

STAFF REPORT FOR THE PLANNING COMMISSION MEETING OF MAY 29, 2019

FILE NO: SUP-19-053

AGENDA ITEM: E.12

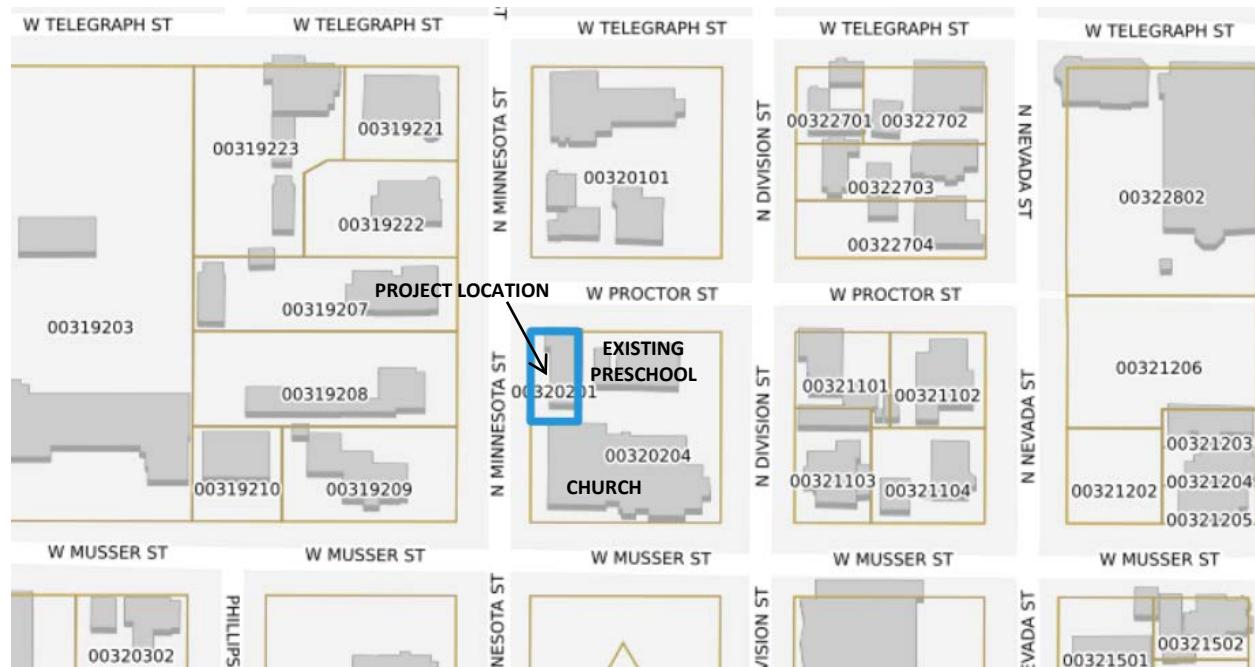
STAFF AUTHOR: Heather Ferris, Associate Planner

AGENDA TITLE For Possible Action: Discussion and possible action regarding a Special Use Permit to allow for the expansion of a non-conforming use, a child care facility, into an adjacent existing building on property zoned Residential Office (RO), located at 213 North Minnesota Street, APN 003-202-01. (Heather Ferris, hferris@carson.org)

Summary: *The applicant is seeking to expand the Small Blessings Preschool from its current location at 212 North Division Street to include the building located at 213 North Minnesota Street. The preschool currently has one classroom that serves 20-24 children. The expansion would serve an additional 16-20 children. The existing child care facility is a non-conforming use in the Residential Office zoning district. Carson City Municipal Code Section 18.04.030.2 allows for the expansion of non-conforming uses upon approval of a Special Use Permit by the Planning Commission.*

RECOMMENDED MOTION: **I move to approve SUP-19-053, a request for a Special Use Permit to allow for the expansion of a non-conforming use, a childcare facility, on property zoned Residential Office, and located at 213 North Minnesota Street, based on the ability to make the required findings and subject to the conditions of approval included in the staff report.”**

VICINITY MAP



RECOMMENDED CONDITIONS OF APPROVAL:

1. All development shall be substantially in accordance with the approved site development plan.
2. All on and off-site improvements shall conform to City standards and requirements.

3. Prior to commencing use, the curb ramps on the northwest corner of the block shall be reconstructed to meet current ADA standards.
4. Prior to commencing use, a shared the road sign shall be installed along the Division Street frontage.
5. This Special Use Permit is contingent upon the child care facility approve at 212 N. Division Street operating consistent with Special Use Permit U-91/92-2. This Special Use Permit is an expansion of the existing child care facility, permitted under Special Use Permit U-91/92-02, and is dependent upon the existing facility's open space and parking in order to meet the requirements of Division 1.6 of the Carson City Development Standards.
6. 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.
7. 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 may be rescheduled for the next Planning Commission meeting for further consideration.

LEGAL REQUIREMENTS: CCMC 18.02.050 (Review); 18.02.080 (Special Use Permit); 18.04.030 (Non-conforming uses); 18.04.110 (Residential Office)

MASTER PLAN DESIGNATION: Mixed-Use Residential

ZONING DISTRICT: Residential Office

KEY ISSUES: Will the proposed expansion of the non-conforming use be consistent with the objectives of the Master Plan, be compatible with the surrounding neighborhood, and otherwise be in keeping with the standards of the Carson City Municipal Code?

SURROUNDING ZONING AND LAND USE INFORMATION:

NORTH: Residential Office (RO)/Church

EAST: Residential Office (RO)/Church and Daycare

WEST: Residential Office (RO)/Office Building and Single Family Residence

SOUTH: Residential Office (RO)/Office Building

ENVIRONMENTAL INFORMATION:

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

EARTHQUAKE FAULT: Zone II (Moderate)

SLOPE/DRAINAGE: Site is flat and already developed

SITE DEVELOPMENT INFORMATION:

LOT SIZE (acres): 0.08 acres

STRUCTURE SIZE: 1,564 square foot building

PARKING: Parking is both on and off-street per approved Special Use Permit for existing daycare.

VARIANCES REQUESTED: None

PREVIOUS REVIEWS:

- U-83-17- Special Use Permit for a child care facility. Withdrawn June 2, 1983.
- H-01/02-6- Historic Resources Commission review of possibly future uses for the property.
- MPR-19-035- Major Project Review for expansion of a non-conforming use, a child care facility. Review completed April 2, 2019.

DISCUSSION:

The Carson City First United Methodist Church currently owns the entire block bounded by N. Division Street on the east, N. Minnesota Street on the west, W. Proctor Street on the North, and W. Musser Street on the south. The church campus includes two parcels—one which contains the church building and the Small Blessings Preschool building, and the other that contains a vacant building located at 213 N. Minnesota Street.

The preschool lawfully established at its current location at 212 N. Division Street, in 1991 with the approval of a Special Use Permit (U-91/92-2). At that time, a day care facility was a conditional use in the Residential Office zoning district. Subsequent to the approval of the Special Use Permit the City adopted new zoning regulations that only allow a child care facility in the Residential Office zoning district accessory to a residential use, and subject to a Special Use Permit. These changes to the code resulted in the Small Blessings Preschool becoming a non-conforming use, as the preschool is not accessory to a residential use.

The Small Blessings preschool is now seeking to expand into the vacant building on the parcel located at 213 N. Minnesota Street. The subject property is also zoned Residential Office and as noted above, is part of the campus owned by the church. The preschool currently serves between 20 and 24 students in each of their two sessions, morning and afternoon. The preschool operates from 8:30 a.m. – 3:30 pm. The proposed expansion would allow the preschool to serve an additional 20 students per session. The expansion will require two additional employees for a total of 6 employees for the entire preschool. As approved in 1991 the applicant proposes to continue to utilize both on-site and on-street parking with loading and unloading being provided on Proctor Street. The open space that has been provided for the existing preschool is not proposed to be expanded.

The exact number of children will be subject to state review and approval. Additionally, the employee count as well as the required amount of open space will be a derivative of the number of children.

In accordance with Carson City Municipal Code (CCMC) 18.04.030.2, a non-conforming use of land may be extended or expanded upon obtaining a Special Use Permit. The Planning Commission has the authority to grant a Special Use Permit upon making the seven required findings in CCMC 18.02.080 in the affirmative.

PUBLIC COMMENTS:

Public notices were mailed to 35 property owners within 450 feet of the subject site on May 10, 2019. As of the writing of this report no comments 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 29, 2019, 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.

Engineering Division-

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

- The curb ramps on the northwest corner of the block needs to be reconstructed to meet current ADA standards.
- The United Pathways Master Plan indicates Division as a shared street. A share the road sign will need to be installed along the Division St. frontage.
- In accordance with Carson City Development Standards:
 - A reduced pressure principle assembly backflow will be required for the domestic water line if one does not already exist.
 - Any fire line must have the proper backflow device per NAC 445A.
 - If new fire sprinklers are required, a wet stamped water main analysis must be submitted in accordance with CCDS 15.3.1 to show adequate pressure will be delivered and minimum fire flows will be met.

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

Proposed increase in students from 20-24 to 36-44 may have increased noise to surrounding areas.

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

The existing infrastructure and proposed drive aisles are sufficient to provide safe access and circulation if conditions are met.

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

The existing sewer, water, and storm drain infrastructure are sufficient to provide service to the project.

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.

Fire Department-

1. Project must comply with the currently adopted edition of the International Fire Code and northern Nevada fire code amendments.
2. Project is a change of use and requires permits through the Building Division.
3. A manual fire alarm system is required.
4. Single station smoke alarms are required.
5. All requirements of NAC 477.562 shall be met.

Health and Human Services-

No concerns with the project as submitted. This is a State licensed facility; the applicant will need to coordinate with the State in regards to construction and appropriate paperwork and inspections prior to operating. The number of children that will be allowed will be determined by State Child Care Licensing.

Parks and Recreation-

No comments.

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 Mixed-Use Residential in the Master Plan. This land use designation is intended to promote self-supporting neighborhoods which contain medium to high density housing, but that include retail, offices or live-work units. The subject property is part of the church campus and is surrounded by retail and office uses. The expansion of the existing child care facility 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 subject property is zoned Residential Office and is surrounded by parcels with the same zoning. Uses in the area include offices, residences, and churches. The request is to expand the non-conforming use, a child care facility, into a vacant building on an adjacent parcel also owned by the church. A child care facility includes both indoor and outdoor uses, with the associated noise. However, there is no proposed expansion of the existing outdoor area to accommodate this expansion. Given this is an expansion of an existing use, the expansion will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties. Rather, staff finds that the proposed use will continue to complement the surrounding office and residential uses.

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

A traffic study is triggered when the project is anticipated to generate 80 peak hour trips or 500

average daily trips (ADT). The estimated ADT for this project is 100, with peak hour trips estimated at 50; therefore, the proposed expansion of the child care facility does not trigger the need for a full traffic study. Staff is recommending conditions of approval to improve the curb ramps on the northwest corner of the property and install signage for a shared street. With the incorporation of these conditions, the infrastructure and drive aisles are sufficient to provide safe access and circulation for the project.

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 existing sewer, water, and storm drain infrastructure are sufficient to provide service to the project. Storm drainage will not change appreciably. Sewer and domestic water change will be negligible compared to other allowable uses. The existing water mains are sufficient to supply the current required fire flows. Staff finds that the proposed use will not overburden public facilities.

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

Standard conditions of approval have been incorporated requiring the development to be in compliance with the Carson City Municipal Code and Carson City Development Standards. Additionally, at the time of building permit, the project will be reviewed for compliance with current building and fire codes. For example, the plans must be in compliance with the currently adopted edition of the International Fire Code and northern Nevada fire code amendments.

The existing child care facility was lawfully established in 1991 with the approval of a Special Use Permit (U-91/92-2). Subsequent to the approval of the Special Use Permit the City adopted new zoning codes that only allow a child care facility in the Residential Office zoning district accessory to a residential use, and subject to a Special Use Permit. These changes to the code resulted in the existing facility becoming a non-conforming use, as the preschool is not accessory to a residential use. The request is to allow for the expansion of the non-conforming use into a vacant building on a parcel adjacent to the existing facility. In accordance with Carson City Municipal Code (CCMC) 18.04.030.2, a non-conforming use of land may be extended or expanded upon obtaining a Special Use Permit. Additionally, a child care facility must meet the standards outlined in Division 1.6 of the Carson City Development Standards. Carson City Development Standards 1.6. A summary of how 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.

Staff Response: The property is not located in a residential zoning district; however, the parcel is zoned Residential Office and is located in an area where there is a mix of both commercial and residential uses. The child care facility is proposed to expand into an existing building owned by the church. There are minimal exterior modifications proposed to accommodate this expansion, therefore the facility will continue to be consistent with the scale, bulk and site coverage of others in the immediate neighborhood. Public facilities and services already exist at the site and traffic generation is anticipated to be below that which triggers the need for a full traffic study.

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

Staff Response: Child care facilities are required to provide one parking space for each employee plus a designated loading and unloading area. As noted above, the existing child care facility received approval for a Special Use Permit in 1991. At that time, the facility was approved with on-site parking spaces and loading and unloading from Proctor Street. Additionally, Carson City Development Standards 2.3.13 allows for existing buildings within a residential office district to utilize on-street curb parking for up to 50% of their required on-site parking.

With the expansion, the child care facility will have a total of six employees. As noted above, there are 4 parking spaces provided on-site and there is adequate on-street parking. Therefore, there is adequate on-site parking for at least 50% of the employees. Loading and unloading currently occurs both on-site and from Proctor Street. There is no proposed change to the loading and unloading areas.

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

Staff Response: No new on-site parking is being proposed. There are no changes to the existing landscaping that are required or proposed.

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.

Staff Response: The applicant has not proposed signage as part of this Special Use Permit application. Any signage for the facility will require a separate permit and signage will be reviewed for consistency with Carson City Municipal Codes.

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

Staff Response: The subject property is located within the Historic District. As noted

above, there are minimal alterations proposed to the exterior of the structure. A Historic Resources application was submitted by the applicant on April 22, 2019. On April 25, 2019 the addition of the exterior door on the east side of the building was administratively approved by the Chairman of the Historic Resources Commission.

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.

Staff Response: The total square footage of the outdoor area will be a derivative of the total number of children served, both of which are dependent upon approval by the State of Nevada's Child Care Licensing Program. The applicant has indicated that she has had a child care licensing surveyor review the measurements of the outdoor space and has indicated that it is large enough to support at least 50 children. Therefore, there is no proposed expansion to the existing outdoor area.

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.

Staff Response: The facility requires approval by the State of Nevada's Child Care Licensing Program which will review the interior space requirements and limit the number of children accordingly.

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

Staff Response: The subject property is located in the Residential Office zoning 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.

Staff Response: The subject property is zoned Residential Office, while this is not a residential zoning district, the zoning district does allow for residential uses as permitted primary uses. The existing child care facility was lawfully established in 1991 with the approval of a Special Use Permit (U-91/92-2). Subsequent to the approval of the Special Use Permit the City adopted new zoning codes that only allow a child care facility in the Residential Office zoning district accessory to a residential use, and subject to a Special Use Permit. These changes to the code resulted in the existing facility becoming a non-conforming use, as the preschool is not accessory to a residential use. The request is to allow for the expansion of the non-conforming use into a vacant building on a parcel adjacent to the existing facility. In accordance with Carson City Municipal Code (CCMC) 18.04.030.2, a non-conforming use of land may be extended or expanded upon obtaining a Special Use Permit.

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

Staff finds that the proposed project will not be detrimental to the public health, safety, convenience and welfare. The proposed expansion is appropriate in this area and will complement the surrounding commercial and residential uses.

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

The proposed use will not result in material damage or prejudice to other property in the vicinity. The site is surrounded by parcels zoned Residential Office with both commercial and residential uses. The existing child care facility has functioned as a part of the neighborhood since. The proposed expansion of the facility is compatible with the surrounding uses. Additionally, the site is already improved with adequate parking, access, utilities, and open space to serve the proposed expansion.

Attachments:
Application (SUP-19-053)

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

FILE # SUP - -

APPLICANT	PHONE #
First United Methodist Church	775-882-1436
MAILING ADDRESS, CITY, STATE, ZIP	
400 W. King St #100, Carson City, NV 89703	
EMAIL ADDRESS	
pam.carson1umc@gmail.com	
PROPERTY OWNER	PHONE #
First United Methodist Church	775-882-1436
MAILING ADDRESS, CITY, STATE, ZIP	
400 W. King St #100, Carson City, NV 89703	
EMAIL ADDRESS	
pam.carson1umc@gmail.com	
APPLICANT AGENT/REPRESENTATIVE	PHONE #
Robert F. Lauder	775-884-3205
MAILING ADDRESS, CITY STATE, ZIP	
625 Fairview Dr. #112, Carson City, NV 89701	
EMAIL ADDRESS	

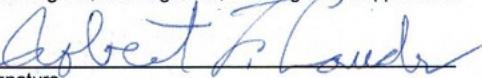
rob.lauder@rl-enr.com

Project's Assessor Parcel Number(s):	Street Address	
003-202-01	213 N. Minnesota Street	
Project's Master Plan Designation	Project's Current Zoning	Nearest Major Cross Street(s)
MUR	RO	Proctor Street

Please provide a brief description of your proposed project and/or proposed use below. Provide additional pages to describe your request in more detail. Small Blessings Preschool, owned and operated by Carson City First United Methodist Church would like to expand the preschool into the building located at 213 N. Minnesota Street. More information attached.

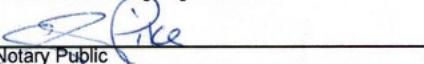
PROPERTY OWNER'S AFFIDAVIT

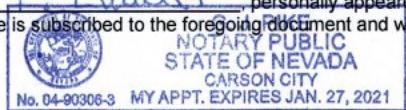
I, Robert F. Lauder, being duly deposed, do hereby affirm that I am the record owner of the subject property, and that I have knowledge of, and I agree to, the filing of this application.


 Signature 625 Fairview Dr. #112, Carson City, NV 89701 4/17/2019
 Address Date

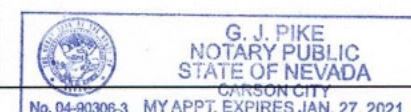
Use additional page(s) if necessary for additional owners.

STATE OF NEVADA
 COUNTY Carson City)
 On APRIL 17, 2019, Robert F. Lauder, 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



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.



SMALL BLESSINGS PRESCHOOL EXPANSION
213 N. MINNESOTA STREET, CARSON CITY, NV 89703

DETAILED WRITTEN PROJECT DESCRIPTION

Small Blessings Christian Preschool is a licensed child care facility located at 212 N. Division Street. The preschool is owned and operated by Carson City First United Methodist Church, located at 412 W. Musser Street. The church owns the entire city block bordered by Minnesota St. and Division St. and Musser St. and Proctor St., including the building located at 213 N. Minnesota St.

The church would like to apply for an expansion of non-conforming use to expand another preschool classroom to the building at 213 N. Minnesota St. The preschool currently has one classroom and serves 20-24 children in the morning class (8:30-11:30) and 20-24 children in the afternoon class (12:30-3:30). If approved to expand the program, we would like to serve an additional 16-20 children during the same hours.

City block owned by Carson City First United Methodist Church. Proposed expansion of non-conforming use at 213 Minnesota Street marked by red star.



Front door



North End, Small Blessings
to the left, curb ramps to be
replaced to ADA standards



North End, Small Blessings
to the right



Southwest view,
Small Blessings garage to the
right,
Church to the left



Looking north from church,
From left to right,
213 Minnesota, shed, garage,
Small Blessings



Looking south from Proctor St.,
From left to right,
Garage, church in background
213 Minnesota St.



Interior facing south



Interior facing north



Storage closet in bath hallway



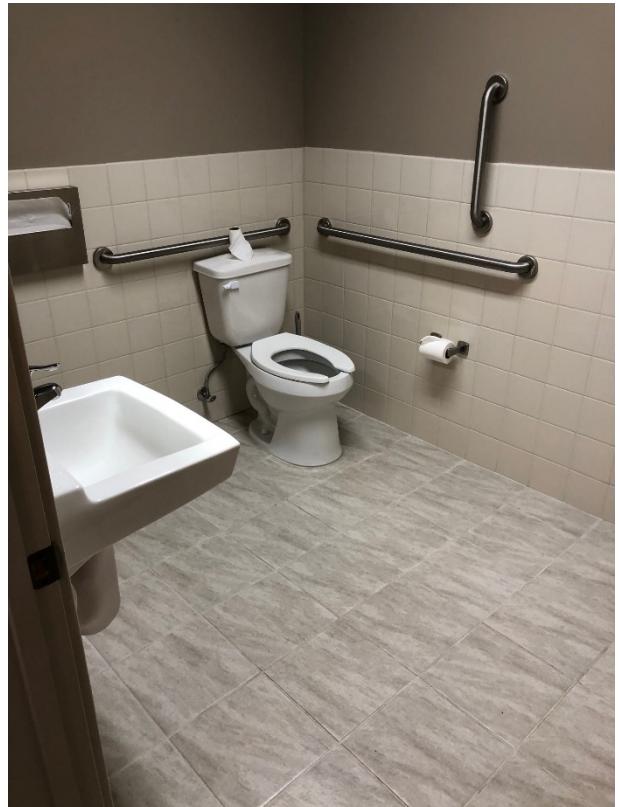
Bath hallway



First bath

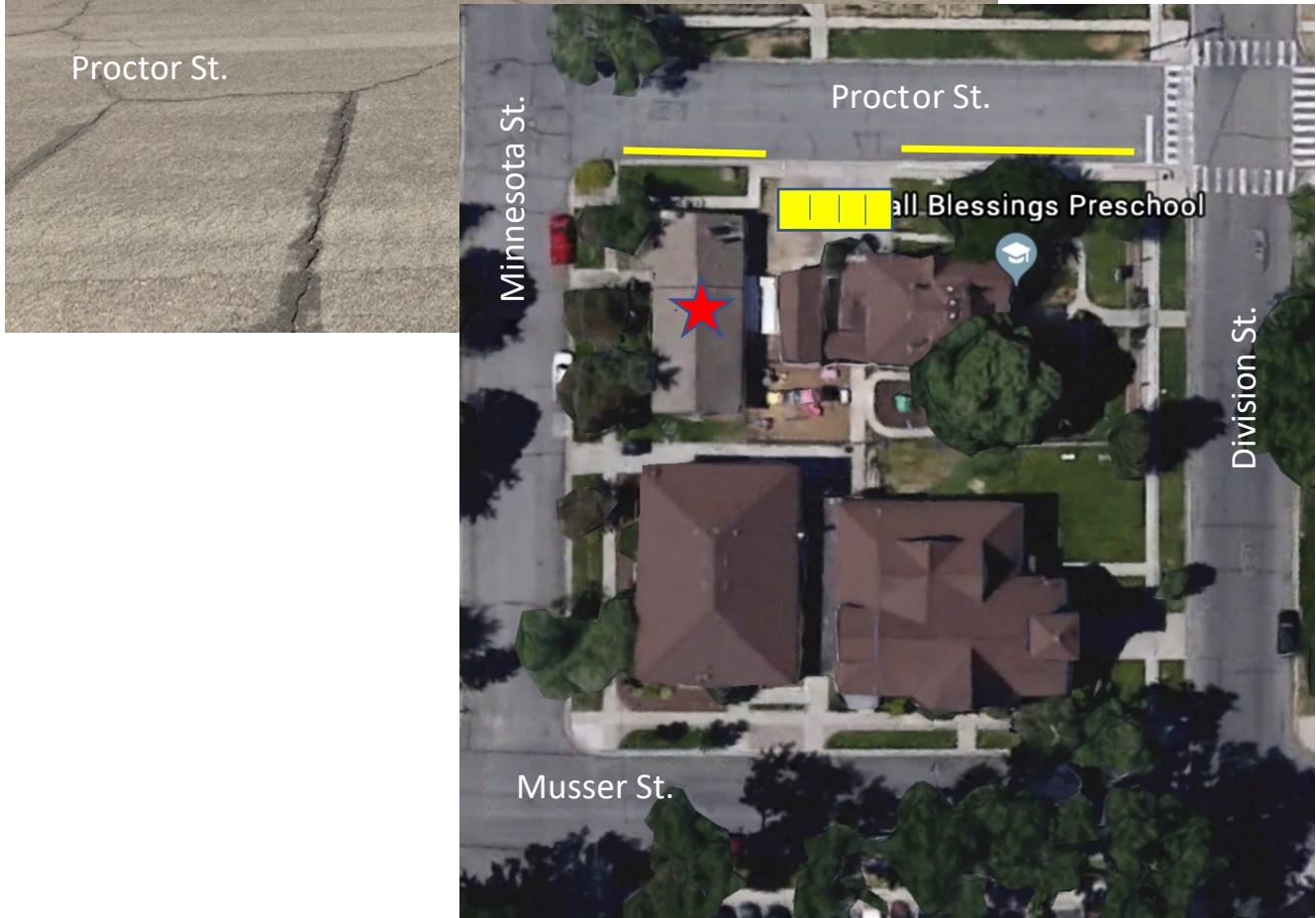


Second bath



The expansion preschool classroom would employ 2 additional teachers from 8:15am-12:15pm. There are 4 (including 1 handicap spot) off-street parking spots available in our parking lot. This would allow 50% of the employees to park off street, or we could continue to park on-street and leave the 3 off-street spots for additional loading/unloading zones for parents. We would also continue to use Proctor Street as our loading/unloading zone (marked in yellow). We will be utilizing Division 2.1.13 of the Development Standards to meet the parking requirement.

Current parking lot



SMALL BLESSINGS PRESCHOOL EXPANSION
213 N. MINNESOTA STREET, CARSON CITY, NV 89703
SPECIAL USE PERMIT APPLICATION FINDINGS

State law requires that the Planning Commission consider and support the statements below with facts in the record. These are called "FINDINGS". Since staff's recommendation is based on the adequacy of your findings, you need to complete and attach the required findings with as much detail as possible to ensure that there is adequate information supporting your proposal.

THE FINDINGS BELOW ARE PROVIDED IN THE EXACT LANGUAGE FOUND IN THE CARSON CITY MUNICIPAL CODE (CCMC), FOLLOWED BY EXPLANATIONS TO GUIDE YOU IN YOUR RESPONSE. ON A SEPARATE SHEET TO BE INCLUDED WITH YOUR COMPLETE APPLICATION, LIST EACH FINDING AND PROVIDE A RESPONSE IN YOUR OWN WORDS. ANSWER THE QUESTIONS AS COMPLETELY AS POSSIBLE TO PROVIDE THE PLANNING COMMISSION WITH THE DETAILS NECESSARY TO CONSIDER YOUR PROJECT. IF A FINDING DOES NOT APPLY TO YOUR SITUATION, EXPLAIN WHY.

CCMC 18.02.080(5) FINDINGS. Findings from a preponderance of evidence must indicate that the proposed use:

1. Will be consistent with the objectives of the Master Plan elements.

Explanation:

Explain how your project will further and be in keeping with, and not contrary to, the goals of the Master Plan elements. Turn to the Master Plan Policy Checklist included with this application. The Master Plan Policy Checklist for Special Use Permits and Major Project Reviews addresses five items that appear in the Carson City Master Plan. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. Address each theme; a check indicates that the proposed development meets the applicable Master Plan Policy. Provide written support of the policy statement in your own words as a part of these findings. For additional guidance, please refer to the Carson City Master Plan document on our website at www.carson.org/planning or you may contact the Planning Division to review the document in our office or request a copy.

1. The expansion would be consistent with **Master Plan Themes, and Guiding Principles** for the following reasons:
 - a. It would make efficient use of limited land area and water resources by utilizing a building and playground area that already exists.
 - b. By adding another preschool classroom, we would be able to offer high-quality child care services to more citizens of Carson City.
 - c. The preschool expansion would create new jobs. We would need to hire 2 new employees in order to staff the new preschool classroom.
 - d. The preschool has preserved and promoted the historical significance of our property since 1991 and would continue to do so with the addition of the new classroom. We take our blue line seriously.
2. The expansion would be consistent with **Master Plan Balanced Land Use Pattern** for the following reasons:
 - a. The new preschool classroom would not show significant increase in use of water resources or sewer capacity.
 - b. The recently remodeled restrooms have water conservation toilets and sinks and any kitchenette remodel would also have water friendly fixtures. We would be Water Smart, realizing that Every Drop Counts!
 - c. We would install lightbulbs that conserve energy resources and work to conserve energy in any way we can.
 - d. Carson City is in desperate need of more high-quality child care options and we have an older building that could be fixed up and help meet the need in our community. No new construction needed!
 - e. We will continue to work with the State of Nevada Child Care Licensing to coordinate services available to families in Carson City.
 - f. We would expand the non-conforming use of the current preschool by adding another classroom.
 - g. State of Nevada Child Care Licensing has reviewed the property and existing playground and assured us there this building and playground would be able to add an additional classroom of 20 children to our current child care license.

3. The expansion would be consistent with **Master Plan Equitable Distribution of Recreational Opportunities** for the following reasons:
 - a. The expansion of the preschool would have no effect on distribution of recreational opportunities.
4. The expansion would be consistent with **Master Plan Balanced Economic Vitality** for the following reasons:
 - a. The preschool expansion would provide high-quality child care to our community, which is important for businesses hoping to attract well-qualified employees and grow their businesses.
 - b. The preschool expansion would emphasize educational resources available to the community and enhance resources available to families of Carson City.
 - c. By expanding our non-conforming use permit, we would be able to revitalize an older building/property in the historic district of Carson City.
 - d. Parking would not be a major issue if we are able to expand our non-conforming use permit. Our families use Proctor Street as their loading and unloading zone, per the original SUP. Our current permit allows us an exception and requires we have off-street parking for 50% of our staff. We currently have 3 off-street parking spaces and would have a total of 6 employees at the preschool. Our parents use Proctor Street as a loading/unloading zone and our employees park on the street too, which allows us to use the 3 parking spaces as a loading/unloading zone too. If granted the opportunity to expand our preschool, we would perpetuate the same procedures and I do not foresee much of an impact in this area.
5. The expansion would be consistent with **Master Plan Balanced Land Use Pattern** for the following reasons:
 - a. The preschool would expand our ability to offer quality child care to families of Carson City and increase employment opportunities.
 - b. It would expand the current preschool and help renovate an older building that is not being used to full potential.

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.

Explanation:

A. Describe the general types of land uses and zoning designations adjoining your property (for example: North: grocery store, Retail Commercial zoning)

The existing preschool is on the east side of the block and the Methodist church is to the south. Across the street to the west, there is a residence, an investment company, and a law office. Across the street to the north is a historic house owned by St. Peter's Episcopal church and a garden.

B. Explain why your project is similar to existing development in the neighborhood, and why it will not hurt property values or cause problems, such as noise, dust, odors, vibration, fumes, glare, or physical activity, etc. with neighboring property owners. Have other properties in your area obtained approval of a similar request? How will your project differ in appearance from your neighbors? Your response should consider the proposed physical appearance of your proposal, as well as comparing your use to others in the area.

The expansion of the preschool would add another classroom to the existing child care facility, located at 212 N. Division Street. We do not believe it would cause any problems to neighboring property owners.

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

The expansion of the preschool would add another classroom to the existing child care facility, located at 212 N. Division Street. Indoor use will have no impact on the surrounding properties. Outdoor use will be in an existing fenced area. Other than the number of children, there will be no change in use.

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

The expansion of the preschool would not include any new outdoor lighting.

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

The expansion of the preschool would not change any landscape areas to the property.

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

The expansion of the preschool would benefit the people of Carson City by increasing the number of children and families who would have access to affordable, high-quality child care.

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

Explanation:

Consider the pedestrian and vehicular traffic that currently exists on the road serving your project. What impact will your development have to pedestrian and vehicular traffic when it is successfully operating? Will additional walkways and traffic lights be needed? Will you be causing traffic to substantially increase in the area? State how you have arrived at your conclusions.

The expansion of the preschool would not have a detrimental effect on vehicular traffic, as we have ample off-street parking for 50% of our staff, as provided in the original SUP. We currently use Proctor Street as a loading/unloading zone for families and would continue to do so if granted the expansion of non-conforming use permit. The increase in traffic will not be to the point where mitigation is required (ref. MPR-19-035, comment #21).

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.

Explanation:

A. How will your project affect the school district? Will your project add to the student population or will it provide a service to the student population?

The expansion of the preschool would not have an effect on the school district. It would benefit children ages 3-5 by offering a quality education in academics and social-emotional development, thus better preparing them for life in the public-school system.

B. How will your project affect police and fire protection?

The expansion of the preschool would not have an effect on police and fire protection.

C. Is the water supply serving your project adequate to meet your needs without degrading supply and quality to others in the area? Is there adequate water pressure? Are the lines in need of replacement? Is your project served by a well? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.

The expansion of the preschool would not have a major impact regarding water use.

D. If your project will result in the covering of land area with paving or a compacted surface, how will drainage be accommodated? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.

The expansion of the preschool would not result in covering any area with paving or compacted surface.

E. Is there adequate capacity in the sewage disposal trunk line that you will connect to in order to serve your project, or is your site on a septic system? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.

The expansion of the preschool would not have a major impact regarding sewer use.

F. What kind of road improvements are proposed or needed to accommodate your project? Contact the Development Engineering Division at (775) 887-2300 for assistance with this item, if applicable.

The expansion of the preschool would not require road improvements. We would reconstruct the curb ramp on the northwest corner of the block to meet current ADA standards (ref. MPR-19-035, revised comment #18, received from Dirk Goering via email on 4/15/19).

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

We are using information gained from our original SUP and comments provided by the Major Project Review Committee, dated April 12, 2019.

5. Meets the definition and specific standards set forth elsewhere in Carson City Municipal Code, Title 18 for such particular use and meets the purpose statement of that district.

Explanation:

Explain how your project meets the purpose statement of the zoning district in which it is located and how it meets the specific standards that are set forth in that zoning district. In CCMC Section 18.04, Use Districts, find the zoning district where your property is located. Refer to the purpose statement at the beginning of the zoning district section and explain how your project meets the purpose statement of that district. In addition, find the specific Intensity and Dimensional Standards for your zoning district in either CCMC Section 18.04.190 (Residential) or CCMC Section 18.04.195 (Non-Residential) and explain how your project meets these specific standards. To access the Carson City Municipal Code, visit our website at www.carson.org/planning.

213 N. Minnesota Street is zoned for RO and we are applying for an expansion of non-conforming use; however, we will continue to conform to the performance standards for Title 18, Division 1.6 for child care facilities.

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

Explanation:

Provide a statement explaining how your project will not be detrimental to the public health, safety, convenience and welfare. If applicable, provide information on any benefits that your project will provide to the general public.

The expansion of the preschool would not be detrimental to the health, safety, convenience and welfare of the public. We believe the expansion of the preschool would benefit the public by expanding a much-needed service of providing quality, affordable child care in Carson City.

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

Explanation:

Provide a statement explaining how your project will not result in material damage or prejudice to other property in the vicinity.

The expansion of preschool operations into 213 N. Minnesota would not result in material damage or prejudice to other property in the vicinity, because we are not changing any street-side appearance or landscaping of the building and grounds.

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.

Robert F. Laufer

Applicant's Signature

ROBERT F. LAUFER

Print Name

4/18/19

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)?



CARSON CITY

Capital of Nevada

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

Parcel Detail for Parcel # 003-202-01

Location			Ownership					
Property Location 213 N MINNESOTA ST			Assessed Owner Name FIRST UNITED METHODIST CHURCH					
Town	Add'l Addresses		Mailing Address	400 W KING ST STE 100	Ownership History Document History			
District 1.5 - URBAN DISTRICT			CARSON CITY, NV 89703-0000					
Subdivision PROCTOR & GREEN	Lot	Block	Legal Description					
Property Name CHRISTIAN SCIENCE SOCIETY			Legal Owner Name FIRST UNITED METHODIST CHURCH					
			Vesting Doc #, Date	277413 04/30/2002	Year / Book / Page 02 / 0 / 0			
			Map Document #s					
Description			Appraisal Classifications					
Total Acres .080	Square Feet 3,360		Current Land Use Code 400	Code Table				
Ag Acres .000	W/R Acres .000		Zoning Code(s) RO					
Improvements			Class 1.50					
Single-family Detached 0	Non-dwelling Units 1	Bedrooms / Baths 0 / .50	Re-appraisal Group 2	Re-appraisal Year 2014				
Single-family Attached 0	Mobile Home Hookups 0	Stories 1.0	Original Construction Year 1941	Weighted Year				
Multiple-family Units 0	Wells 0	Garage Square Ft... 0						
Mobile Homes 0	Septic Tanks 0	Attached / Detached						
Total Dwelling Units 0	Buildings Sq Ft 1,564							
Improvement List			Current Exempt Code 06 - Church					
Property Costing Estimates								
Finished Basement SF 0	Basement Sq Ft 0	Basement						
Assessed Valuation			Taxable Valuation					
Assessed Values	2019-20	2018-19	2017-18	Assessed Values	2019-20	2018-19	2017-18	
Land	15,429	14,030	13,947	Land	44,083	40,086	39,849	
Improvements	17,920	16,930	16,761	Improvements	51,200	48,371	47,889	
Personal Property	0	0	0	Personal Property	0	0	0	
Ag Land	0	0	0	Ag Land	0	0	0	
Exemptions	33,349	30,960	30,708	Exemptions	95,283	88,457	87,737	
Net Assessed Value	0	0	0	Net Taxable Value	0	0	0	
Increased (New) Values			Increased (New) Values					
Land	0	0	0	Land	0	0	0	
Improvements	0	0	0	Improvements	0	0	0	
Personal Property	0	0	0	Personal Property	0	0	0	

[Back to Search List](#)

PROJECT IMPACT REPORT

SPECIAL USE PERMIT APPLICATION FIRST UNITED METHODIST CHURCH SMALL BLESSINGS PRESCHOOL EXPANSION

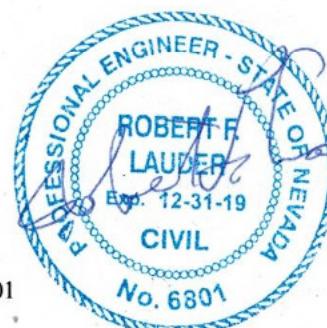
PROJECT ADDRESS:
213 N. MINNESOTA STREET
CARSON CITY, NV

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	ATTACHMENT "A" - FIRMETTE OF SITE	3

Prepared By:
RL Engineering
Civil and Structural Design
625 Fairview Drive #112, Carson City, NV 89701
(775)884-3205 Fax (775)297-3552

Job No. 190302



TRAFFIC

This project is an expansion of the preschool program to admit up to 20 more children and 2 more staff, in addition to the existing use of up to 24 children and 4 staff. Given the drop-off and pick-up nature of the use, traffic will be very light most of the time but heavy during pick-up and drop-off times. We estimated average daily trips (ADT) at 2 trips per day per child, or 88 daily trips (children) plus 12 (6 staff x 2 trips/day), totalling 100 ADT. Peak hour trips were estimated at 50. As noted in the comments issued for MPR 19-035, a traffic impact study is not required at these levels of traffic generation.

Proctor Street is a 2-block street which normally sees very little traffic other than the preschool. Minnesota Street is a local street with a correspondingly low level of ADT.

WATER

The property is served by an existing 6" AC water main in Minnesota Street. The site is at approx. elevation 4,700 feet AMSL. Static water pressure is estimated to be approx. 60 psi (estimated by Carson City Public Works senior project manager Tom Grundy). Due to the looped nature of the local system, it is expected that the city water system will be more than adequate to supply the project.

The irrigation system is served by a dedicated irrigation meter which serves the whole block (which is all owned by the church). The only domestic water use will be for bathrooms and a kitchenette. The building had one existing bathroom and hence a certain amount of use. The new use will increase the demand, but it is not expected to be large enough to be a concern.

FIRE PROTECTION

This project includes no proposed new buildings. Minimum city standard fire flow is 1,500 gpm for 2 hours (2012 IFC Table B105.1). At the time of issuance of this report no relevant hydrant test data was available.

There is one existing fire hydrant at the NE corner of Proctor and Minnesota, and second one a block south at the corner of Musser and Minnesota. The building is equipped with a smoke alarm and portable fire extinguisher.

SANITARY SEWER

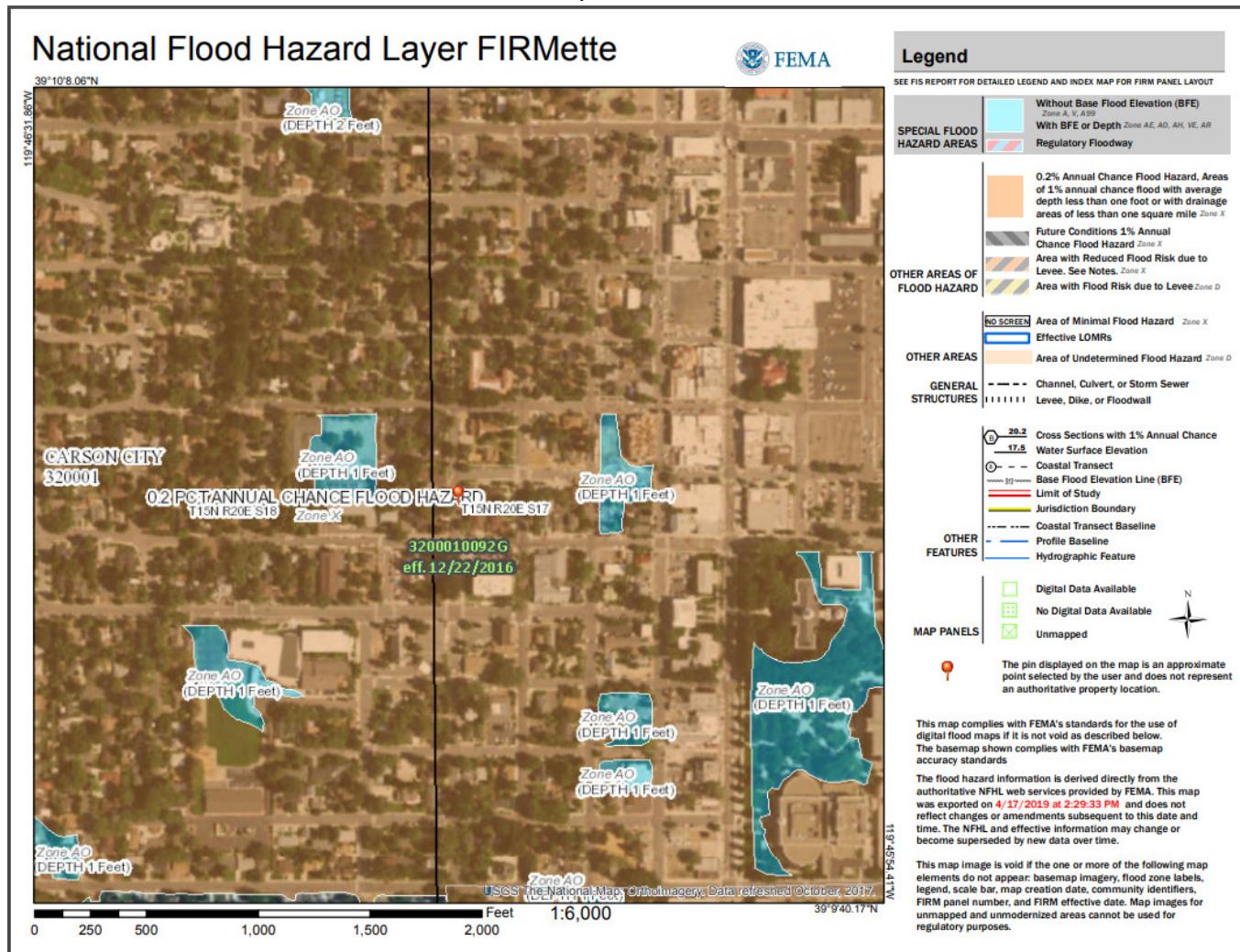
The project is served by an existing 6" VCP sewer in Proctor Street. This project includes no new restroom facilities. The new use will increase the sewage flow from this building, but it is not expected to represent a significant impact on the wastewater system.

DRAINAGE

This site is fully developed with a building, sidewalks, and grass landscaping. The only exterior improvement on the site will be a door landing and steps, which will not impact any existing drainage paths. There are no existing storm-water control facilities.

The site lies outside the 100-year floodplain as shown on FIRM Map No. 3200010092G Revised Dec. 22, 2016 by FEMA. See the Firmette below.

FIRM Map 3200010092G





Carson City Planning Division

108 E. Proctor Street
Carson City, Nevada 89701
(775) 887-2180-Hearing Impaired:711
www.carson.org
www.carson.org/planning

April 12, 2019

Rob Lauder
400 W. King St. #100
Carson City, NV 89703

rob.lauder@rl-enr.com

Major Project Review: MPR-19-035 Expansion of a non-conforming use (Child care facility)

Project Description: Expansion of a non-conforming use in the Residential Office District to allow for the expansion of an existing child care facility.

Review Date: April 2, 2019

Major Project Review Comments

The Major Project Review Committee has reviewed the proposed plans for the expansion of the existing Child Care Facility located at 412 W. Musser Street into adjacent building at 213 N. Minnesota Street. The following requirements and comments are provided for your use in preparing final plans and submittals for the project. Please be advised that the comments presented in this letter are based on the plans submitted with the Major Project Review application and may not include all the requirements or conditions which may be placed on the project at the time of submittal of planning applications for approval (if applicable) or final plans for building permits. It is hoped, however, that this review will expedite the completion of your project.

Some of the requirements noted below may have already been shown or otherwise indicated in the plans and need only be submitted in the final improvement plan form. Final on- and off-site improvement plans shall be submitted to the Building Division, (108 E. Proctor Street). These plans must contain all appropriate requirements of Development Engineering, Health, Utilities, Fire, and Planning Divisions/Departments.

Planning applications (if applicable), such as Master Plan Amendments, Zoning Changes, Special Use Permits, Variances, Lot Line Adjustments, Parcel Maps, etc. shall be submitted to the Planning Division (108 E. Proctor Street) for review and approval.

SITE INFORMATION:

Address: 213 N. Minnesota Street

APN: 003-202-01

Parcel Size: 0.08 acres

Master Plan Designation: Mixed-Use Residential

Zoning: Residential Office

PLANNING DIVISION

Contact Heather Ferris, Associate Planner

1. The proposed use is permitted by Special Use Permit (CCMC 18.02.080). The project requires a special use permit because the existing child care facility is a non-conforming use in the Residential Office zoning district. Non-conforming uses can be expanded, subject to approval of a Special Use Permit pursuant to Title 18.04.030.2.
2. This property is also in the Historic District (CCMC 18.06). Please note, any project to construct, alter, remodel, restore, renovate, rehabilitate, demolish, remove or change the exterior appearance of a building or structure; or to place signs, fences, or lighting; or to construct parking areas or site improvements; or which affects the exterior landscape features and spaces that characterize the property and its environment will require review and approval by the Historic Resources Commission prior to commencing the work (CCMC 18.06.015).
3. Setbacks - CCMC 18.04.195 (Non-residential)

	<u>Front</u>	<u>Rear</u>	<u>Side</u>	<u>Street Side</u>
Required:	10'	20'	10'	10'
Proposed:	No change	No change	No change	No change

The proposed child care facility would be located in an existing building. There are no proposed expansions of the building and therefore no modification to the existing setbacks.

4. Height - CCMC 18.04.195 (Non-residential)

The proposed facility will be located in an existing building. There are no proposed expansions of the building and therefore no modification to the existing building height.

5. Signs - Carson City Development Standards, Division 4.7.4 Shopping Center Uses.

A Sign Permit will be required prior to the placement or erection of any sign, or to install or alter any electrical wiring or fixture. See the Planning Division for information regarding limitations and standards. A Sign Permit application may be obtained from the Building Division. (Development Standards, Division 4.4.1)

6. Landscaping - Carson City Development Standards, Division 3

No changes to the existing landscaping are required as proposed. If any changes are proposed, including removal or replacement of existing landscaping or installation of new landscaping, the changes shall meet the requirements of Development Standards Division 3 Landscaping.

If changes are proposed, a landscape and irrigation plan shall be filed with the City and approved by the Director prior to the approval of a site plan or issuance of a building permit. The plan shall meet the requirements of Development Standards Division 3 Landscaping.

7. Fences, Walls and Hedges- Carson City Development Standards 1.13

Any fencing must be in compliance with the regulations for fencing as listed below:

- Fences, walls and hedges are a permitted use in all districts so long as such uses are consistent with health, safety and welfare of the community and in compliance with following regulations as outlined in this section. All retaining walls 4 feet or taller shall require a building permit. All block or masonry walls/fences 4 feet or taller shall require a building permit.
- All fences and walls shall meet the requirements of the Building Code and Fire Code as currently adopted by Carson City.
- Electrically charged or barbed fences are a permitted accessory use in CR, A, MH1A, SF5A, SF2A and SF1A districts. Such fences are a permitted accessory use in all other use districts only with the prior written approval of the director or his designee.
- The height of a fence, wall or hedge shall be measured from the highest adjacent ground, either natural or filled, upon which it is located, except within 15 feet of any front property line or within 30 feet of any street intersection, wherein all base measurements shall be considered from an extension of street grade.
- A fence, wall or hedge not exceeding 6 feet in height may be located within any yard except as follows:
 - No fences, walls or hedges exceeding 4 feet in height shall be permitted within a front yard setback or within 5 feet of the property line on the street side. When such fence is constructed of a sight-obscuring material, it shall not exceed 3 feet in height; and
 - A maximum 5 foot tall split rail fence within SF5A, SF2A, SF1A and MH1A districts are not restricted by this section and may be located along or within the front yard or street side yard property line or setback; and
 - No fences, walls or hedges exceeding 3 feet in height, which obstruct vision to any significant degree, shall be permitted within sight distance areas as defined in Section 18.03 (Definitions);
 - For the purposes of this section only, picket fences, tight-railed fences, chain-link fences with slats, or wire fences with slats, are considered to be sight-obscuring.
- The height of fences, walls or hedges, which in no way encroach upon setback requirements and conform with the Building Code as currently adopted by Carson City, shall be governed by building height restrictions for each use district.
- Fences within setbacks may be permitted in excess of ordinance requirements by approval of a special use permit.
- 6 foot high fences on flag lots may be located on the property line on all sides except portions of the parcel fronting on a public street must maintain a 10 foot setback for fences over 4 feet tall.
- Driveway lots must maintain a sight distance area as defined in Section 18.03 (Definitions) measured from the property line intersection adjacent to the neighbor's driveway measuring a distance of 10 feet along both the common property line and along the street.
- Where property lines may be in the center of the road, the boundary line for purpose of measuring setbacks are measured 30 feet from the centerline of the road with sight distance area requirements met in accord with Section 18.03 (Definitions).
- When this title requires open storage to be screened by a fence or wall, the intent is to require items such as stacked materials to be screened, but not to require large equipment over 6 feet in height to be obscured by a fence or wall.

8. Parking and Loading – Carson City Development Standards, Division 2

The number of parking spaces required for various uses is described in the parking section of the CCMC, Division 2.2 of the Carson City Development Standards. Your site requires one space for each employees plus a permanently maintained loading/unloading area installed in

accordance with Engineering Standards. Division 2.3.13 also allows for existing buildings within the Residential Office District to consider a portion of the on-street parking as part of the required parking, provided the following are met:

- a. Adequate off-street space is not available, or the commission determines that strict compliance with requirements would adversely affect the character of the neighborhood;
- b. At least 50% of the required parking shall be provided off street;
- c. Allowable on-street parking shall be restricted to 50% curb parking space adjacent to the exterior boundaries of the subject property;
- d. On-street parking may not be deducted from the total off-street parking requirements for car, truck or trailer rental agencies or property zoned air industrial park;
- e. Allowable on-street parking may not be located upon streets which are designated as arterials in the master plan;
- f. All required parking for new construction must be located off street.

Your Special Use Permit shall include a parking layout showing how you are going to provide parking for your employees as well as a loading and unloading area as required per Division 2. You should also address whether or not you will be utilizing Division 2.3.13 of the Development Standards to meet your required parking.

9. Architectural Design - Carson City Development Standards, Division 1

Proposed exterior modifications to the building were not discussed or proposed during the Major Project Review meeting. Any future modification will need to be consistent with Division 1 of the Carson City Development Standards.

10. Lighting - Carson City Development Standards, Division 1

If any new lighting is proposed, it must meet the guidelines described below:

- All nonresidential uses shall provide lighting within public parking areas and access ways to provide safety and security. All light sources shall be located and installed in such a way as to prevent spillover lighting onto adjoining properties and glare to the sky. (Development Standards, Division 1.3.3)
- Any lighting facilities shall be so installed as to project light downward and away from adjoining properties and glare to the sky, with the exception of accent lighting, which is limited to a maximum upward angle of 45 degrees. Site lighting trespass onto adjacent locations and the night sky shall be minimized. Covers must be installed on all lighting fixtures and lamps must not extend below the bottom of the cover. All light fixtures, except streetlights, shall be located, aimed or shielded so as to minimize stray light trespassing beyond property boundaries. (Development Standards, Division 1.3.3.1)
- All light fixtures that are required to be shielded shall be installed in such a manner that the shielding is installed as designed. Fixtures which are International Dark Sky Association approved such as Dark Sky Friendly or equivalent with full cutoff lighting for area and wall pack fixtures are recommended. Sag, convex, drop lenses and luminaries with open bulbs are prohibited. (Development Standards, Division 1.3.3.2)

- Light standards, light poles and wall pack lighting adjacent to residential zones shall be limited in height as follows: Fixtures shall not exceed an overall height of 12 feet within 75 feet, 16 feet within 100 feet, 20 feet within 125 feet, 24 feet within 150 feet and 28 feet within 175 feet of property line, or center of street, whichever is closer, when adjacent to residential zones. Additional height may be permitted by the Director provided such lights are a sharp cutoff lighting system. Illumination levels at the property line of a project shall be reduced by the use of house side shields and reflectors, and shall be maintained in such a manner as to confine light rays to the premises of the project. (Development Standards, Division 1.3.3.4)
- Parking area lights are encouraged to be greater in number, lower in height and lower in light level, as opposed to fewer in number, higher in height and higher in light level. A photometric plan is required on all projects with building size of 50,000 square feet or larger and may also be required at the discretion of the Director. (Development Standards, Division 1.3.3.6)

11. Roof-Mounted Equipment - Carson City Development Standards, Division 1

No new roof-mounted equipment is noted on your plan. If proposed, it must meet the guidelines shown below:

- Roof-mounted equipment (HVAC, etc.) must be screened from view from a public right-of-way or adjacent property through the use of architectural means such as parapet walls and equipment wells. The use of a picket fence or chain link slatted screening is prohibited. Show all roof-mounted equipment on the elevation plan. (Development Standards, Division 1.1.7)

12. Trash Storage - Carson City Development Standards, Division 1

If new trash enclosures are proposed, they must meet the guidelines shown below:

- Outdoor areas used for the storage of trash or refuse must be completely enclosed by a solid gate and a six foot masonry block wall and be designed to integrate with the building and site design, including colors and materials. Enclosures shall be screened with appropriate plant materials wherever possible. Provide trash enclosure construction details with the final building permit plans. (Development Standards, Division 1.2.6)
- Trash enclosures shall be designed to meet or exceed minimum size requirements as determined by the sanitation company and shall be located to provide unobstructed access to refuse vehicles. All trash, refuse or recycled material shall be stored in containers within its walled enclosure. (Development Standards, Division 1.2.6)

13. Performance Standards- Carson City Development Standards, Division 1.6

Child care facilities must meet the standards outlined in Division 1.6 of the Development Standards. Your Special Use application should address all applicable standards. It may also be helpful to address any specific standards the state has for their licensing.

BUILDING DIVISION

Contact Corey Coleman, Chief Building Official

14. Design any additions and/or alterations to the 2018 code series.
15. Provide building permit submittal digitally to the Carson City Building Department.
16. Provide design criteria/occupant load on the project.
17. Accessibility is required to be addressed.

TRANSPORTATION

Contact Dirk Goering, Transportation Planner

Transportation comments have been incorporated into Engineering and Utilities comments below.

ENGINEERING AND UTILITIES

Contact Stephen Pottey, Project Manager

18. The curb ramps on all four corners of the block need to be evaluated to ensure that they meet current ADA standards. Any corner with non-compliant, or missing curb ramps must have ramps installed or modified.
19. The UPMP indicates Division as a shared street. A share the road sign must be installed on the Division St frontage.
20. A reduced pressure principle assembly backflow preventer will be required for the domestic water line if one does not already exist. We have no record of a backflow preventer on site. The fire line must have a double check valve backflow preventer if it is Class 1-3, or a reduced pressure principle assembly if it is Class 4-6. Any new backflow preventers must be above ground in a hot box, and must be located as close to the property line as possible.
21. The project is anticipated to generate less than 80 peak hour trips and less than 500 trips per day according to ITE trip generation rates. A traffic impact analysis will not be required.
22. If new fire sprinklers are required, a wet stamped water main analysis must be submitted in accordance with CCDS 15.3.1(a) to show that adequate pressure will be delivered and fire flows meet the minimum requirements of the Carson City Fire Department. Please contact Tom Grundy, P.E. at (775) 283-7081 for fire flow test data.
23. Water and sewer connection fees must be paid for the difference between the old usage that was paid for and new amounts water/sewer use anticipated. Please see CCMC 12.01.030 for the water connection fee schedule and 12.03.020 for the sewer connection fee schedule.
24. Any engineering work done on this project must be wet stamped and signed by an engineer licensed in Nevada. This will include site, grading, utility and erosion control plans as well as standard details.

25. All construction work must be to Carson City Development Standards (CCDS) and meet the requirements of the Carson City Standard Details.
26. A private testing agreement will be necessary for the compaction and material testing in the street right of way. The form can be obtained through Carson City Permit Engineering.
27. Any work performed in the street right of way will require a traffic control plan and a time line type schedule to be submitted before the work can begin. A minimum of one week notice must be given before any work can begin in the street right of way.

These comments are based on a very general site plan and do not indicate a complete review. All pertinent requirements of Nevada State Law, Carson City Code, and Carson City Development Standards will still apply whether mentioned in this letter or not.

FIRE DEPARTMENT

Contact Dave Ruben, Fire Marshal

28. The project must comply with the currently adopted edition of the International Fire Code and northern Nevada fire code amendments.
29. Manual fire alarm system is required.
30. Single station smoke alarms are required.
31. NAC 477.562 requirements must be met.
32. The project requires a change of use/building permit through the Building Division.

HEALTH DEPARTMENT

Contact Dustin Boothe, Division Manager

This will be a State Licensed Facility; the applicant will need to contact State of Nevada Child Care licensing, (775) 684-4463, for requirements prior to operation.

Plans must be submitted to Carson City Building Department for review.

Conclusion

Due to changing conditions of business and requirements for zoning, master plan and development codes of Carson City, this MPR information will expire and may need to be updated with a new MPR if the developer has not applied for a special use permit or building permit within one year of the date of the MPR meeting.

The applicant shall provide the following with any special use permit or building permit submittal in relation to the proposed project in addition to the required plans:

- Copy of this MPR letter packet.

The aforementioned comments are based on the Major Project Review Committee's review. If you have any questions, please feel free to contact the following members of staff, Monday

through Friday 8:00 AM to 4:00 PM.

Planning Division –
Heather Ferris, Associate Planner
(775) 283-7080
Email: h ferris@carson.org

Engineering Division –
Stephen Pottey, Project Manager
(775) 887-2300
Email: spottey@carson.org

Building Division –
Corey Coleman, Chief Building Official
(775) 887-2310
Email: c gaworski@carson.org

Fire Prevention –
Dave Ruben, Fire Marshal
(775) 283-7153
Email: d ruben@carson.org

Health Department –
Dustin Boothe, Division Manager
(775) 887-2190
Email: d boothe@carson.org

Transportation –
Dirk Goering, Transportation Planner
(775) 887-2355
Email: dgoering@carson.org

Sincerely,
Community Development Department, Planning Division



Heather Ferris
Associate Planner

cc: Allison Cooper
Major Project Review Committee
MPR-19-035

From: **Dirk Goering** <DGoering@carson.org>
Date: Mon, Apr 15, 2019 at 9:37 AM
Subject: RE: Pictures of Sidewalks and Ramps
To: Ali Cooper <ali@smallblessingsumc.org>
Cc: Stephen Pottey <SPottey@carson.org>, Heather Ferris <HFerris@carson.org>

Good Morning Ali,

Per our discussion on sidewalk improvements, comment 18 of the Major Project Review Letter (MPR-19-035) has been modified as follows:

Comment 18: The curb ramps on ~~the northwest corner of all four corners of the block needs to be reconstructed to meet current ADA standards. evaluated to ensure that they meet current ADA standards. Any corner with non-compliant, or missing curb ramps must have ramps installed or modified.~~

See picture below:

Thanks

Dirk

Dirk Goering, AICP

Senior Transportation Planner

[Carson City Public Works Department/](#)

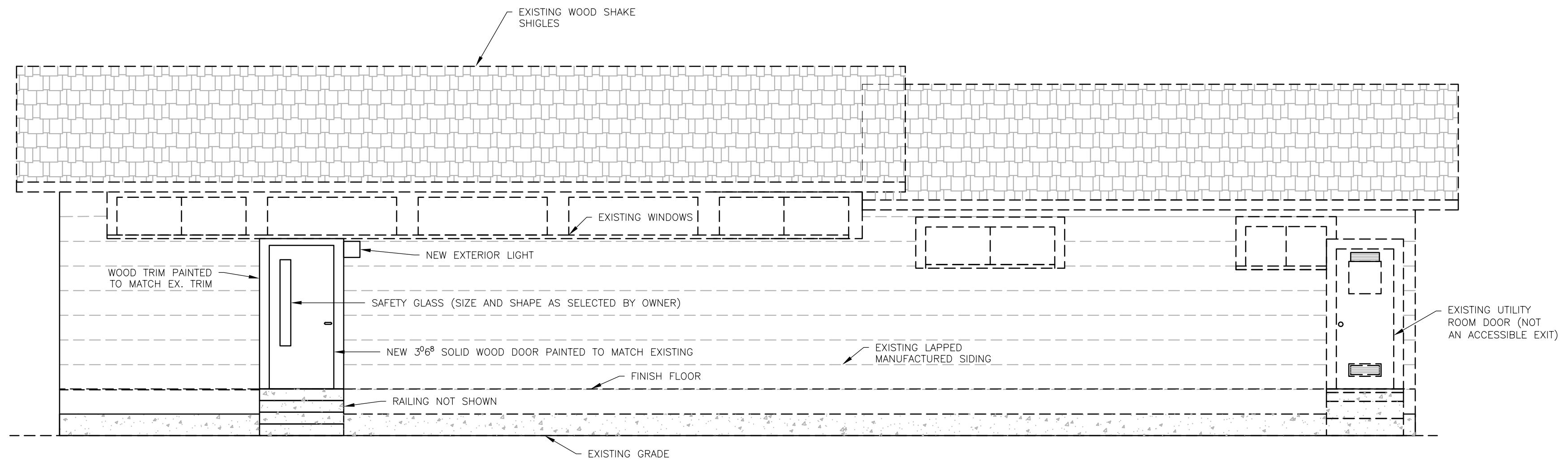
[Carson Area Metropolitan Planning Organization](#)

[3505 Butti Way](#)

[Carson City, NV 89701](#)

Ph: 775-283-7431

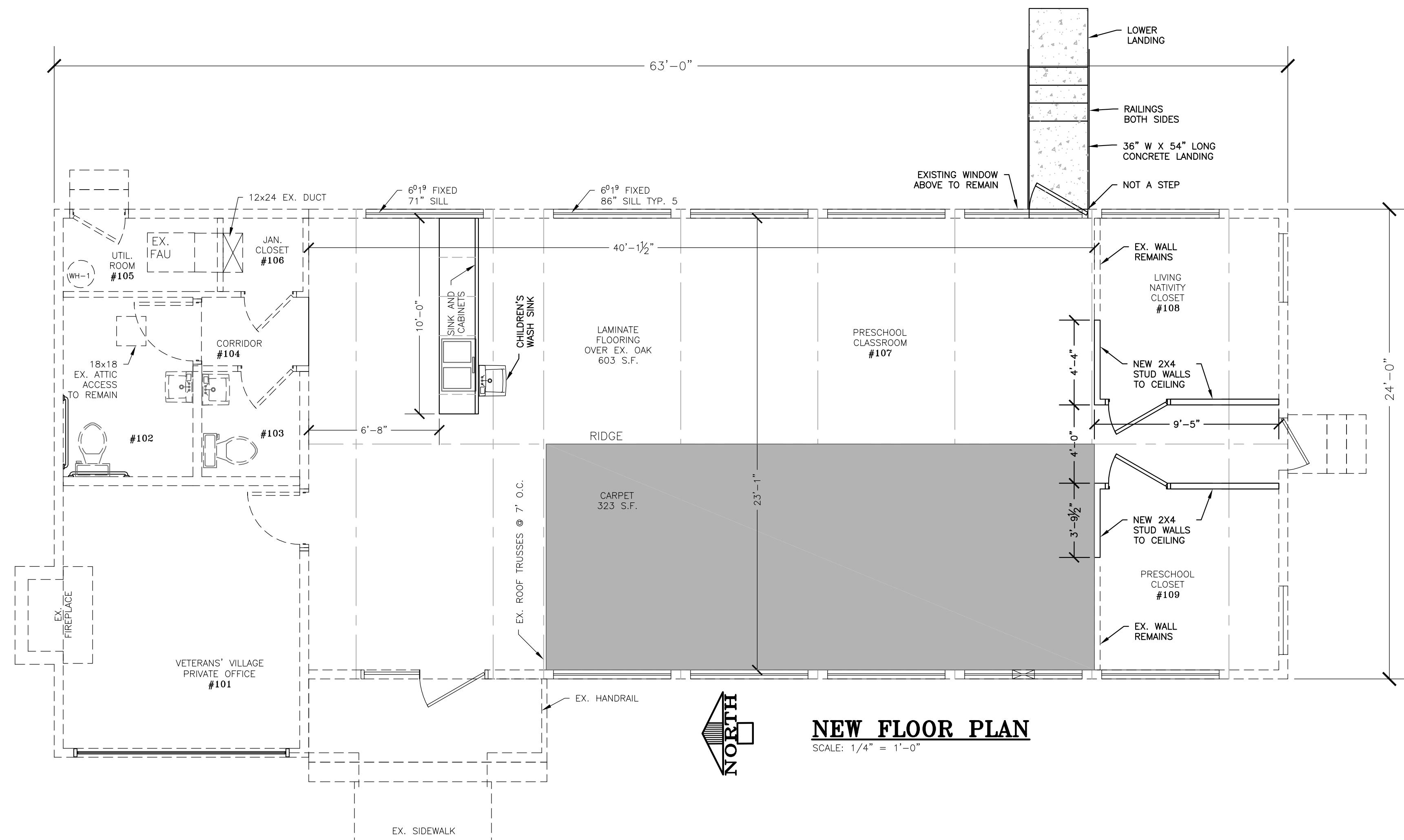
Fx: 775-887-2112



EAST ELEVATION

SCALE: 1/4" = 1'-0"

EXISTING ELECTRICAL PANELS NOT SHOWN.



NEW FLOOR PLAN

SCALE: 1/4" = 1'-0"

PRESCHOOL CODE ANALYSIS:

1. PRESCHOOL USE AREA = 926 S.F.
2. OCCUPANT LOAD = 1 PER 35 S.F. (IBC TABLE 1004.1.2).
3. NO. OF OCCUPANTS = AREA/OC. LOAD = 26.
4. REQUIRED NO. OF EXITS: 1.
5. EXITS PROVIDED = 3.
6. SPRINKLERS REQUIRED: NO.
7. SMOKE DETECTOR AND CO DETECTOR PROVIDED: YES.

SCOPE OF WORK:

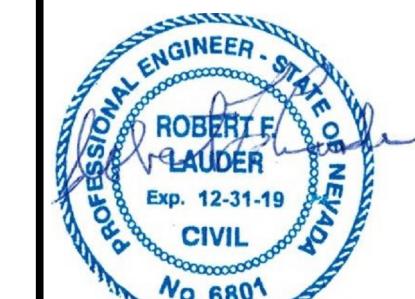
1. REMOVE EXISTING STAGE.
2. CUT DOOR OPENING IN EAST WALL.
3. INSTALL NEW EAST DOOR.
4. INSTALL NEW CONCRETE LANDING AND STEPS.
5. INSTALL NEW HANDRAILS AT NEW EAST DOOR.
6. INSTALL NEW KITCHENETTE CABINETS.
7. PROVIDE PLUMBING FOR NEW KITCHENETTE SINK AND CHILDREN'S WASH SINK.
8. PROVIDE WIRING FOR KITCHENETTE CONVENIENCE OUTLETS.

Rev. No.	Date
1	
2	
3	
4	
5	
6	

This drawing has been prepared by RL Engineering for use by the client named in the title block for construction, operation, and maintenance of the building shown. This drawing may not be used for any other facility or purpose without written consent of the engineer.

RL ENGINEERING
625 Fairview Drive #112
Carson City, Nevada 89701
PHONE (775) 884-3205 FAX (775) 297-3552
E-MAIL: rob.lauder@rl-engr.com

FIRST UNITED METHODIST CHURCH
PRESCHOOL EXPANSION
FLOOR PLANS
213 MINNESOTA STREET, CARSON CITY, NV 89703



4-18-19

JOB # 190302

DESIGN BY: RFL

DRAWN BY: KAC

CHECKED BY: RFL

DATE: 4-15-19

FILE: 190302

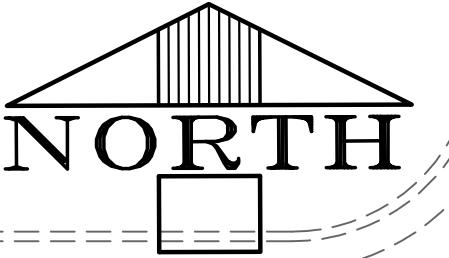
SHEET: A1



N. MINNESOTA ST

W. PROCTOR ST.

N. DIVISION STREET



PARKING ANALYSIS:
 1. NUMBER OF EMPLOYEES - 6 (4 EXISTING/2 NEW WITH THIS EXPANSION).
 2. NUMBER OF UNLOADING SPACES - 1.
 3. TOTAL REQUIRED - 7.
 4. SPACES AVAILABLE ON SITE - 4 (INCL. 1 H/C).
 5. SPACES AVAILABLE ON PROCTOR STREET - 5.
 6. TOTAL AVAILABLE - 9 > 7, OK.
 7. NOTE: ADEQUATE OFF-STREET PARKING IS NOT AVAILABLE.

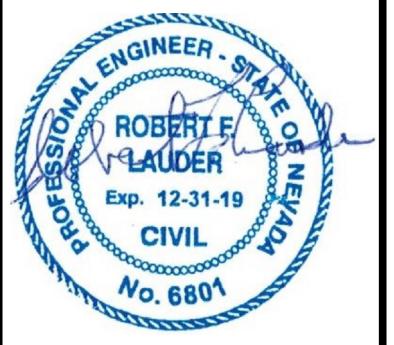
LEGEND:

BOW: BACK OF WALK
 TC: TOP OF CURB
 TS: TOP OF SLAB
 EJ: EXPANSION JOINT
 GB: GRADE BREAK
 PCC: PORTLAND CEMENT CONCRETE

Rev. No.	PLAN CHECK COMMENTS	Date
1	X-XX-XX	
2		
3		
4		
5		
6		

FIRST UNITED METHODIST CHURCH	RL ENGINEERING	This drawing has been prepared by RL Engineering for use by the client named in the title block for construction, operation, and maintenance of the project. This drawing may not be used for any other facility or purpose without written consent of the engineer.
PRESCHOOL SITE PLAN		
213 N. MINNESOTA STREET, CARSON CITY, NV		

625 Fairview Drive #112 Carson City, NV 89701 PHONE (775)884-3205 E-MAIL: rob.lauder@rl-engr.com



4-18-19
 JOB # 190302
 DESIGN BY: RFL
 DRAWN BY: KAC
 CHECKED BY: RFL
 DATE: 4-18-19
 FILE: 190302
 SHEET: C1