

## STAFF REPORT FOR THE PLANNING COMMISSION MEETING OF NOVEMBER 17, 2020

FILE NO: LU-2020-0041

AGENDA ITEM: E.1

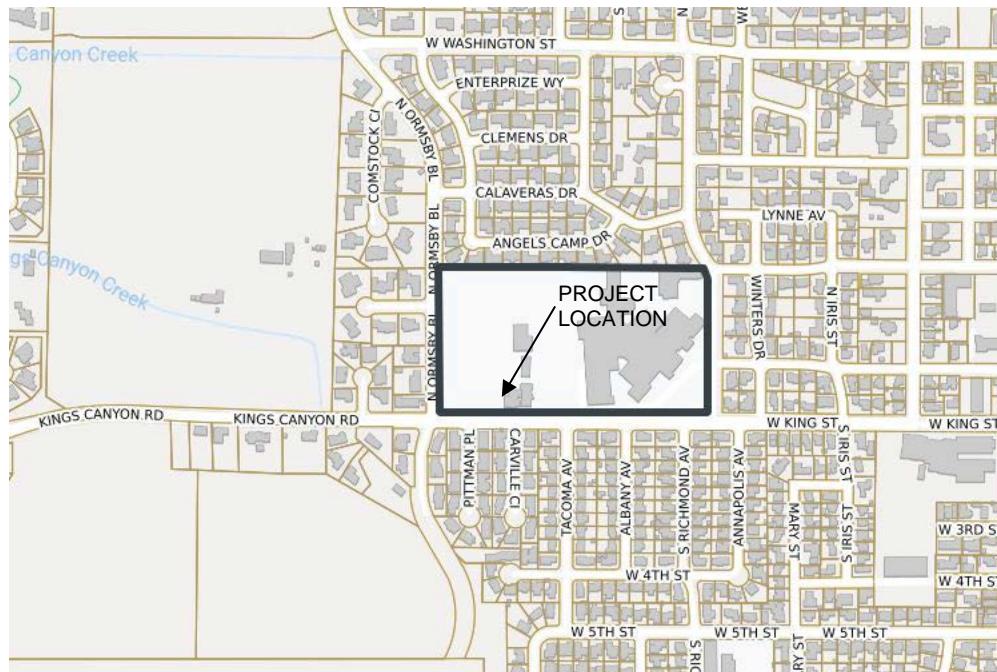
STAFF AUTHOR: Heather Ferris, Associate Planner

**AGENDA TITLE:** For Possible Action: Discussion and possible action regarding a request for a Special Use Permit to allow for the expansion of the existing Carson City School District Office, on property zoned Public (P), located at 1402 West King Street, APN 003-171-01. (Heather Ferris, [h ferris@carson.org](mailto:h ferris@carson.org))

Summary: This project consists a 975 square foot addition of office and storage space to the existing District Office. The project also includes interior remodeling including the demolition of walls and doors, replacement of suspended ceiling, lighting, mechanical system, and new flooring and paint. There will also be updates to the public entrance to the building along King Street including the storefront entry door and windows and replacement of existing retaining walls with new concrete sidewalk, walkway, stairs and ramp to meet ADA requirements. The Planning Commission is authorized to approve a Special Use Permit.

**RECOMMENDED MOTION:** "I move to approve LU-2020-0041 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 plans, except as otherwise modified by the conditions of approval.
2. All on and off-site improvements shall conform to City standards and requirements.
3. The use for which this permit is approved shall commence within twelve (12) months of

the date of final approval. A single, one (1) year extension of time must be requested in writing to the Planning and Community Development Department thirty (30) days prior to the one (1) year expiration date. Should this permit not be initiated within one (1) year and no extension granted, the permit shall become null and void.

4. The applicant must sign and return the Notice of Decision for conditions of approval within ten (10) days of receipt of notification. If the Notice of Decision is not signed and returned within ten (10) days, then the item may be rescheduled for the next Planning Commission meeting for further consideration.
5. Building materials shall be consistent with the approved plans. All exposed metal surfaces shall be painted in flat, non-glossy paint or an earth tone or muted color.
6. All exterior lighting must be directed downward. The design of the light standards must include cutoffs and shields, if necessary, to prevent spillover of light or glare onto adjacent properties.
7. The sidewalk to be removed and replaced along King Street must be 6.5 feet wide and the replacement must be extended approximately 45 feet to the east where the sidewalk widens to 6.5 feet in order to match the sidewalk in this area of the frontage and to accommodate high volumes of pedestrian traffic.

**LEGAL REQUIREMENTS:** CCMC 18.02.050 (Review); 18.02.080 (Special Use Permit); 18.04.170 (Public)

**MASTER PLAN DESIGNATION:** Public / Quasi-Public

**ZONING DISTRICT:** Public (P)

**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: Single-family 6,000 / single-family residences

EAST: Single-family 6,000 / single-family residences

WEST: Single-family 12,000 / single-family residences

SOUTH: Single-family 6,000 / single-family residences

**ENVIRONMENTAL INFORMATION:**

FLOOD ZONE: Zone X (minimal flood hazard)

EARTHQUAKE FAULT: Zone II (Moderate) beyond 500 feet

SLOPE/DRAINAGE: Site is generally flat

**SITE DEVELOPMENT INFORMATION:**

LOT SIZE: 18.56 acres

STRUCTURE SIZE: 975 square foot addition to existing office and storage building, approximately 9,000 square feet in size.

VARIANCES REQUESTED: None

**PREVIOUS REVIEWS:**

- U-87/88-28: A Special Use Permit to allow for the addition of a classroom and lunchroom to the Carson Middle School. Approved by the Board of Supervisors June 16,

1988.

- U-90/91-2: A Special Use Permit to allow for the placement of a portable classroom at the Carson Middle School. Approved by the Board of Supervisors August 16, 1990.
- U-90/91-22: Two-year review of a previously approved Special Use Permit for a temporary office structure at the Carson Middle School.
- U-91/92-4: A Special Use Permit to allow for the placement of 4 portable classroom buildings at the Carson Middle School. Approved by the Planning Commission on July 30, 1991.
- U-93/94-5: A one-year review of a previously approved Special Use Permit to allow for the placement of two portable buildings at the Carson Middle School.
- U-94/95-55: A review of a previously approved Special Use Permit to allow the placement of two portable classroom buildings at the Carson Middle School.
- U-99/00-45: A Special Use Permit to allow for the installation of a freestanding reader board sign at the Carson Middle School. Approved by the Planning Commission on June 28, 2000.
- MPR-07-047: A Major Project Review for the remodeling of the existing Carson Middle School, including the removal of existing portable classrooms, construction of new classrooms, remodeling of existing interior spaces, connection of three existing classroom and new classrooms into a single, one-story building, construction of new parking spaces, and associated site modifications. Review completed April 3, 2007.
- SUP-07-061 & VAR-07-062: A Special Use Permit and Variance to allow for modifications to the existing Carson Middle School including the construction of new classrooms and cafeteria, the removal of existing modular classrooms, associate site improvements; and a variance to reduce the number of required parking spaces to 142 spaces. Approved by the Planning Commission on May 30, 2007.
- SUP-10-091: A Special Use Permit to allow for the placement of photovoltaic arrays at the Carson Middle School. Approved by the Planning Commission on December 1, 2010.
- MPR-10-108: A Major Project Review for the construction of a 7,685 square foot maintenance building located at the Carson Middle School. Review Completed on December 07, 2010.
- SUP-10-117: A Special Use Permit to allow for the construction of a maintenance building located at the Carson Middle School. Approved by the Planning Commission on January 26, 2011.

## **DISCUSSION:**

The subject property is approximately 18.56 acres in size and is the site of the Carson Middle School and District Office. The site includes the main school building, operations building, two maintenance buildings and the district office building, associated parking, and the track. The site is surrounded by single family residences.

The applicant is seeking to construct a 975 square foot addition of office and storage space to the existing District Office. Additionally, the applicant proposes interior remodel to the existing office building as well as updates to the public entrance along King Street including the storefront entry door and window and replacement of existing retaining walls with new concrete sidewalks, walkway, stairs and ramp to meet ADA requirements. Parking will not be impacted by the proposed project. There is currently enough parking on-site and the proposed 975 square foot addition and interior remodel of the existing District office is not anticipated to increase the occupant load of the building.

#### **PUBLIC COMMENTS:**

Public notices were mailed to 264 property owners within 600 feet of the subject site on October 29, 2020. As of the writing of this report, staff has not received any written comments. Any comments that are received after this report is completed will be submitted to the Planning Commission prior to or at the meeting on November 17, 2020 depending on the date of submission of the comments to the Planning Division.

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

Plans were routed to commenting agencies, and the following comments were received. Comments have been incorporated into the conditions of approval, as appropriate.

##### **Engineering Division**

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

- The sidewalk to be removed and replaced along King Street must be 6.5 feet wide and the extents of this replacement must be extended approximately 45 feet to the east where the sidewalk widens to 6.5 feet. The rest of the frontage has this wider sidewalk due to high volumes of pedestrian traffic.

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**

The existing infrastructure and proposed frontage improvements are sufficient to provide safe access and circulation if the above conditions of approval are met. A wider sidewalk section is required due to high volumes of pedestrian traffic.

##### **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 Comments**

Project must comply with the International Fire Code and northern Nevada fire code amendments as adopted by Carson City.

#### **Environmental Control Authority**

After initial plan review the Carson City Environmental Control Authority (ECA), a Division of Carson City Public Works Department (CCPW), has the following requirements per the Carson City Municipal Code (CCMC) and the Uniform Plumbing Code (UPC) for LU-2020-0041 at 1402 W. King St.

1. If the project will disturb greater than 160 square surface feet, an asbestos assessment is required on all applicable materials being demolished, per CCMC 12.12.065 and 40 CFR Part 61.
2. After receiving results back from the asbestos assessment, complete Carson City's Acknowledgement of Asbestos Assessment Form. Submit a copy of this form along with a copy of the asbestos assessment at the Carson City Building Department, per CCMC 12.12.065.
3. An EPA 10-Day Notification may be required, dependent on the results of the asbestos assessment. If demolishing load bearing walls or an entire structure, an EPA 10-day Notification is mandatory. Please submit a copy of this document at the Carson City Building Department, along with proof that the notification was sent to EPA Region IX, per CCMC 12.12.065.
4. Please note: if any asbestos containing material is to be taken to the Carson City Landfill for disposal, you must first obtain an Industrial Waste Manifest from the ECA Department before this material will be allowed to enter the landfill, per CCMC 12.12.050.

#### **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 proposed addition and remodel to the existing Carson City School District Office is consistent with the Master Plan. The subject property is in the Public/Quasi-Public (PQP) master plan designation. The PQP designation is intended for schools, government offices, community centers, fire stations, airports, libraries, hospitals, and other similar uses. The project is proposed at the existing site of the District Office and will be used to support the District Office functions.

##### **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 project will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood. The proposed addition, remodel, and site improvements are consistent with other buildings and uses on the site. The site currently operates as the District Office and Carson Middle School and contains office buildings, maintenance buildings, school buildings, and operations buildings. The site is immediately adjacent to single-family residences on all sides. The addition and remodel will have little impact resulting from noise, vibrations, fumes, odors, dust, glare or physical activity as operations on the school site are not proposed to be modified. Any exterior lighting will be required to meet Division 1.3 of the Development Standards to ensure that lights are shielded and directed downward away from adjoining properties and the night sky.

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

The existing infrastructure and proposed frontage improvements are sufficient to provide for safe access and circulation with the requirement to replace the sidewalk along King Street with a 6.5 foot wide sidewalk and extend the sidewalk approximately 45 feet to the east where the sidewalk widens to 6.5 feet. This will match the sidewalk that exists along this frontage and accommodate the high volumes of pedestrian traffic.

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

The proposed project is located on the site of the existing District Office and Carson Middle School. The proposed addition and remodel of the District Office will not overburden existing public services and facilities. The proposed use will have negligible impact to City sewer or water, and a negligible impact to storm drainage. The Fire Department currently serves this site. The building permit will be reviewed for compliance with the Carson City Fire Code and northern Nevada Amendments (2018 IFC). The project will be used to support School District Office functions.

**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.**

The primary purpose of the Public zoning (CCMC 18.04.170) is to accommodate a wide range of public institutional and auxiliary uses including but not limited to, buildings and facilities owned, leased or operated by the City, Carson City Unified School District, or any other district, the State of Nevada or the federal government. The addition and remodel of the existing Carson City School District Office is consistent with this purpose. Per CCMC 18.04.170 the use may only be established or modified subject to a Special Use Permit. As conditioned, the project will meet the definition and specific standards set forth in Title 18.

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

The proposed addition and remodel of the existing District Office is consistent with other existing uses on-site. The project will not be detrimental to the public health, safety, convenience and welfare. The structure will require a building permit to ensure that the buildings are constructed to current standards.

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

The proposed addition and remodel of the existing District Office is consistent with other buildings and uses on the site. The site currently operates as the District Office and Carson Middle School and contains office buildings, maintenance buildings, school buildings, and operations buildings. The site is immediately adjacent to single-family residences on all sides. Due to the projects design, location, and limited scope, it will not result in material damage or prejudice to other property in the vicinity.

Attachments:

Application LU-2020-0041

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

## FILE #

APPLICANT PHONE #  
Carson City School District/Mark Johnson 775-283-2170

MAILING ADDRESS, CITY, STATE, ZIP  
1402 W. King St., Carson City, NV 89703

EMAIL ADDRESS  
[mjohnson@carson.k12.nv.us](mailto:mjohnson@carson.k12.nv.us)

PROPERTY OWNER PHONE #  
same

MAILING ADDRESS, CITY, STATE, ZIP

EMAIL ADDRESS

APPLICANT AGENT/REPRESENTATIVE PHONE #  
Berger Hannafin Architecture/Darrin Berger 775-882-6455

MAILING ADDRESS, CITY STATE, ZIP  
312 W. 3rd. St., Carson City, NV 89703

EMAIL ADDRESS

[darrin@bharchitects.biz](mailto:darrin@bharchitects.biz)

## 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:

Submittal Deadline: 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.

Project's Assessor Parcel Number(s): Street Address

003-171-01 1402 W. King St. Carson City, NV 89703

Project's Master Plan Designation

Public/Quasi-Public

Project's Current Zoning

Public

Nearest Major Cross Street(s)

N. Ormsby Blvd. & N. Richmond Ave.

Please provide a brief description of your proposed project and/or proposed use below. Provide additional pages to describe your request in more detail. Interior remodel and addition to existing CCSD District Office. Please see attachment for detailed project description.

### PROPERTY OWNER'S AFFIDAVIT

I, MARK M. JOHNSON 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.

Mark M. Johnson  
Signature

1402 W. KING, CARSON CITY, NV 89703  
Address

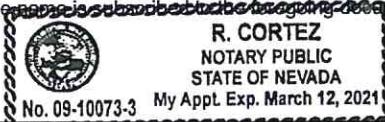
Date

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

STATE OF NEVADA  
COUNTY Carson City

On October 2, 2020, Mark Johnson, 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.

R. Cortez  
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.

## SPECIAL USE PERMIT CHECKLIST

Each application must include the following:

1. Detailed Written Project Description
2. Special Use Permit Findings
3. Master Plan Policy Checklist
4. Documentation of Taxes Paid to Date
5. Project Impact Reports: Provide documentation regarding project impacts related to traffic, drainage, water, and sewer, including supportive calculations and/or reports required per the Carson City Development Standards, Divisions 12, 14 and 15. Contact Development Engineering to determine if these are necessary for your project at (775) 887-2300.
6. Building Elevation Drawings and floor plans
7. Site plan including the following information:
  - a. The site plan shall be drawn on quality paper (minimum size of 8.5 inches by 11 inches) at an appropriate scale or dimension to depict the parcel. Any site plan larger than 8.5 inches by 11 inches must be folded.
  - b. Show a north point arrow and site plan scale. A bar scale is preferred because when the drawings are reduced, it will still show an accurate scale. A bar scale could appear like this for a project that has a scale of one inch equals 20 feet on the original site plan:

- c. Vicinity map must be shown on the site plan. This is a map, not to scale, that you would provide a visitor unfamiliar with the area as directions to get to your property. It will show adjacent streets.
- d. Title block in lower right-hand corner including:
  - i. Applicant's name, mailing address, and daytime phone number (including area code).
  - ii. The name, mailing address, and daytime phone number of the person preparing the site plan, if different from applicant.
  - iii. The name, mailing address, and daytime phone number of the record owner of the subject property, if different from applicant.
  - iv. Assessor Parcel Number(s) (APN) and address (location, if no address) of the subject property.
  - v. Project title and permit request. (Example: Variance, Special Use Permit).

8. Property lines of the subject property with dimensions indicated.
9. All existing and proposed structures shall be shown, including:
  - a. Distances from property lines indicated by dimensions.
  - b. Distances between buildings shall be indicated on the site plan.
  - c. Clearly label existing and proposed structures and uses, and show dimensions.
  - d. Square footage of all existing and proposed structures.
  - e. If a commercial or multi-family project, show all elevations and submit roof plans showing all proposed roof equipment and means of screening from view along with plans for trash receptacle screening and loading/unloading area location and design.
  - f. Elevations of any proposed structures/additions.
  - g. All easements.
10. Show curb, gutter, sidewalks, ADA facilities, PFD, circulation.
11. Project access:
  - a. Show the location of proposed street access and all existing accesses of neighboring properties including across the street.
  - b. Show adjoining street names.
  - c. Show all curb cuts with dimension.
12. Show the Assessor Parcel Number(s) of adjoining parcels.

13. Show all existing and proposed parking, landscape islands and traffic aisles, with dimensions. If you are requesting approval for off-site parking within 300 feet, provide site plans showing (1) parking on your site, (2) parking on the off-site parking lot, and (3) how much of the off-site parking area is required for any business other than your own.
14. Show location of existing and proposed utilities and drainage facilities, and indicate whether overhead or underground. Show the location of any septic lines/fields.
15. If specific landscape areas are required or provided, show with dimensions.
16. Show location of all proposed amenities, such as gazebos, retaining walls, retention areas, etc.

## **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](http://www.carson.org/planning) or you may contact the Planning Division to review the document in our office or request a copy.

**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)
- 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.
- 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.
- 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.

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

**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.

**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?

B. How will your project affect 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.

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.

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.

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.

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).

**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](http://www.carson.org/planning).

**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.

**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.

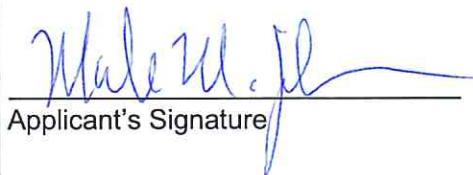
If there is any additional information that would provide a clearer picture of your proposal that you would like to add for presentation to the Planning Commission, please be sure to include it in your detailed description.

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

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

**ACKNOWLEDGMENT OF APPLICANT**

I certify that the forgoing statements are true and correct to the best of my knowledge and belief. I agree to fully comply with all conditions as established by the Planning Commission. I am aware that this permit becomes null and void if the use is not initiated within one-year of the date of the Planning Commission's approval; and I understand that this permit may be revoked for violation of any of the conditions of approval. I further understand that approval of this application does not exempt me from all City code requirements.



Applicant's Signature

Mark M. Johnson

Print Name

11/21/20

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: CCSD District Office Addition & Remodel

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:

- n/a  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)?
- n/a  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)?
- n/a  At adjacent county boundaries or adjacent to public lands, coordinated with the applicable agency with regards to compatibility, access and amenities (1.5a, b)?
- n/a  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)?
- n/a  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)?
- n/a  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:

- n/a  Provide park facilities commensurate with the demand created and consistent with the City's adopted standards (4.1b)?
- n/a  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:

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

- n/a  Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- n/a  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 School District**  
1402 W. King Street  
Carson City, Nevada 89703



## **Special Use Permit Application** **October 2020**



**Carson City School District**  
**District Office Addition & Remodel**  
1402 W. King Street  
Carson City, Nevada 89703



Berger Hannafin ARCHITECTURE  
RETired EST. 1973

**TABLE OF CONTENTS**

Application Request.....	3
Project Location.....	3
Master Plan, Zoning and Floodplain Designations.....	3
Adjacent Properties.....	5
Project Description.....	6
Findings.....	6
Master Plan Policy Checklist.....	7
Documentation of Taxes Paid to Date.....	9
Project Impact Reports.....	9

**LIST OF FIGURES**

Figure 1: Project Location.....	3
Figure 2: Master Plan Designation.....	4
Figure 3: Zoning Designation.....	4
Figure 4: Floodplain Designation.....	5
Figure 5: Surrounding Property Designations.....	5

**ATTACHMENTS**

Vic Map, Campus Map, Building Plan and Project Information.....	A1.0
Enlarged Site Plans and Monument Sign.....	A1.1
Floor Plan – Demo and New.....	A2.1
Exterior Elevations.....	A3.1

## **APPLICATION REQUEST**

The enclosed application is for:

1. SPECIAL USE PERMIT for the addition and remodel of the Carson City School District's District Office Building. This is an administration building and is an accessory use to a School, which is a conditional use in a Public (P) zoning designation (CCMC Section 18.04.170(3)).

## **PROJECT LOCATION**

The existing District Office is located at 1402 W. King Street. It is one of several structures on this 18.56 acre site, the main structure being the Carson Middle School. The APN is 003-171-01. The District Office is located on the north side of King Street between N. Ormsby Blvd. and N. Richmond Ave., directly across from Carville Circle.

**Figure 1: Project Location**

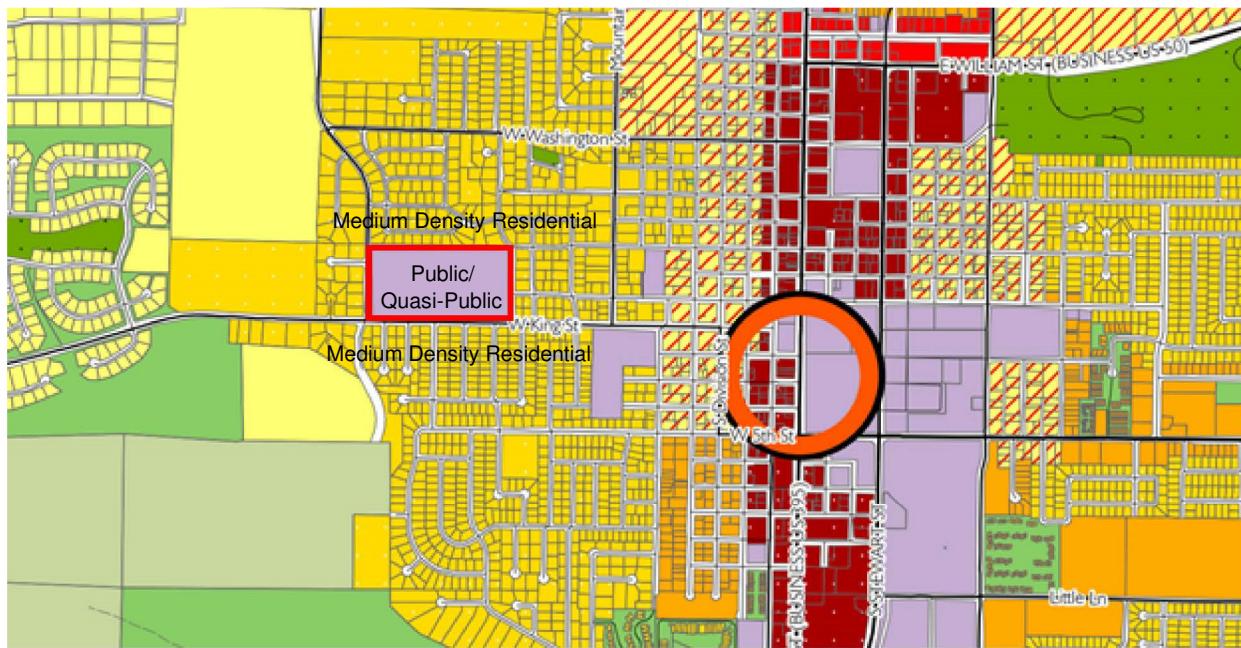


 Property Boundary

## **MASTER PLAN, ZONING and FLOODPLAIN DESIGNATIONS**

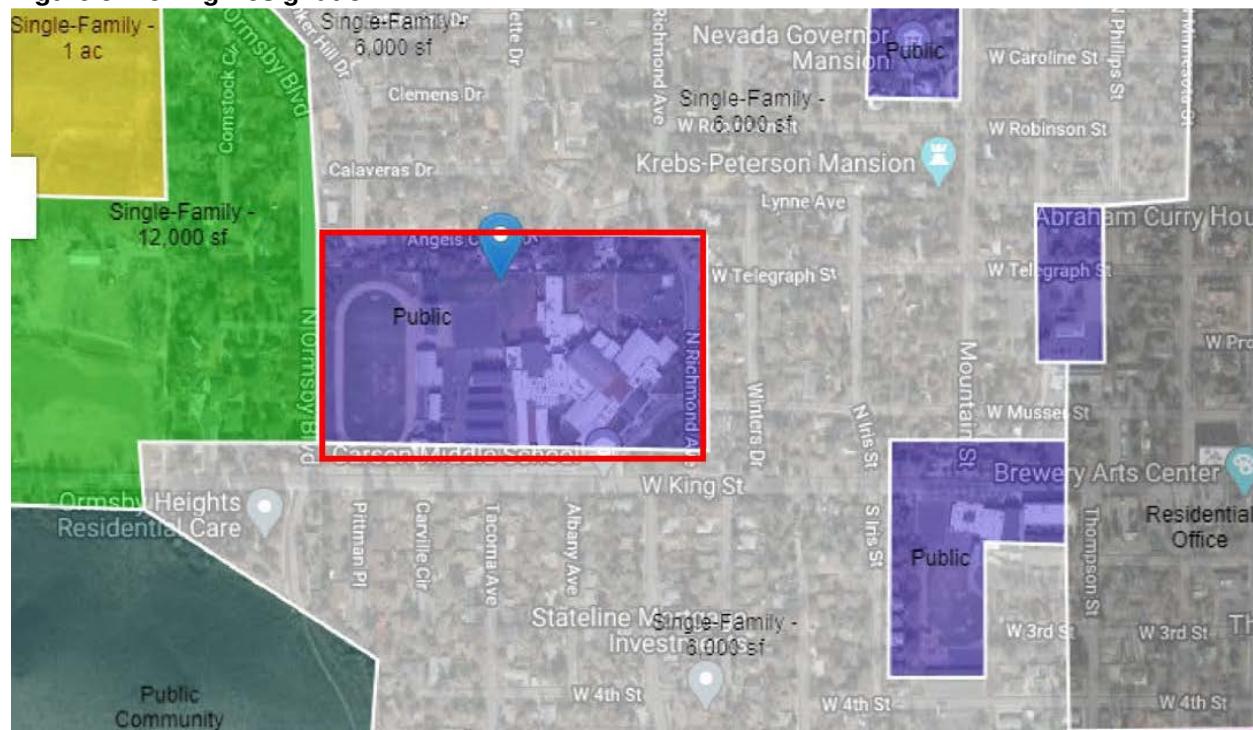
The parcel is zoned Public (P) with a General Commercial (GC) Land Use and Public/Quasi-Public Master Plan Designation. The project site is located in FEMA Flood Hazard Zone X (unshaded) per FEMA Map No. 3200010092G effective 12/22/2016, which is an area of minimal flood hazard.

Figure 2: Master Plan Designation



 Property  
Boundary

Figure 3: Zoning Designation



 Property  
Boundary

**Figure 4: Floodplain Designation**



## Property Boundary

## ADJACENT PROPERTIES

All parcels adjacent to the subject parcel have a Medium Density Residential (3-8 du/ac) Master Plan Designation and Single-Family Residential Land Use Designation. All parcels located to the North, East and South of the subject parcel are zoned SF6 and the parcels located to the West are zoned SF12.

**Figure 5: Surrounding Property Designations**

Direction	Current Zoning	Master Plan Designation	Current Land Use
North:	SF6	Medium Density Residential	Single-Family Residential
East:	SF6	Medium Density Residential	Single-Family Residential
South:	SF6	Medium Density Residential	Single-Family Residential
West:	SF12	Medium Density Residential	Single-Family Residential

## **PROJECT DESCRIPTION**

The existing District Office Building is Construction Type 5B with a B Occupancy that is un-sprinkled. This project consists of an interior remodel of a portion of the existing District Office and an approximately 975 sq. ft. addition. Construction activities associated with the interior remodel include demolition of a couple walls and doors, replacement of suspended ceiling, lighting, mechanical system and flooring. Additionally, new gyp. board walls will be constructed or infilled to enclose office areas to help with sound attenuation. The remodel area will receive new flooring, paint and casework.

The new addition will be slab on grade and include additional offices and storage to help the building function more efficiently. Interior walls will be painted gyp. board over metal studs, while exterior walls will be constructed of 2x6 wood studs with exterior stucco finish matching the existing. The Carson City Municipal Code does not set Development Standards in the Public zoning district (Section 18.04.195). Building height, building setbacks, minimum area, minimum lot depth and minimum lot width are determined by special use permit. There is no impact to minimum area, lot depth or lot width and building setbacks are not a factor since this addition is located on the interior portion of the parcel. The height of the building addition will be set accordingly to allow for screening of the new rooftop mechanical unit.

The main public entrance to the building along King Street will also receive a refresh including replacing the storefront entry door and windows, as well as the existing concrete sidewalk and retaining walls will be removed, graded and replaced with new concrete sidewalk, walkway, stairs and ramp to meet ADA requirements, along with an identifying monument sign and landscaping to tie into the existing. With the exception of a small portion of landscaping directly adjacent and in front of the main entry, all existing trees located within this area will be protected in place. New landscaping will comply with Division 3 of the Carson City Municipal Code.

## **FINDINGS**

In accordance with the Carson City Municipal Code Sections 18.02.080(5), this project is designed to consider the following:

Findings from a preponderance of evidence must indicate that the proposed use:

- 1. Will be consistent with the objectives of the Master Plan elements.**  
The remodel and expansion of the CCSD District Office is consistent with the objectives of the Carson City Master Plan elements because it improves an existing public facility. The Master Plan Policy Checklist is included in this application package along with additional information.
- 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.**

This is a remodel and addition to an existing building. The surrounding neighborhood is comprised of single-family residential housing. The addition is approximately 975 sf, which is approximately a 10 percent increase, so the project will not have additional impact or be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties of the neighborhood.

Any outdoor lighting installed on the exterior of the building will be shielded from neighboring property through height, placement and wattage. Outdoor lighting will be indicated on the final improvement plans.

No additional landscaping is required since the new addition will be located where there is currently asphalt pavement so there is no additional impervious area. However, the front entry will be improved to include new concrete walkways, stairs, ramp and sidewalk to meet ADA requirements, along with a new monument sign and landscape to tie into the existing. Final landscape design at the front entry will be included in the Improvement Plans.

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

There will not be an increase to vehicular or pedestrian traffic as indicated in the Project Impact Reports.

**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 CCSD District Office is an existing use and is only anticipated to expand approximately 10 percent, therefore the project will not overburden existing public services and facilities. Water, sanitary sewer, public roads and storm drainage will not be impacted as indicated in the Project Impact Reports. Comments will be included as appropriate in the Improvement Plans to ensure that the addition to the District Office does not overburden existing public services or facilities.

**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.**

A school is a conditional use in a Public (P) zoning designation (CCMC Section 18.04.170(3)). A school is defined as “an institution of learning which offers instruction in the several branches of learning required to be taught in public and private schools of the State of Nevada” (CCMC Section 18.03.010). The remodel and addition of the District Office, part of the Carson City School District, meets the definition of an accessory use as “a use of land that is associated with and dependent upon the existing permitted or conditional use of that parcel.” (CCMC Section 18.03.010). The District Office is an accessory use to the conditional school use. It is existing in this location and the facility will be improved through this project.

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

Remodeling and expanding the existing CCSD District Office will benefit the public health, safety, and welfare by providing an upgraded facility to the Carson City School District employees and public.

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

The CCSD District Office is an existing use in the neighborhood. The improvements to the facility will not result in material damage or prejudice to other property in the vicinity.

#### **MASTER PLAN POLICY CHECKLIST**

The purpose of the Master Plan Policy Checklist is to provide a list of answers 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 this SUP application. This project complies with the Master Plan and accomplishes the following objectives:

**Chapter 3: A Balanced Land Use Pattern:**

1. N/A – The addition and remodel of the existing District Office does not represent a level of residential development or growth (1.1d).

2. The proposed addition will use sustainable building materials and construction techniques for better energy efficiency and energy conservation (1.1 e, f)
3. N/A – This site is not located within a priority infill development area (1.2a).
4. Vehicular and pathway access will be maintained (1.4a).
5. Existing mature trees will be protected (1.4c).
6. N/A – Site is not located adjacent to the county boundary or public lands (1.5a, b)
7. N/A – Site is not located in a Mixed-Use area (2.1b, 2.2b, 2.3b, Land Use Districts, Appendix C).
8. N/A – Not rezoning property. Therefore, Friction Zones will not be created (2.1d).
9. Building setbacks will be maintained to ensure environmental sensitive areas including water courses, hillsides and wildlife habitat are protected (3.1b).
10. It is sited outside the primary floodplain and away from geologic hazard areas (3.3d, e).
11. Site is already serviced by water, sewer, road improvements and sidewalks.
12. N/A – Site is not located within an identified Special Plan Area (Land Use Map, Chapter 8).

#### **Chapter 4: Equitable Distribution of Recreational Opportunities**

1. N/A – The project does not create demand for new park facilities (4.1b).
2. N/A – Not located within a designated open space (4.3a).

#### **Chapter 5: Economic Vitality**

1. N/A – Not creating new housing. No change to current use (5.1j).
2. N/A – Not creating regional retail development (5.2a).
3. N/A – Not reusing or redeveloping underused retail space (5.2b).
4. N/A – No historic tourism resources associated with project (5.4a).
5. N/A – Not located in the Downtown Core (5.6a).
6. N/A – Not creating new housing (5.6c).

#### **Chapter 6: Livable Neighborhoods and Activity Centers**

1. Durable, long-lasting building materials will be used (6.1a).
2. Varied building materials and colors will be utilized (6.1b).
3. The front entrance will be updated to include a new storefront entry door, pedestrian walkways, stairs and ramp, monument sign and landscaping to clearly identify the building entrance (6.1c).
4. Height of building addition will be set to allow for screening of rooftop mechanical unit, which is not anticipated to exceed the existing building height. Addition is located on the interior of the site so setbacks will be maintained (6.2a, 9.3b, 9.4a).
5. N/A – Not located in a Mixed-Use Activity Center area.
6. N/A – Not located Downtown.
7. N/A – Not creating housing.

#### **Chapter 7: A Connected City**

1. N/A – Existing facility. No impact to development of transit-supportive development patterns (11.2b).
2. N/A – Existing facility. No change to connectivity, transit service or development patterns (11.2c).
3. Replace portion of existing concrete sidewalk along King St. to maintain and improve existing network of pathways between neighborhoods and school (12.1a, c).

## **DOCUMENTATION OF TAXES PAID TO DATE**

APN 003-171-01 is owned by the Carson City School District and is exempt from property taxes pursuant to NRS 361.065, "Property of school districts and charter schools exempted. All lots, buildings and other school property owned by any legally created school district or a charter school within the State and devoted to public school purposes are exempt from taxation."

## **PROJECT IMPACT REPORTS**

### **Water and Sewer**

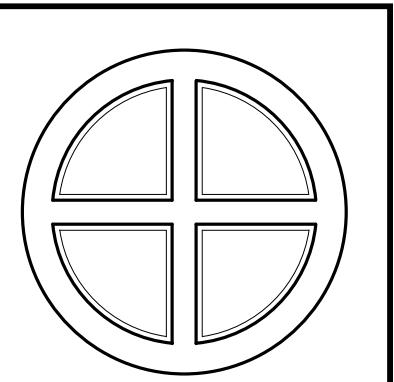
This project consists of an interior remodel and a 975 sq. ft. addition to the existing Carson City School District's District Office Building. The building addition includes office space, while the remodel portion of work is primarily a "refresh" and consists of new flooring, paint, casework, suspended ceiling, lighting and mechanical system. There are no modifications to any existing plumbing fixtures. Additionally, there are no new plumbing fixtures proposed. Therefore, there is no impact to the water or sewer systems.

### **Traffic**

The existing staff will remain. The occupant load for this building is not anticipated to change. The intent of the remodel and addition is to make the building function more efficiently, both programmatically, as well as energy efficiency through new light fixtures, insulation and mechanical system. Therefore, no impact to traffic is anticipated.

### **Drainage**

The proposed addition is approximately 975 sq. ft. which will be located on the north side of the existing District Office Building. This area is currently paved with asphalt, so there is no increase in impervious area. Therefore, no additional storm drainage run-off is anticipated.



BERGER  
HANNAFIN

ARCHITECTURE  
312 WEST 3RD STREET  
CARSON CITY, NV 89703

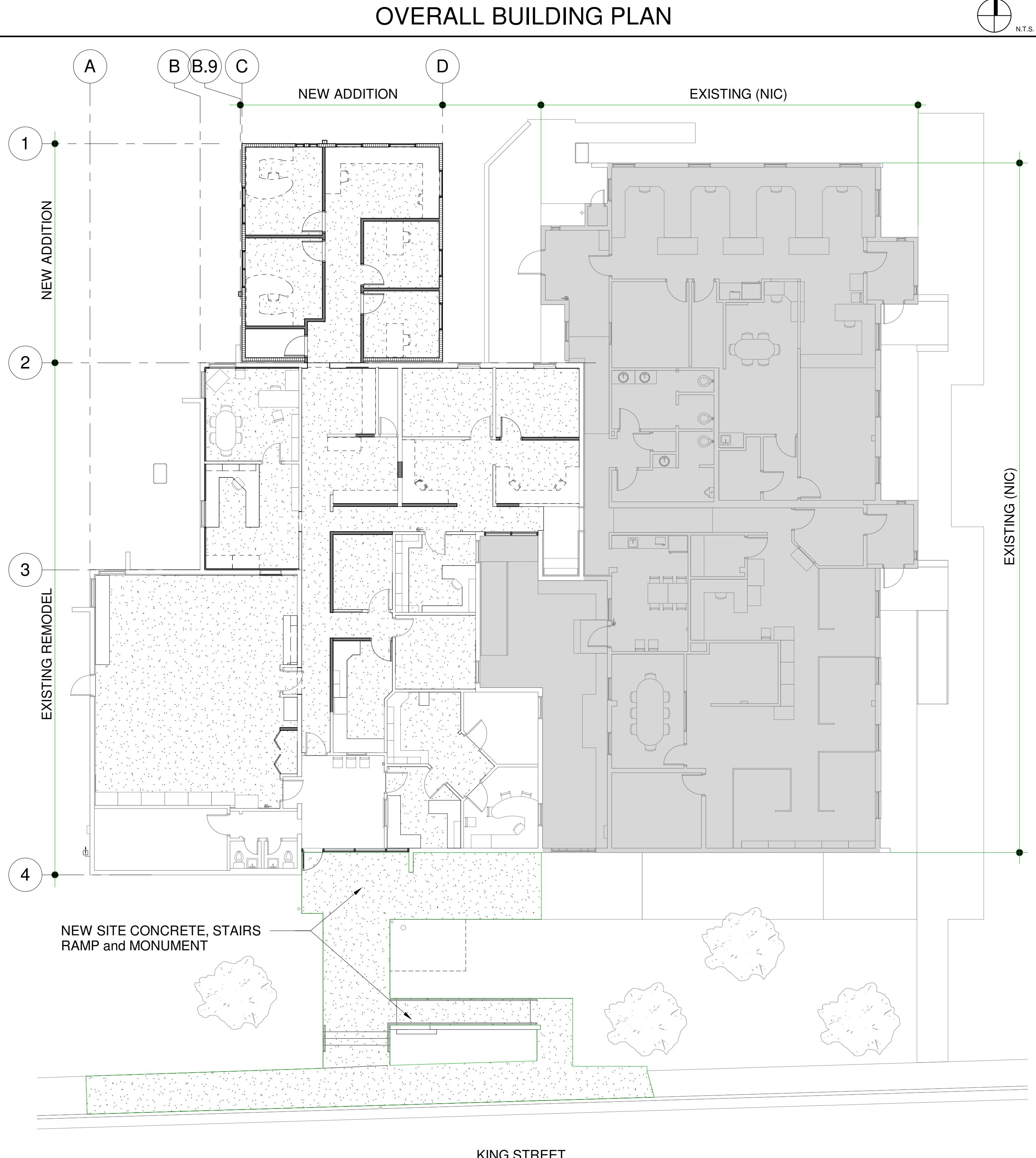
P: (775) 882.6455  
WWW.BHARCHITECTS.BIZ

## CONTACT INFORMATION

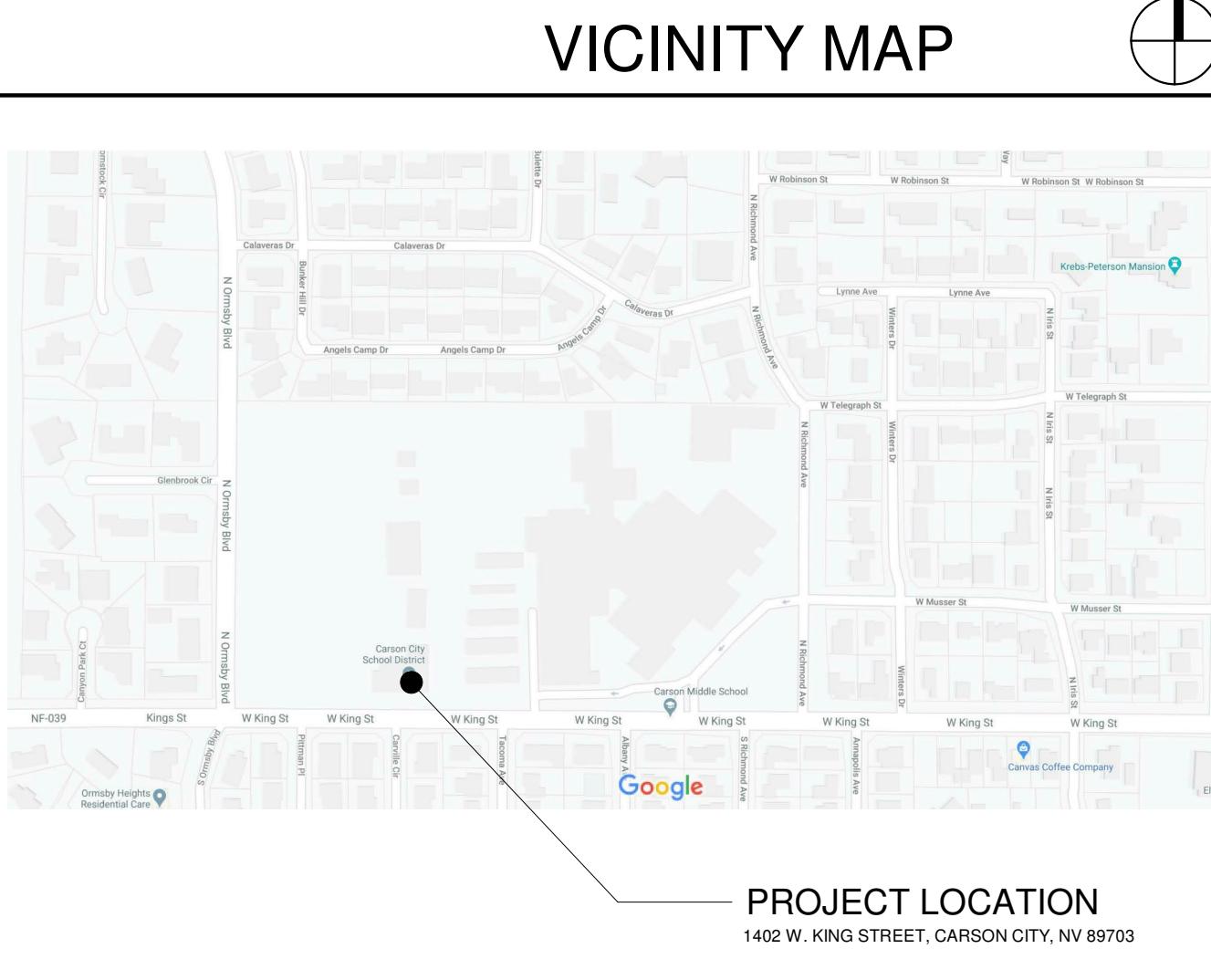
OWNER  
CARSON CITY SCHOOLS  
1402 W. KING STREET  
CARSON CITY, NV 89703  
TEL: (775) 283-2181  
CONTACT: MARK KORINEK

ARCHITECT  
BERGER HANNAFIN ARCHITECTURE  
312 WEST 3RD STREET  
CARSON CITY, NV 89703  
TEL: (775) 882-6455  
CONTACT: DARRIN BERGER

## OVERALL BUILDING PLAN



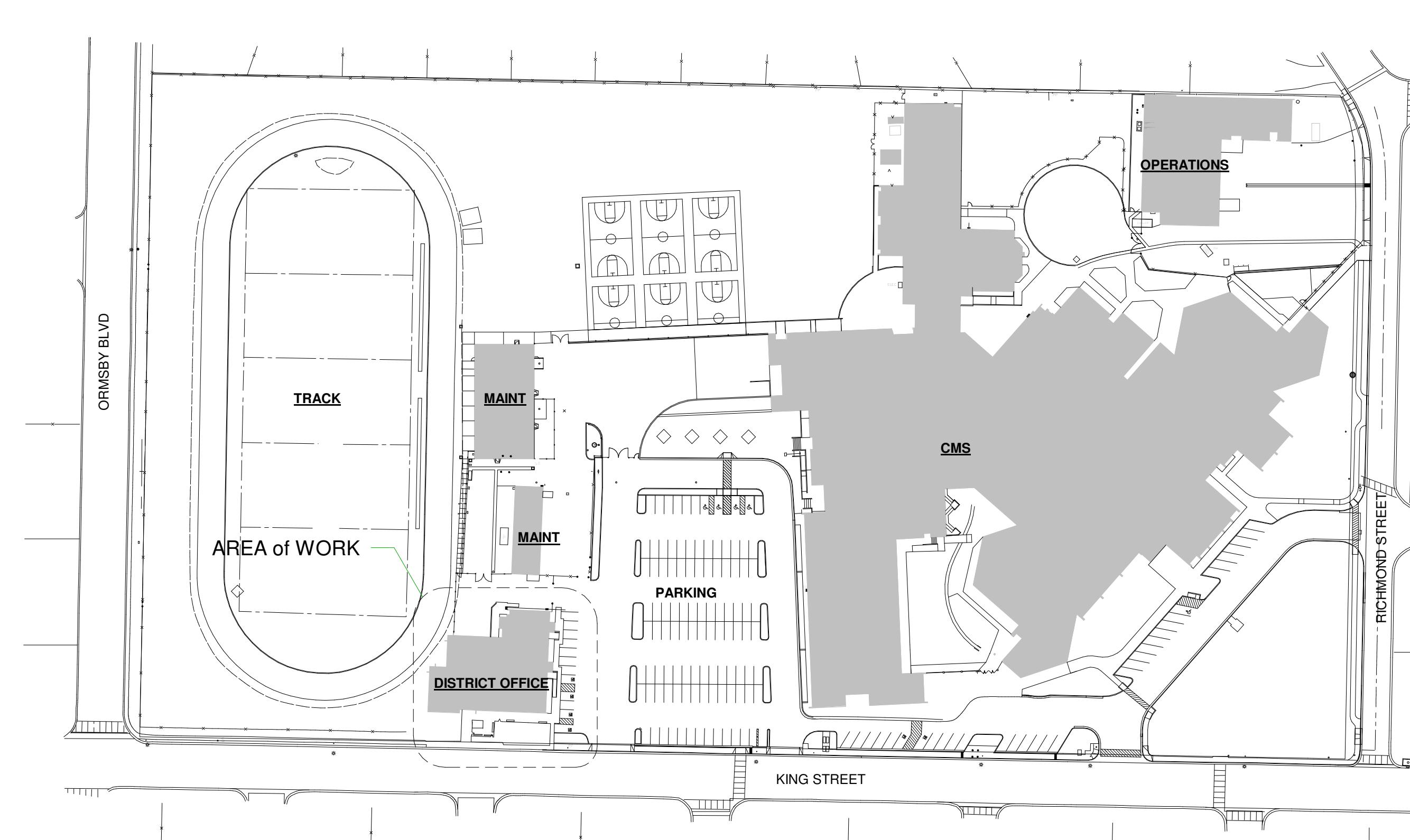
## VICINITY MAP



## DESIGN CRITERIA

OCCUPANCY: B - OFFICE  
CONSTRUCTION TYPE: TYPE 5B  
FIRE SPRINKLERS: NO  
**SITE DATA**  
APN: 003-171-01  
ZONING: P - PUBLIC  
MASTER PLAN: PUBLIC / QUASI-PUBLIC  
LAND USE: 400 - GENERAL COMMERCIAL  
FLOOD ZONE: ZONE X (UNSHADED) - AREA OF MINIMAL FLOOD HAZARD PER FEMA MAP NO. 3200010092G EFFECTIVE 12/22/2016.

## CAMPUS MAP



## CCSD DISTRICT OFFICE ADDITION and REMODEL

PROJECT:

SPECIAL USE PERMIT APPLICATION

1402 W. King Street  
Carson City, NV 89703

APN NO.: 003-171-01

BHA JOB NO.: 2022

DRAWING STATUS:

PHASE:  
SCHEMATIC DESIGN   
DESIGN DEVELOPMENT   
CONTRACT DOCUMENTS

USE:  
THESE DRAWINGS ARE BEING ISSUED FOR THE FOLLOWING USES:

PROGRESS REVIEW   
GOVERNING AGENCY REVIEW   
ESTIMATING   
BIDDING   
OTHER

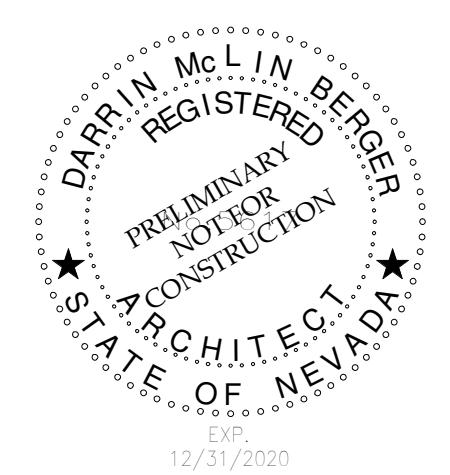
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10.08.2020 DMB

Revisions Date

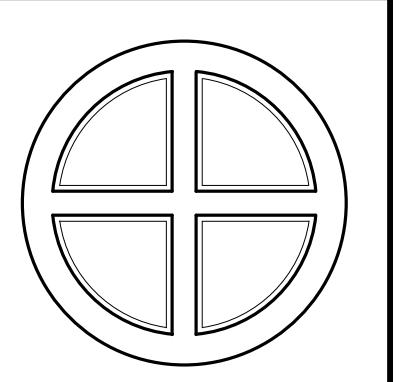
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MAP, BUILDING PLAN  
and PROJECT  
INFORMATION

DRAWING NUMBER:

A1.0



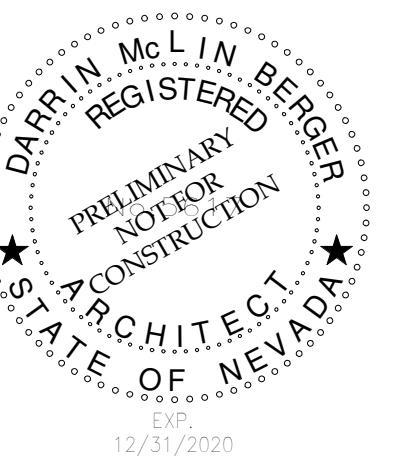




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12/31/2020

**CCSD DISTRICT OFFICE  
ADDITION and REMODEL**

PROJECT: SPECIAL USE PERMIT APPLICATION

1402 W. King Street  
Carson City, NV 89703

APN NO.: 003-171-01

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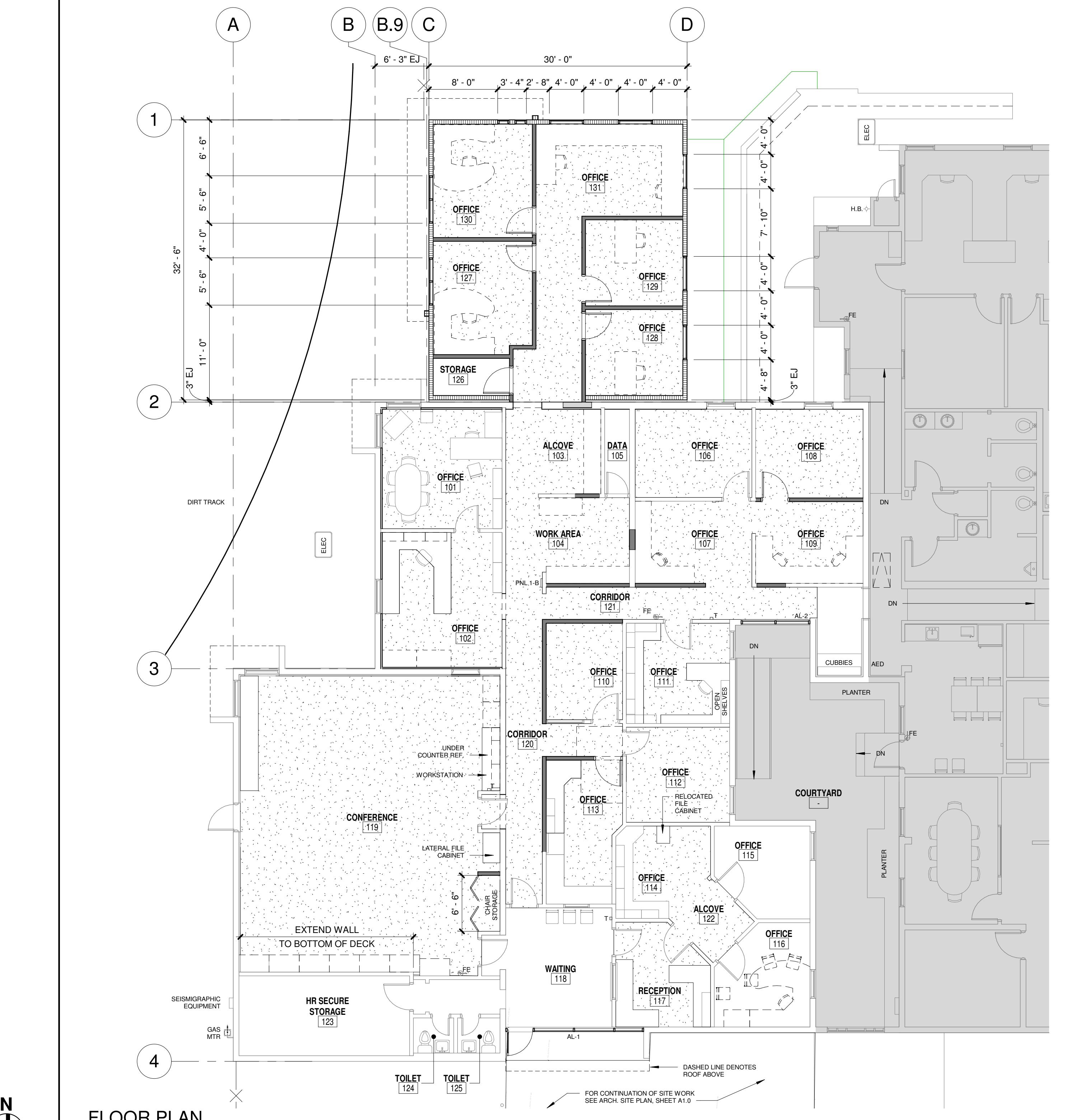
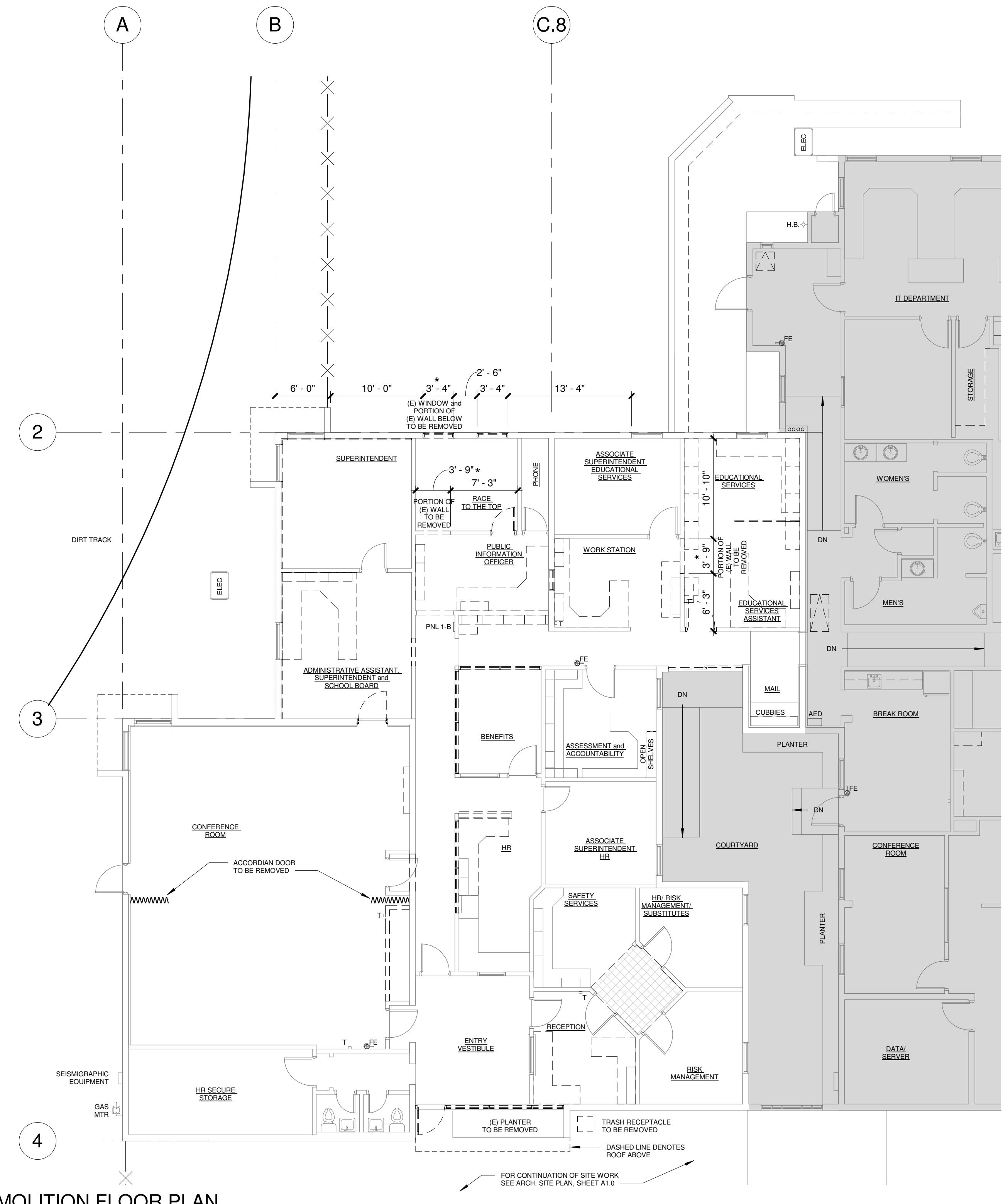
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10.08.2020 MMR

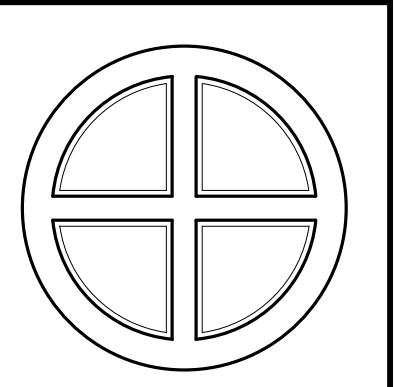
Revisions Date  
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DRAWING TITLE:  
FLOOR PLAN - DEMO  
and NEW

DRAWING NUMBER:

A2.1



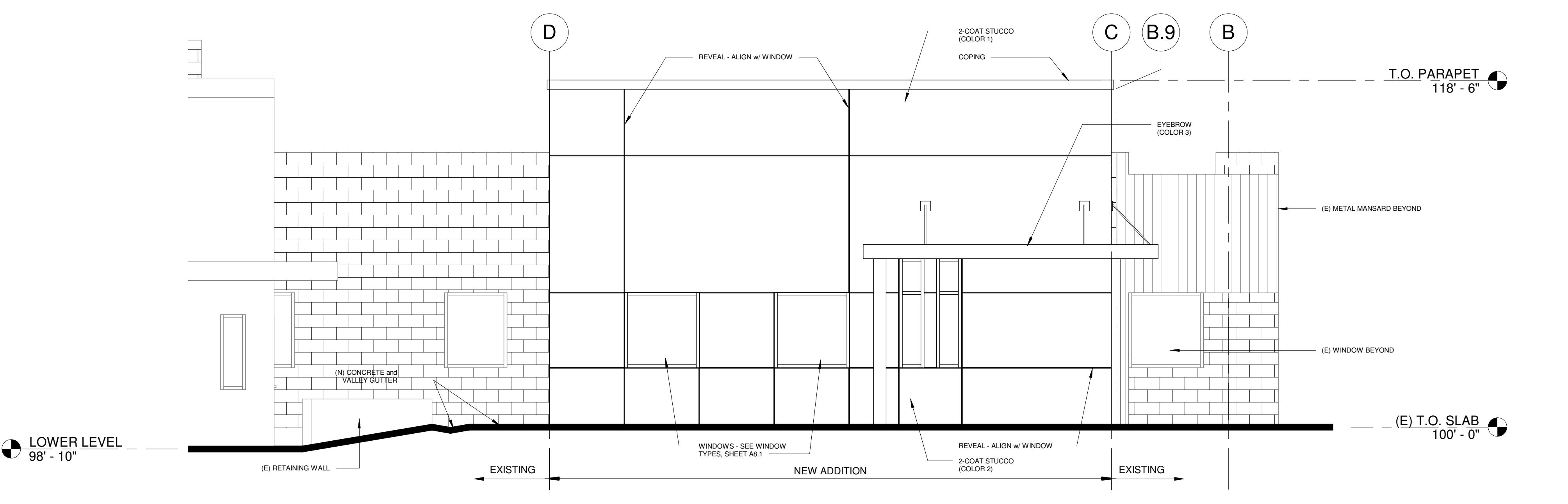


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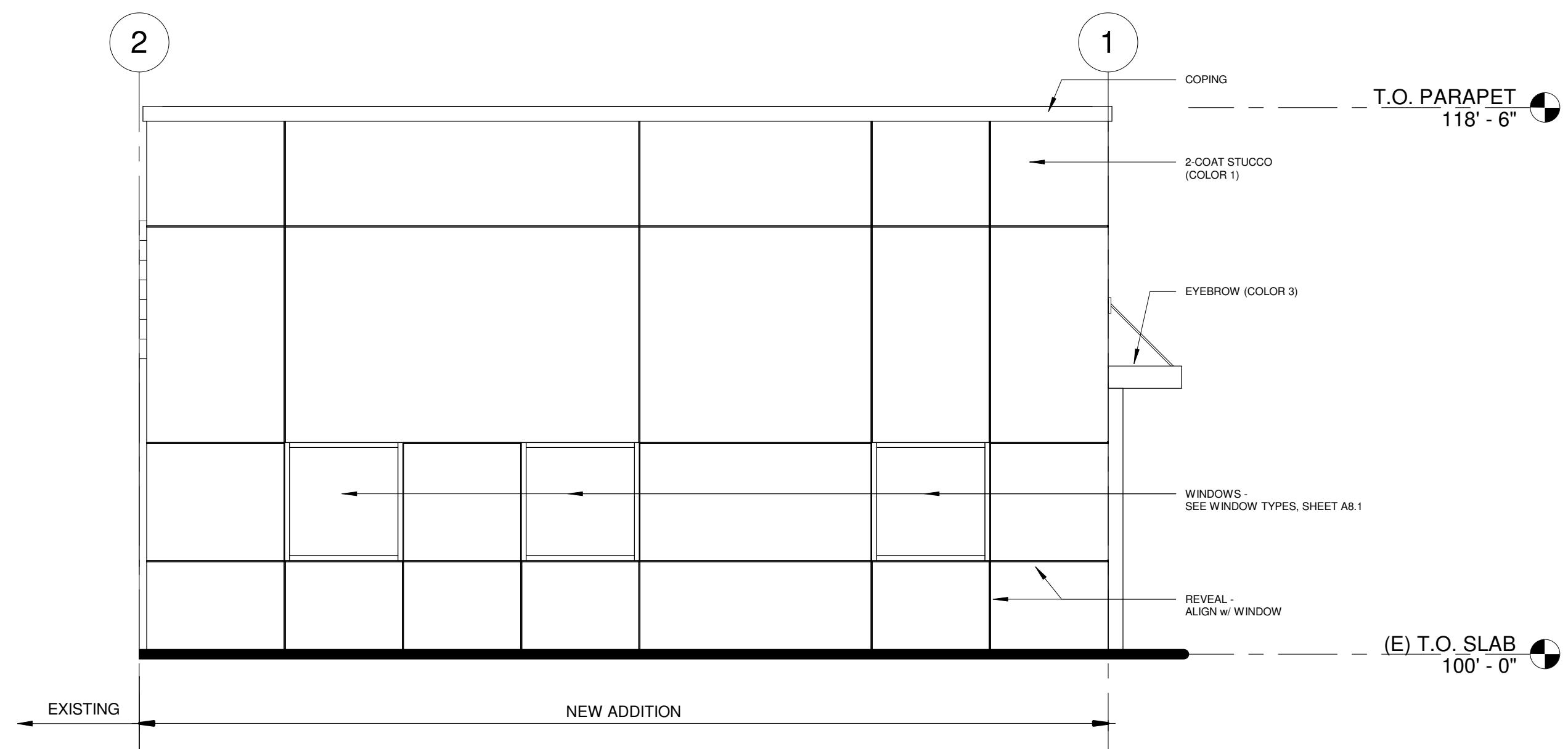
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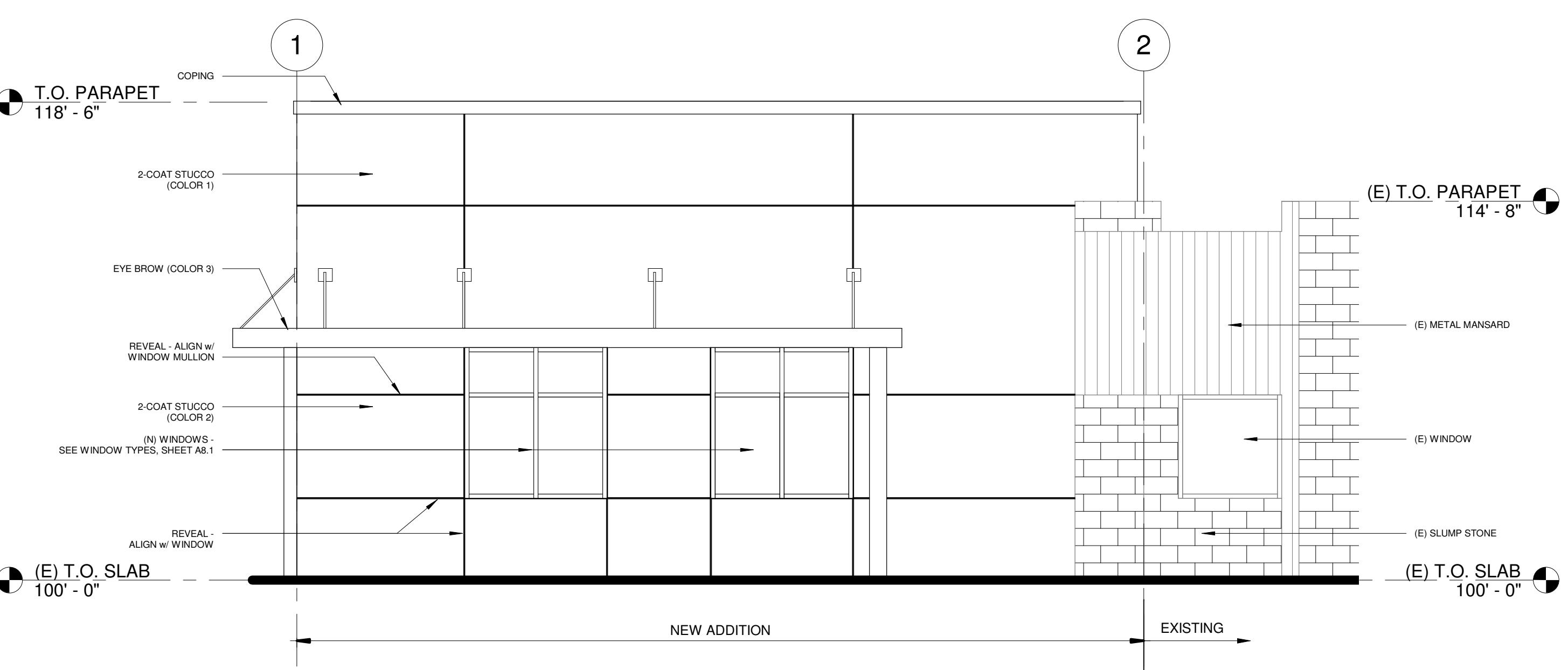
EXTERIOR ELEVATION - NORTH

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



EXTERIOR ELEVATION - EAST

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



EXTERIOR ELEVATION - WEST

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

PROJECT: SPECIAL USE PERMIT APPLICATION

CCSD DISTRICT OFFICE  
ADDITION and REMODEL

1402 W. King Street  
Carson City, NV 89703

APN NO.: 003-171-01

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10.08.2020 DMB

Revisions Date

DRAWING TITLE:  
EXTERIOR  
ELEVATIONS

DRAWING NUMBER:

A3.1