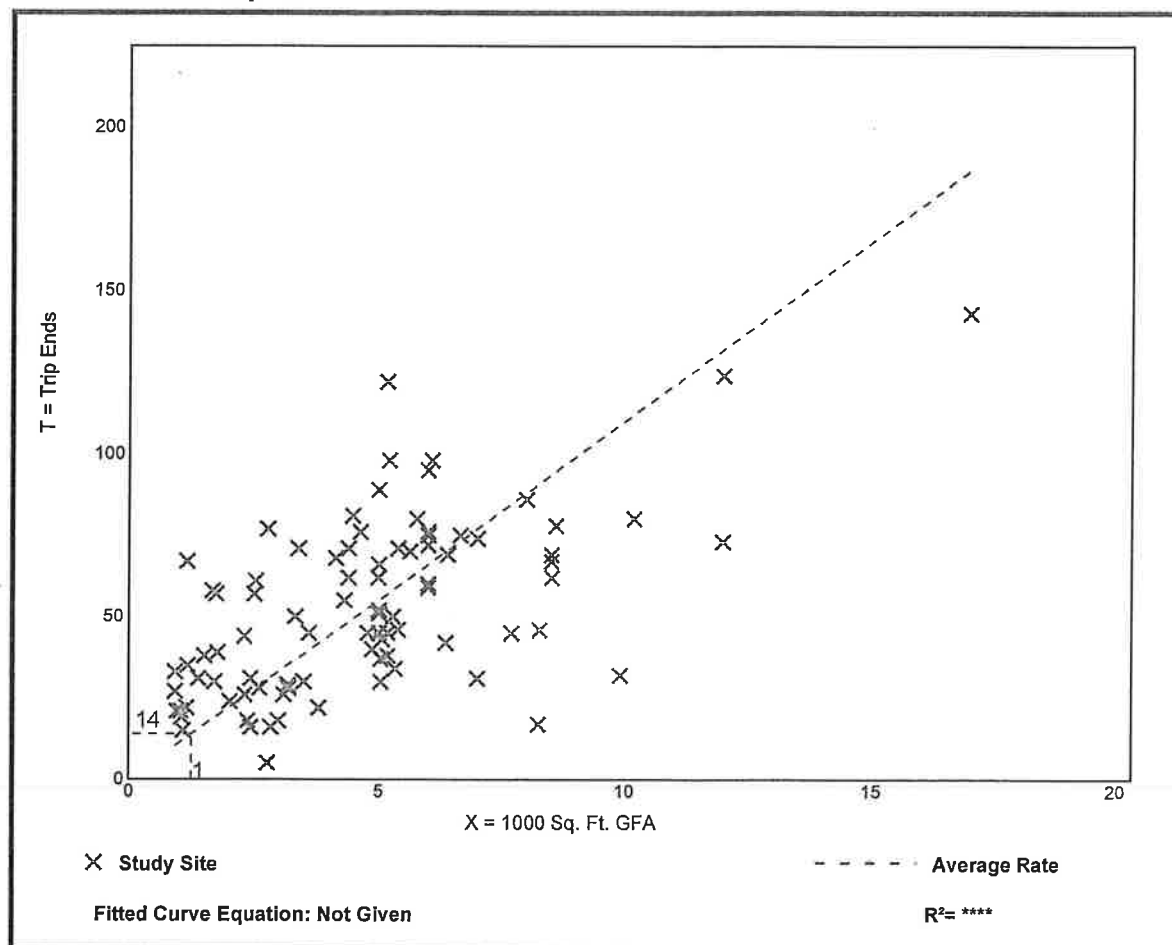
## Day Care Center (565)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
 On a: Weekday,  
 Peak Hour of Adjacent Street Traffic,  
 One Hour Between 7 and 9 a.m.  
 Setting/Location: General Urban/Suburban  
 Number of Studies: 89  
 Avg. 1000 Sq. Ft. GFA: 5  
 Directional Distribution: 53% entering, 47% exiting

### Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
11.00	1.79 - 57.02	6.08

### Data Plot and Equation



Trip Generation Manual, 10th Edition • Institute of Transportation Engineers



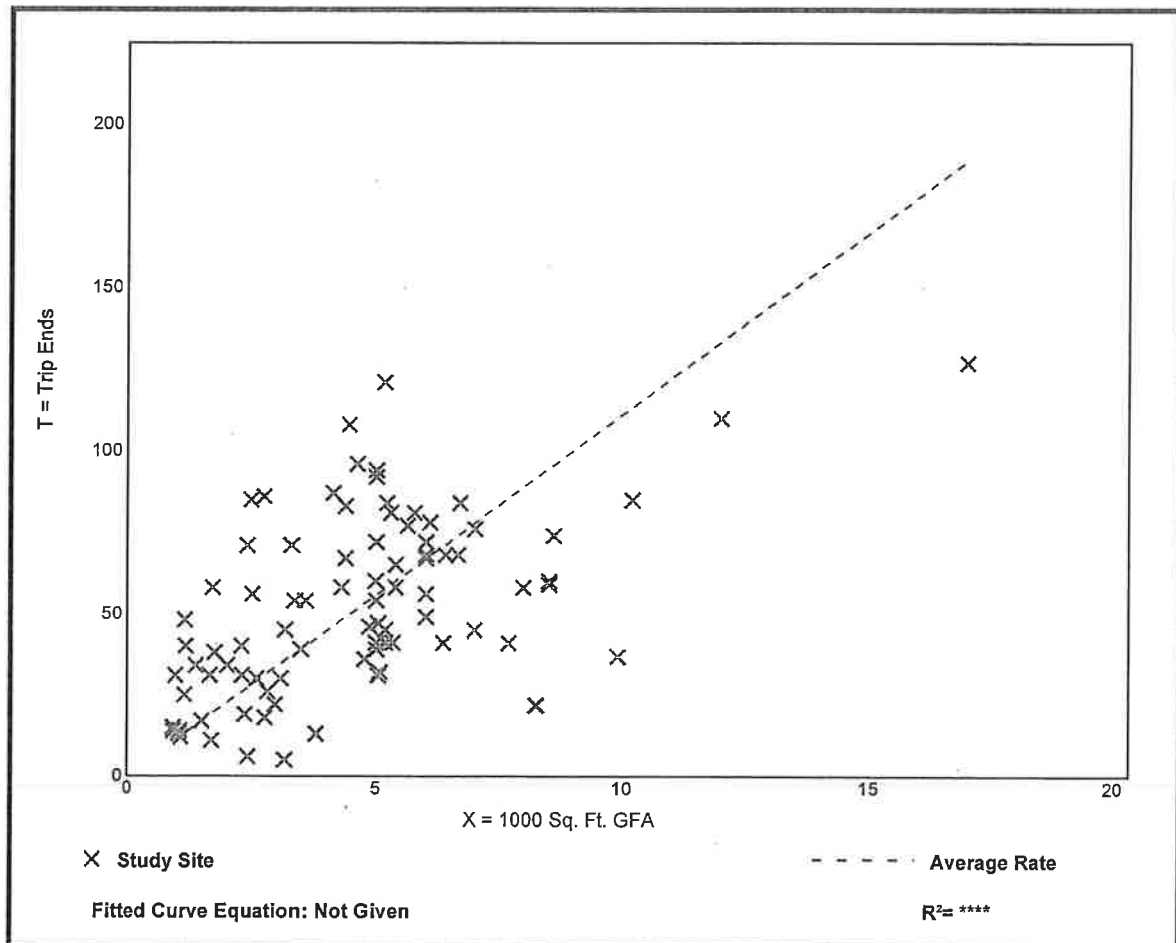
## Day Care Center (565)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
 On a: Weekday,  
 Peak Hour of Adjacent Street Traffic,  
 One Hour Between 4 and 6 p.m.  
 Setting/Location: General Urban/Suburban  
 Number of Studies: 90  
 Avg. 1000 Sq. Ft. GFA: 5  
 Directional Distribution: 47% entering, 53% exiting

### Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
11.12	1.56 - 40.85	6.28

### Data Plot and Equation



Trip Generation Manual, 10th Edition • Institute of Transportation Engineers

1.27 x 11.12 = 14

## Day Care Center (565)

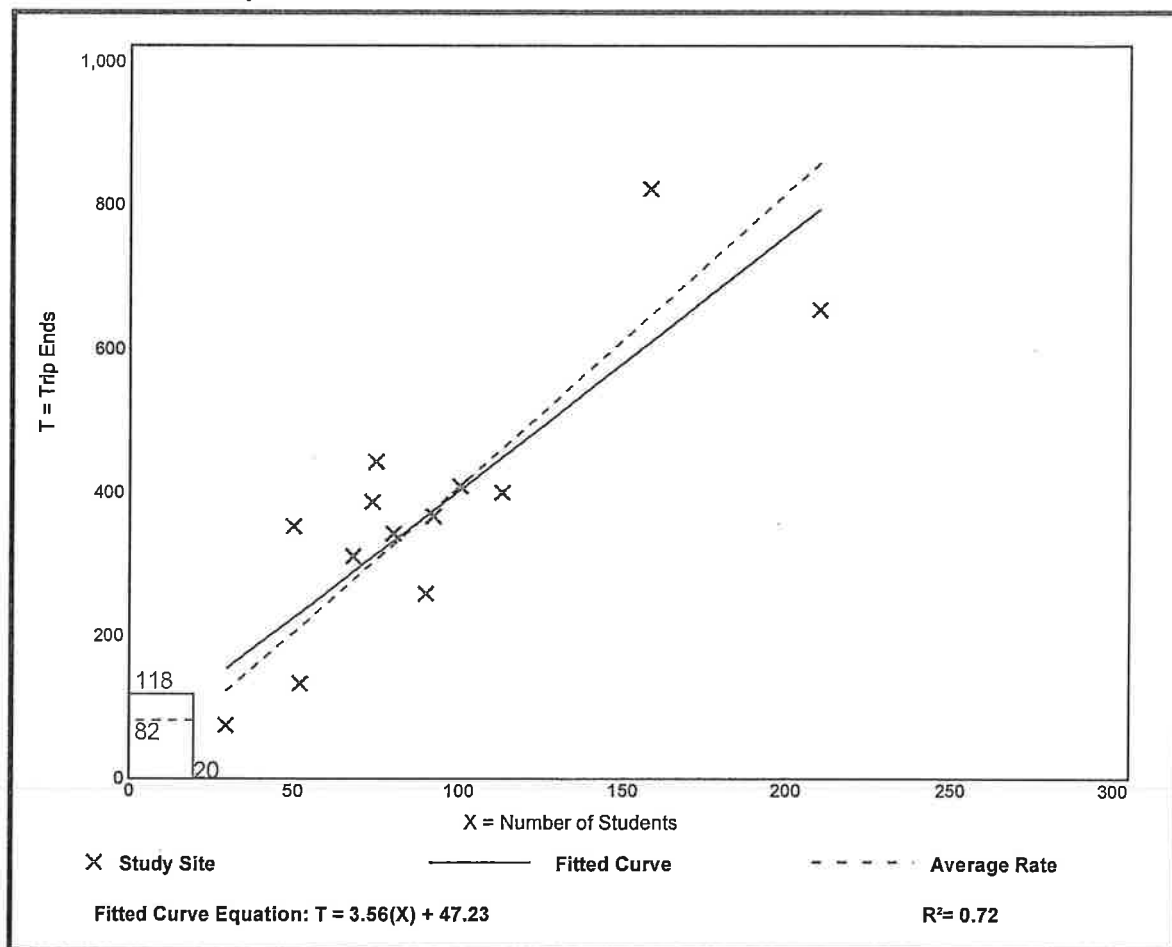
Vehicle Trip Ends vs: Students  
On a: Weekday

Setting/Location: General Urban/Suburban  
Number of Studies: 14  
Avg. Num. of Students: 89  
Directional Distribution: 50% entering, 50% exiting

### Vehicle Trip Generation per Student

Average Rate	Range of Rates	Standard Deviation
4.09	2.50 - 7.06	1.21

### Data Plot and Equation



Trip Generation Manual, 10th Edition • Institute of Transportation Engineers

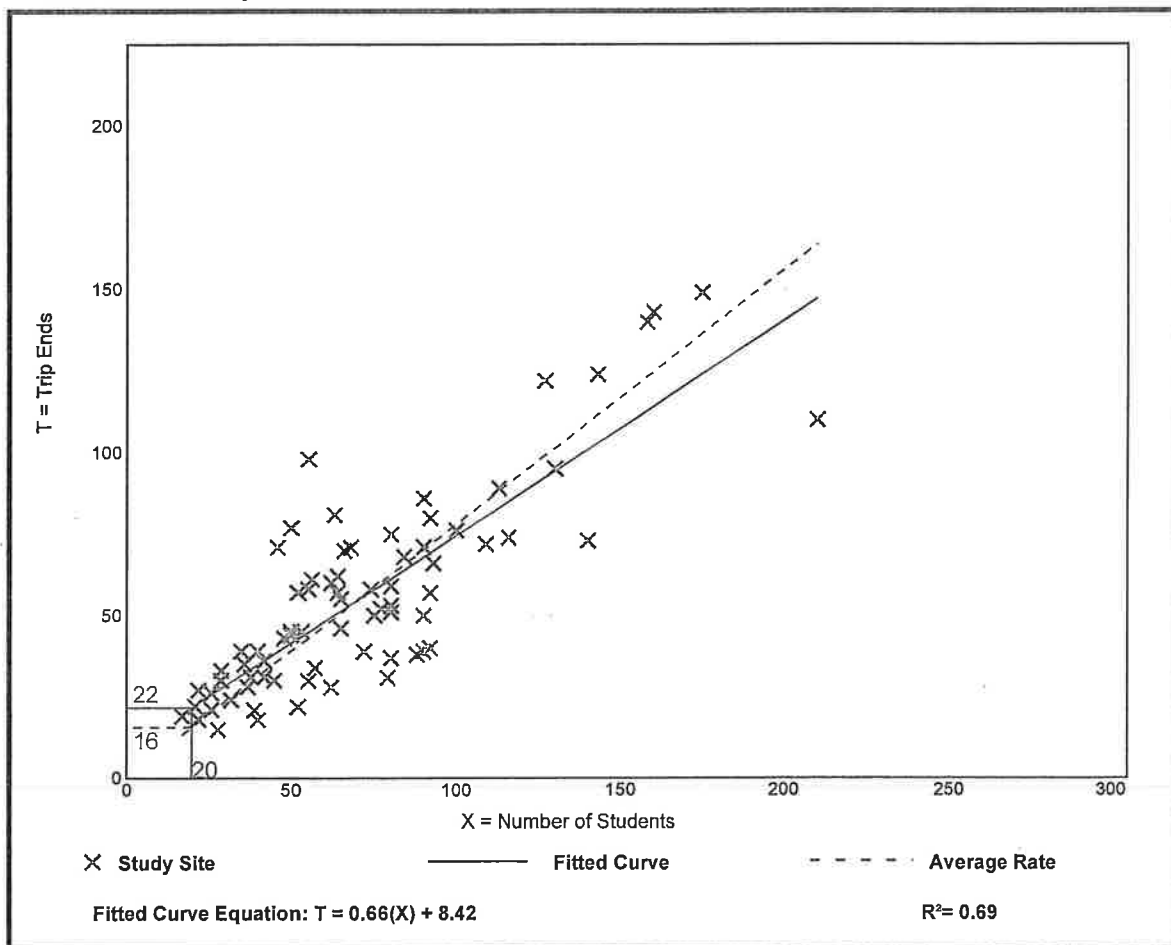
## Day Care Center (565)

**Vehicle Trip Ends vs: Students**  
**On a: Weekday,**  
**Peak Hour of Adjacent Street Traffic,**  
**One Hour Between 7 and 9 a.m.**  
**Setting/Location: General Urban/Suburban**  
 Number of Studies: 75  
 Avg. Num. of Students: 71  
 Directional Distribution: 53% entering, 47% exiting

### Vehicle Trip Generation per Student

Average Rate	Range of Rates	Standard Deviation
0.78	0.39 - 1.78	0.25

### Data Plot and Equation



Trip Generation Manual, 10th Edition • Institute of Transportation Engineers

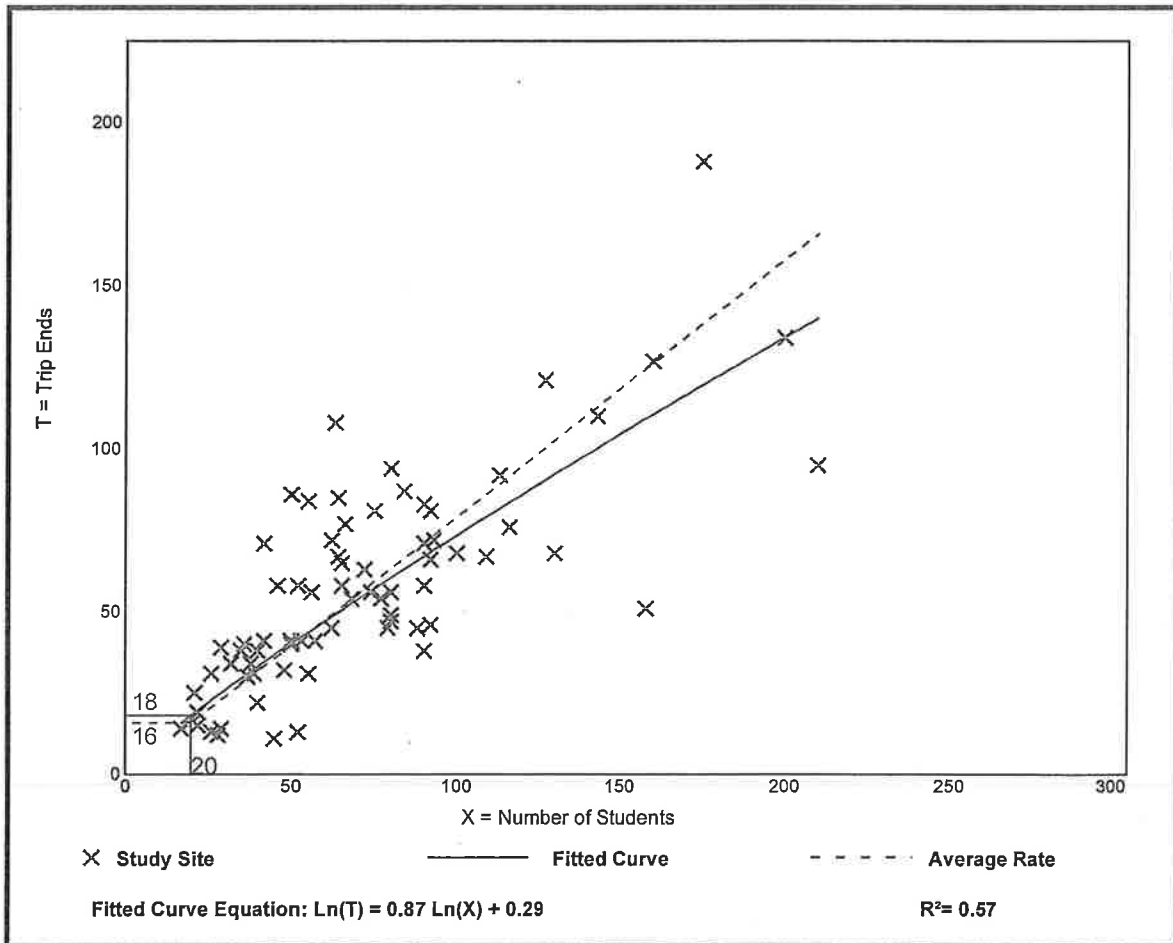
## Day Care Center (565)

Vehicle Trip Ends vs: **Students**  
 On a: **Weekday,**  
**Peak Hour of Adjacent Street Traffic,**  
**One Hour Between 4 and 6 p.m.**  
**Setting/Location: General Urban/Suburban**  
 Number of Studies: 75  
 Avg. Num. of Students: 72  
 Directional Distribution: 47% entering, 53% exiting

### Vehicle Trip Generation per Student

Average Rate	Range of Rates	Standard Deviation
0.79	0.24 - 1.72	0.30

### Data Plot and Equation



*Trip Generation Manual, 10th Edition • Institute of Transportation Engineers*

From: FARROW, ROY <RFARROW@FCLAW.com>  
Sent: Tuesday, October 2, 2018 1:22 PM  
To: Planning Department  
Cc: Heather Ferris  
Subject: SUP-18-137

Follow Up Flag: Follow up  
Flag Status: Completed

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

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As owners of the BoA property across the street from the proposed child care center, we object to the purposed use at the corner of E. John and Roop Streets.

As you know, Roop St. now carries more north-south traffic than any street in the center portion of town, and there is inadequate parking available under the code for the property currently, as indicated by the number of individuals finding it necessary to park in our lot when working or visiting businesses on the north side of E. John St.

As a result, parents will create a traffic hazard on the corner of a busy intersection, and will be tempted to park on the opposite side of John St., in a private lot, and then cross street with children, an additional safety issue.

Roy Farrow, BOAC, Ltd.

Roy Farrow, Business Services Director  
300 E. 2nd St, Suite 1510, Reno, NV 89501-1591  
T:775.788.2295 | F: 775.786.1177  
rfarrow@fclaw.com

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If you believe that it has been sent to you in error, do not read it. Please immediately reply to the sender that you have received the message in error. Then delete it.

Thank you.