

## STAFF REPORT FOR THE PLANNING COMMISSION MEETING OF DECEMBER 20, 2022

FILE NO: LU-2022-0514

AGENDA ITEM: 14.N

STAFF AUTHOR: Hope Sullivan, AICP, Community Development Director

**AGENDA TITLE:** For Possible Action: Discussion and possible action regarding an application from Resource Concepts Inc. ("RCI") for a special use permit ("SUP") for a parking lot on property zoned Public and located at 604 W. Musser Street, APN 003-192-03. (Hope Sullivan, [hsullivan@carson.org](mailto:hsullivan@carson.org))

Staff Summary. RCI owns contiguous properties at 340 Minnesota Street and 505 West Telegraph Street. Both properties have served as office space for RCI. In October there was a fire at 340 Minnesota Street and that property cannot currently be occupied. To accommodate needed on-site office space, RCI proposed to place temporary office space in the parking lot of 505 West Telegraph Street and to utilize the contiguous subject property for parking. As the subject property is zoned Public, the parking lot can only be established upon issuance of a SUP. The Planning Commission has the authority to approve a SUP.

**RECOMMENDED MOTION:** "I move to approve LU-2022-0514 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. 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. The temporary parking area and drive isle must be gravel to reduce sediment track-out.
6. Any electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency operating devices shall be approved by the Fire Marshal.
7. The limited scope of improvements required is based on the parking lot being temporary in nature. This special use permit shall expire on December 20, 2024 and the site must be restored to its original condition. Any time extension of the use is subject to review and approval by the Planning Commission and may result in additional conditions of approval.

**LEGAL REQUIREMENTS:** Carson City Municipal Code ("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 Residential

EAST: Residential Office / Office, Multi-family

WEST: Single Family 6,000 / Multi-family, Single Family

SOUTH: Single-family 6,000 / Multi-family, Single Family

### **ENVIRONMENTAL INFORMATION:**

FLOOD ZONE: Zone AO

EARTHQUAKE FAULT: Zone II (Moderate) beyond 500 feet

SLOPE/DRAINAGE: Site is generally flat

### **SITE DEVELOPMENT INFORMATION:**

SITE SIZE: 1.81 acres

STRUCTURE SIZE: "school building:" 7,937 sqft, "health office:" 1,152 sqft

VARIANCES REQUESTED: None

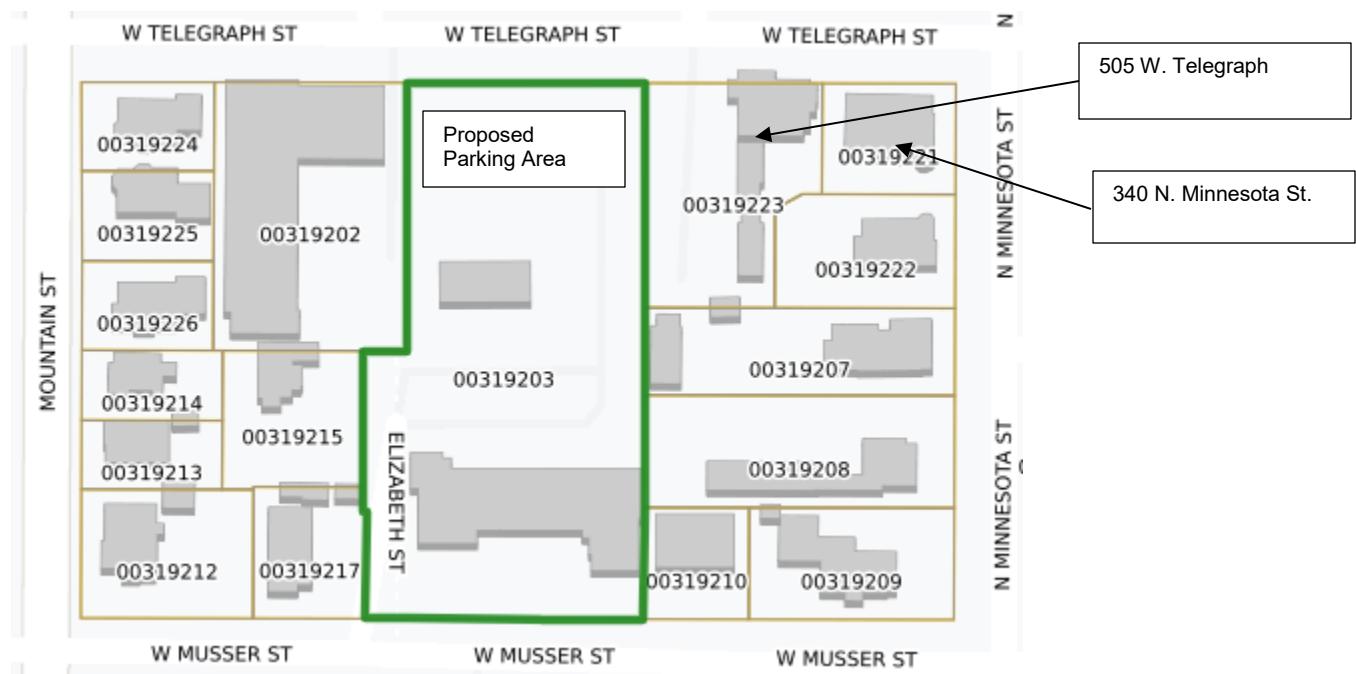
## PREVIOUS REVIEWS:

- HRC-15-061, Installation of a new door with a metal landing, stairs and ADA access ramp at Gleason School
- HRC-12-038, To remove an existing portable building and the replacement of a large portable building with added amenities; and replacement of deteriorated on-site paving and concrete.
- HRC-05-101, To allow demolition of a 5000 square foot wood frame storage building.
- U-87/88-35, An SUPto remove a portable classroom at Gleason Elementary School.

## DISCUSSION:

The subject 1.81 acre property is owned by the school district and functions as office space and meeting / training rooms. The northern portion of the site, where the parking lot is proposed, is essentially flat and separated from the balance of the site by a wooden opaque fence.

The Applicant, an engineering firm, has offices and operates from the adjacent property at 505 W. Telegraph Street. Until October, the Applicant also had offices at 340 North Minnesota Street, which is adjacent to 505 West Telegraph Street. In October 2022, there was a significant fire at 340 North Minnesota Street and the building cannot be occupied. The applicant plans to locate modular offices in the parking lot of 505 W. Telegraph to accommodate the workers displaced by the fire while 340 North Minnesota is rehabilitated. As the modular offices will be located in the existing on-site parking lot, the Applicant has made arrangement with the school district to utilize the rear of 604 West Musser Street to accommodate off street parking for the workers. The applicant anticipates that the rehabilitation will take two years.



A driveway apron to allow for vehicular access currently exists on West Telegraph Street. As the parking area is intended to be temporary, the Applicant proposes to improve it with gravel to accommodate 24 parking spaces. Due to the intended temporary nature of the parking lot, staff

is recommending the following condition of approval.

The limited scope of improvements required is based on the parking lot being temporary in nature. This special use permit shall expire on December 20, 2024 and the site must be restored to its original condition. Any time extension of the use is subject to review and approval by the Planning Commission and may result in additional conditions of approval.

The subject property is zoned Public. Per CCMC 18.04.170, a Public Parking Lot is a conditional use in the Public use district and may only be established upon approval of an SUP. Although the Applicant is seeking to establish a private parking lot rather than a public parking lot, as a private parking lot is not a listed use, per CCMC 18.04.025, the director shall review and make a determination. The director finds that the proposed private parking lot will be similar to the public parking lot in terms of impacts and finds that it can be established in the Public use district subject to the approval of an SUP. The Planning Commission is authorized to approve an SUP upon making each of the seven required findings of fact identified in CCMC 18.02.080 in the affirmative.

#### **PUBLIC COMMENTS:**

Public notices were mailed to 99 property owners within 600 feet of the subject site on December 7, 2022. 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 December 20, 2022, depending on the date of submission of the comments to the Planning Division of the Carson City Community Development Department.

#### **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.

#### **Carson City Public Works Department, Engineering Division (“Development Engineering”):**

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

- The temporary parking area and drive isle must be gravel to reduce sediment track-out.

Development Engineering 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. Development Engineering offers the following discussion:

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

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

##### CCMC 18.02.080(5)(b) – Use, Peaceful Enjoyment, Economic Value, Compatibility

Development Engineering has no comment on this finding.

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

The project will have a negligible impact on pedestrian and vehicular traffic.

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

The project will have a negligible impact on storm drainage and no impact to City water or sewer infrastructure.

CCMC 18.02.080(5)(e) – Title 18 Standards

Development Engineering has no comment on this finding.

CCMC 18.02.080(5)(f) – Public health, Safety, Convenience, and Welfare

The project meets engineering standards for health and safety.

CCMC 18.02.080(5)(g) – Material Damage or Prejudice to Other Property

Development Engineering has no comment on this finding.

CCMC 18.02.080(5)(h) – Adequate Information

The plans and reports provided were adequate for this analysis.

**Fire Department:**

1. The project shall meet or exceed the 2018 International Fire Code requirements
2. The project shall meet or exceed the 2018 International Fire Code Northern Nevada Amendments
3. Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. Emergency operating devices shall be approved by the Fire Code Official

**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.***

This finding can be made in the affirmative. The subject property is in Redevelopment Area #1. Goal 1.2 of the Master Plan states to "Promote infill and redevelopment in targeted areas." Associated policy 1.2a identifies redevelopment areas as a priority area for infill and redevelopment. Although the subject property is not vacant, the portion of the property where the parking is proposed is vacant. The use will be established on an underutilized parcel, thus constituting infill development in the redevelopment area.

**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 finding can be made in the affirmative. The proposed parking area will be located adjacent to the existing parking area and will be utilized by the same workers and customers who utilize the existing parking area. The parking area will have a gravel surface to limit dust. Staff finds that the request essentially constitutes a minor change in the location of the parking that supports the applicant's offices, and the impacts will be significantly the same as what is currently realized.

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

This finding can be made in the affirmative. The offices, parking areas and associated traffic have existed in this area. The proposed parking lot already has a driveway apron providing access to West Telegraph Street. The request will temporarily shift the parking area to the neighboring

property while repairs are pursued on the fire damaged building.

- 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.***

This finding can be made in the affirmative. The proposed temporary parking area will not impact schools, police, fire, water, sanitary sewer, public roads, storm drainage or other public improvements.

- 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.***

This finding can be made in the affirmative. The purpose of the Public zoning district is, in part, "To accommodate the wide range of public institutional and auxiliary uses which are established in response to the health, safety, cultural and welfare needs of the citizens of the city." At this point, the property is used by the school district for office space and trainings. This portion of the property is not being utilized and can be considered similar to an auxiliary use. The parking use will be temporary in nature, and the site will be restored to its existing state.

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

This finding can be made in the affirmative. The request constitutes a shift in the parking area from the existing site to the property to the west so that temporary offices can be set up while fire damage is repaired.

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

This finding can be made in the affirmative. The request constitutes a shift in the parking area from the existing site to the property to the west so that temporary offices can be set up while fire damage is repaired.

Attachments:

Application LU-2022-0514

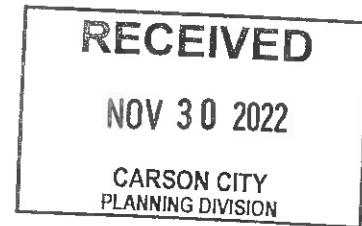


Resource Concepts Inc

Engineering • Surveying • Water Rights  
Resource & Environmental Services

[www.rci-nv.com](http://www.rci-nv.com)

CARSON CITY OFFICE  
340 N. Minnesota St.  
Carson City, NV 89703-4152  
Ph: (775) 883-1600  
Fax: (775) 883-1656



## LETTER OF TRANSMITTAL

Date: November 30, 2022

Attention: Hope Sullivan  
Company: Carson City Community Development – Planning  
Address: 108 Proctor St., Carson City, NV 89701  
Ph#: (775) 283-7075  
  
From: Joe Cacioppo, P.E.  
RCI Client: RCI  
RCI Project #: 22-999.1  
Re: SUP for Offsite Parking

### WE ARE SENDING THE ATTACHED:

Date	No.	Description
11-30-2022	15	SUP Application Packet - Application Form - Applicant's Acknowledgement Statement – signed - Detailed Written Project Description - Site Plan (24"x36" and 11"x17") - Special Use Permit Findings - Master Plan Policy Checklist - Documentation of Taxes Paid-to-Date - Project Impact Reports (Engineering)  Note: No proposed buildings

### THESE ARE TRANSMITTED (as checked below):

For approval       For your use       As requested  
 For review & comment       For your information     

**Notes/Remarks:** Submitted per your direction. Thank you!

RCI signed an agreement with the Carson City School District to allow RCI temporary shared use of the north portion of their Gleason Professional Development center site for an agreed fee.

CC: RCI File

Signed:

Joe Cacioppo, P.E., Principal

RECEIVED

NOV 30 2022

CARSON CITY  
PLANNING DIVISION

## SPECIAL USE PERMIT

**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 **Resource Concepts, Inc.** PHONE # **775-883-1600**  
 MAILING ADDRESS, CITY, STATE, ZIP  
**340 N. Minnesota Street, Carson City, NV 89703**

EMAIL ADDRESS  
**oe@rci-nv.com**  
 PROPERTY OWNER **Carson City School District** PHONE # **775-283-2014**  
 MAILING ADDRESS, CITY, STATE, ZIP  
**P.O. Box 603, Carson City, NV 89702**

EMAIL ADDRESS  
**cortez@carson.k12.nv.us**  
 APPLICANT AGENT/REPRESENTATIVE **Resource Concepts, Inc.** PHONE # **775-883-1600**  
 MAILING ADDRESS, CITY STATE, ZIP  
**340 N. Minnesota Street, Carson City, NV 89703**

EMAIL ADDRESS  
**joe@rci-nv.com**

## 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): <b>03-192-03</b>	Street Address <b>604 W. Musser Street, Carson City, NV 89703</b>
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Project's Master Plan Designation <b>Public</b>	Project's Current Zoning <b>P</b>	Nearest Major Cross Street(s) <b>Minnesota Street</b>
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Please provide a brief description of your proposed project and/or proposed use below. Provide additional pages to describe your request in more detail.  
 Due to a structural fire loss that destroyed RCI's historic building, the school district entered into an agreement with RCI to allow RCI to access the Gleason parcel (604 W. Musser Street) for temporary staff parking from Telegraph St.

**PROPERTY OWNER'S AFFIDAVIT**

*Andrew Feuling*, 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 <i>Andrew Feuling</i>	Address <b>1402 W. King St CC NV 89703</b>	Date <b>11-29-22</b>
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see additional page(s) if necessary for additional owners.

TATE OF NEVADA OUNTY <b>Carson City</b>	<b>Andrew Feuling</b> , personally appeared before me, a notary public, on <b>November 29, 2022</b> , and I, <b>R. Cortez</b> , Notary Public, State of Nevada, My Commission Expires: 2-23-2025, Certificate No: 09-10073-3, 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.
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**OTE:** If your project is located within the Historic District or airport area, it may need to be scheduled before the Historic Resources Commission or the Airport Authority in addition to being scheduled for review by the Planning Commission. Planning staff can help you make this determination.

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

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

### **ACKNOWLEDGMENT OF APPLICANT**

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



Applicant's Signature

JOE CACIOPPO

Print Name

Nov. 29, 2022

Date

**SPECIAL USE PERMIT APPLICATION**  
**RESOURCE CONCEPTS, INC.**  
**TEMPORARY PARKING AGREEMENT ON CCSD PARCEL APN 003-192-03**

**DETAILED WRITTEN PROJECT DESCRIPTION**

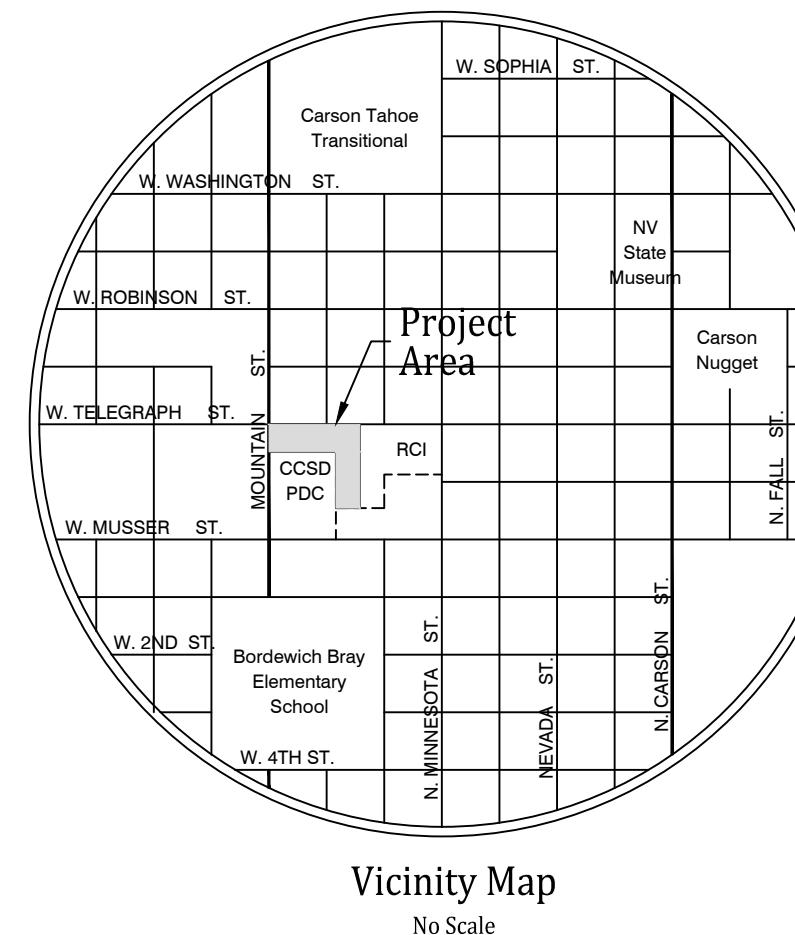
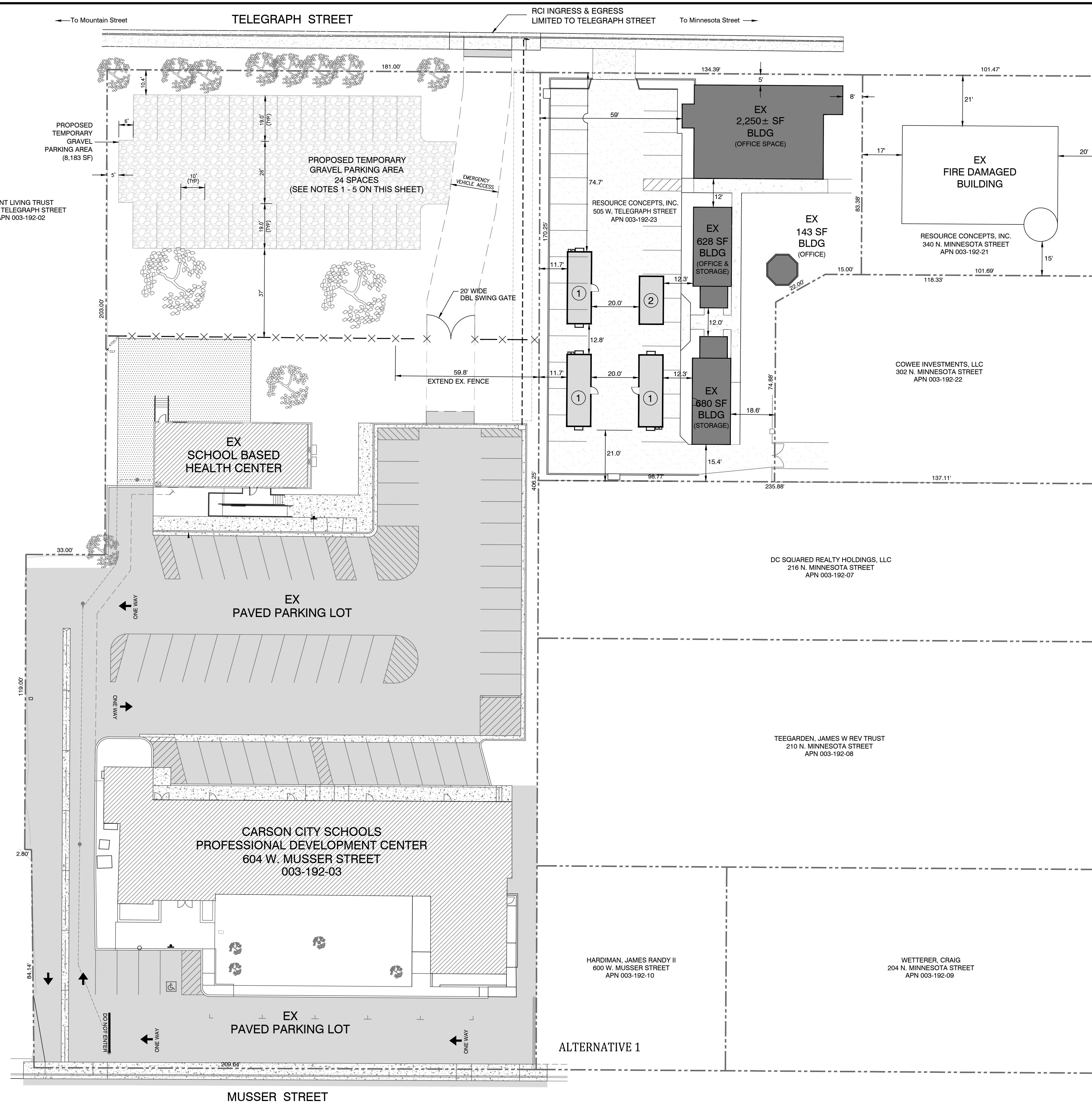
This project is a result of the fire Resource Concepts, Inc. (RCI) experienced in October that destroyed its main historic building. The result of the fire is an extensive effort to work with its insurance carrier to rebuild. In the interim, some of the RCI staff members have been displaced which required RCI to double up on offices and have some staff members temporarily work from home until other arrangements can be made. RCI anticipates the rebuild to be completed in 18 to 24 months. As such, RCI is ordering temporary portable office and storage buildings to replace unusable conference and storage space, and offices lost to the fire until the rebuilt building is ready for occupancy. The portable offices and storage buildings will be located in RCI's existing parking lot (APN 003-192-23). This will cause RCI to lose a maximum of 24 parking spaces.

As a result of the impending shortage of on-site parking spaces, RCI coordinated with the Carson City School District which owns the parcel immediately west of the RCI parcel. This school district parcel (APN 003-192-03) is used for staff professional development. As such, no students are present. The coordination led to an agreement that was approved by the district's board of trustees on Friday, November 18, 2022. The agreement provides RCI shared use parking within the district's north portion of their parcel. The agreement allows a maximum of 24 spaces on an all-weather gravel surface with ingress and egress limited to Telegraph Street. Telegraph Street is where RCI currently accesses its on-site parking lot so there is no adverse impact to the neighborhood since access remains the same and there is no increase in street parking or traffic.

RCI also met with the Carson City Community Development Director and staff to discuss the need for this off-site and off-street parking. RCI was instructed to apply for a Special Use Permit

to gain city approval of the shared temporary parking arrangement. RCI understands this need being due to the school district parcel zoned *Public Facility* and because the area proposed for temporary parking is not currently used in that capacity.

This Special Use Permit is pursuant to the Carson City Municipal Code (CCMC) 18.04.170 (Public Zoning). Parking requirements are pursuant to CCMC 18.04.170.



## MINNESOTA STREET

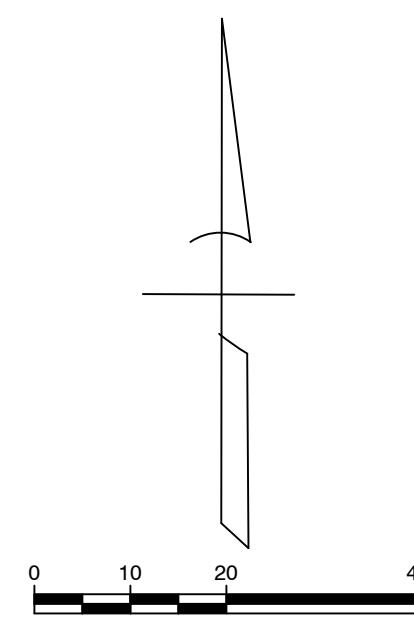
LEGEND:

- 1 PROPOSED 10'x30' (300 SF) PORTABLE OFFICE
- 2 PROPOSED 15'x20' (300 SF) PORTABLE STORAGE POD

NOTES:

1. EXISTING CCSD PARKING SPACES = 58  
EXISTING RCI PARKING SPACES = 30  
PROPOSED RCI LOST SPACES = 15  
PROPOSED CCSD TEMPORARY PARKING SPACES = 24

2. ALL NEW PROPOSED PARKING SPACES ARE FOR TEMPORARY JOINT USE WITH RESOURCE CONCEPTS, INC. (RCI) TO ASSIST IN THEIR PARKING NEEDS WHILE THEY SET UP CONSTRUCTION TRAILERS IN THEIR PARKING LOT FOR THE PURPOSE OF RELOCATING STAFF DUE TO THE RECENT FIRE.
3. CONSTRUCTION TRAILERS WILL DISTURB APPROXIMATELY 24 OF THEIR EXISTING PARKING SPACES. THE EXISTING ADA SPACE WILL REMAIN ON THE RESOURCE CONCEPTS, INC. PAVED SITE. AS SUCH, THE PROPOSED SPACES DO NOT INCLUDE ADA PARKING.
4. THIS PROPOSED PARKING AREA IS FOR TEMPORARY USE AND WILL CONSIST OF A GRAVEL SURFACE.
5. RCI INGRESS AND EGRESS WILL BE LIMITED TO TELEGRAPH STREET.
6. PARCEL BOUNDARY DISTANCES SHOWN ARE BASED ON THE ASSESSOR PARCEL MAP. EXISTING BUILDING SETBACK DISTANCES TO PARCEL BOUNDARIES ARE APPROXIMATE.



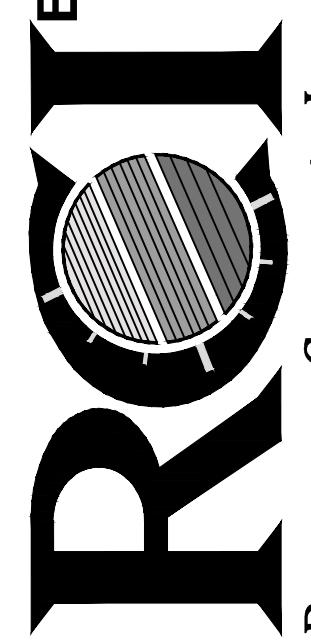
**Avoid cutting underground  
utility lines. It's costly.**

**CALL  
BEFORE  
YOU  
DIG.**

**1-800-227-2600**

SUP INFORMATION	
APPLICANT NAME	RESOURCE CONCEPTS, INC.
PREPARER NAME	JOE CACIOPPO, P.E.
RECORD OWNER NAME	RESOURCE CONCEPTS, INC.
ASSESSOR PARCEL NUMBER	003-192-23
PARCEL ADDRESS	505 W. TELEGRAPH STREET
PERMIT REQUEST	SPECIAL USE PERMIT

Applicant, Preparer & Owner have the same address of  
340 N. Minnesota Street, Carson City, Nevada 89703



DATE							

**SPECIAL USE PERMIT**  
PORTABLE OFFICE & JOINT PARKING PLAN  
CARSON CITY SCHOOL DISTRICT  
Carson City, Nevada

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**TEMPORARY PARKING**  
**& PORTABLE OFFICE PLAN**

A circular registration stamp with a rope-like border. The text inside reads: "PROFESSIONAL ENGINEER" at the top, "JOSEPH E. CACIOPPO" in the center, "CIVIL" at the bottom, "STATE OF NEVADA" on the right, "REG. NO. 13361" on the left, and "EXP. 12/31/22" in the bottom left. A blue signature is overlaid across the center.

NOV. 17, 2022	
JOB NO.:	22-999.1
DATE:	NOV. 17, 2022
DESIGNED:	JEC
DRAWN :	JEC
CHECKED:	JEC

# SHEET C1 OF 1

**SPECIAL USE PERMIT APPLICATION**  
**RESOURCE CONCEPTS, INC.**

**TEMPORARY PARKING AGREEMENT ON CCSD PARCEL APN 003-192-03**

## **SPECIAL USE PERMIT FINDINGS**

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

Chapter 3: A balanced Land Use Pattern: Yes, this request for temporary off-site parking on the adjacent school district parcel complies with establishing a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services by not changing the current character of the existing neighborhood. This request for temporary parking:

- a. *Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?* This request will not change or alter growth in the neighborhood. This request is to temporarily use the adjacent school district parcel to accommodate no more than 24 displaced parking spaces from the RCI parcel (003-192-23) due to accommodations necessary to address the fire that destroyed our main historic building.
- b. *Use sustainable building materials and construction techniques to promote water and energy conservation (1.1e, f)?* The proposed offsite parking only proposes to use gravel to mitigate potential dust and mud. There is already a concrete entrance that allows ingress and egress to and from Telegraph Street. To avoid any potential traffic nuisance to the school district, RCI proposes to extend the CCSD onsite existing wood privacy fence and install a double swing gate. Proposed materials will not waste water or energy.
- c. *Located in a priority infill development area (1.2a)?* The proposed temporary off-street parking area is in an already established neighborhood that we are already a part of. It will not adversely impact neighbors since parking will not occur on the streets and there will not be any traffic increase.

- d. *Provide pathway connections and easements consistent with the adopted Unified Pathways Master Plan and maintain access to adjacent public lands (1.4a)?* This project does not increase development since it is for temporary off-site and off-street parking to mitigate our on-site displaced parking spaces as we work toward rebuilding our fire damaged main historic building. As such, no easements or pathways are proposed.
- e. *Protect existing site features, as appropriate, including mature trees or other character-defining features (1.4c)?* All existing site features will be protected and not disturbed. At adjacent county boundaries or adjacent to public lands, coordinated with the applicable agency with regards to compatibility, access and amenities (1.5a, b)? This proposed temporary parking project is not adjacent to County boundaries or public lands. The temporary parking will however be on the adjacent school district parcel immediately west of our parcel.
- f. *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)?* This request is not for any development. It is for temporary off-site and off-street parking on an existing developed site.
- g. *Meet adopted standards (e.g. setbacks) for transitions between nonresidential and residential zoning districts (2.1d)?* This proposal meets all required setbacks. This temporary parking proposal does not require or impact transitions between nonresidential and residential zoning districts.

- h. *Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?* This proposed temporary parking request will not impact environmentally sensitive areas.
- i. *Sited outside the primary floodplain and away from geologic hazard areas or follows the required setbacks or other mitigation measures (3.3d,e)?* This proposed temporary parking proposal does not impact a primary floodplain or geologic hazard areas. The net increase in parking is zero and no paving is proposed.
- j. *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)?* This proposed temporary parking request does not require utilities, road improvements or walkways since it is in an already established neighborhood.
- k. *If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?* This proposed temporary parking area does not alter the use or character of the existing neighborhood since RCI and this school district parcel are adjacent parcel owners and there is no net increase in parking.

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.**

- A. The surrounding parcels to the RCI parcel are zoned mix-residential. The school district parcel where the requested temporary joint use parking is proposed is zoned Public. The parcels along the west side of Minnesota Street are commercial uses. The parcels to the north along Telegraph are residential uses.
- B. The proposed joint use parking on the adjacent school district parcel is consistent with existing development and will therefore not hurt property values or cause problems such as noise, dust, odor or other adverse impacts. This is because there is no proposed development and the amount of proposed temporary parking equals that displaced on the RCI parcel due to efforts related to the fire damaged RCI historic building. The relocated temporary parking is immediately adjacent to the RCI parcel and does not generate any increased street parking or traffic.
- C. The proposed temporary joint use parking will not have an adverse impact to the use, peaceful enjoyment of the neighborhood because there is no proposed development and the amount of proposed temporary parking equals that displaced on the RCI parcel due to efforts related to the fire damaged RCI historic building. The relocated temporary parking is immediately adjacent to the RCI parcel and does not generate any increased street parking or traffic.
- D. There is no proposed outdoor lighting associated with the proposed temporary joint use parking.
- E. There is no proposed landscaping associated with the proposed temporary joint use parking. Existing mature trees line the north school district parcel boundary that compliments the neighborhood and requires proposed parking to meet minimum setback approximately requirements.
- F. The short- and long-range benefit to the people of Carson City is keeping business hour parking off the street. The displaced RCI staff parking due to the fire damaged building and need for temporary office space in the RCI parking lot will be temporary relocated to the adjacent school district parcel this not increasing street parking or traffic.

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

The proposed temporary joint use parking on the adjacent school district parcel for RCI vehicles displaced due to work associated with addressing the fire damaged RCI historic building will not have any detrimental impact on vehicular or pedestrian traffic. The school district parcel area proposed for temporary parking use is currently unused and accessible by the public. No lighting is needed or proposed, and this temporary parking will keep RCI displaced vehicles from parking on the street, thus not increasing street parking or neighborhood 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.**

- A. The proposed temporary joint use parking on the adjacent school district parcel will not have an adverse impact to the school district. The Carson City School District Board of Trustees approved this joint parking during their special meeting on November 18, 2022. The parcel is not used as a school and therefore does not impact students, and the area of proposed parking use is not used by the district. Further, the agreement between RCI and the District requires RCI to pay the District for this parking use.
- B. This temporary parking will not have any impact to police or fire protection since it is only for temporary displaced parking. The relocated temporary parking will not interfere with the established emergency vehicle access through the school district parcel.
- C. The proposed temporary joint use parking does not require water service and therefore will have no impact to the community water supply.
- D. Drainage runoff associated with this proposed joint use temporary parking will not increase. The proposed temporary parking was previously used by the school district for dry storage. During that time, there was a building that was served by delivery vehicles. As such, this area is already compacted. RCI proposes to add additional gravel to the proposed temporary parking area to mitigate the potential for dust, mud, or run-off. In addition, the proposed temporary parking area is less than 10,000 square feet.

- E. The proposed temporary joint use parking does not require sanitary sewer service and therefore will have no impact to the community sanitary sewer system.
- F. No road improvements are proposed or needed to support this proposed temporary parking.
- G. The source of information used to support conclusions contained herein are based on the experience of Resource Concepts, Inc. (RCI) who as a firm provide expertise in civil engineering and land development. RCI is the applicant of this Special Use Permit application.

**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.**

This proposed temporary joint use parking on the adjacent school district parcel is due to the fire that occurred to the RCI main historic building and RCI's need to relocate some staff parking to accommodate portable offices. This request has no impact to the community utilities, drainage systems, or the neighborhood. As such, it meets the purpose statement of the zoning district by not changing the zoning and complying with zoning requirements. Further, there is no increase in intensity and therefore meets the specific intensity and dimensional standards. While parking is being temporarily relocated, it is only moving to the adjacent school district parcel. Parking is not being increased and this proposal does not increase or otherwise impact street parking or traffic.

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

This proposed temporary joint use parking on the adjacent school district parcel is due to the fire that occurred to the RCI main historic building and RCI's need to relocate some staff parking to accommodate portable offices. This request has no impact to public health, safety, convenience, or welfare. Nor does it have any impact on the community utilities, drainage systems, or the neighborhood. While parking is being temporarily relocated, it is only moving to the adjacent school district parcel, and the School District Board of Trustees on November 18, 2022 approved the temporary parking agreement. Overall parking is not being increased and this proposal does not increase or otherwise impact street parking or traffic.

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

This proposed temporary joint use parking on the adjacent school district parcel will not result in any material damage or prejudice to other property. This is simply a request to temporarily park no more than 24 RCI staff vehicles on the adjacent school district parcel. An agreement is in place between RCI and the school district that defines the terms of temporary use and includes fee paid to the school district by RCI for said use. This need is due to the fire that occurred to the RCI main historic building and RCI's need to relocate some staff parking to accommodate portable offices. Parking is not being increased and this proposal does not increase or otherwise impact street parking or traffic.

## Carson City Property Inquiry

### ● Property Information

Parcel ID	003-192-21	Parcel	0.2000
Tax Year	2022 ▾	Acreage	
Land Use	COM	Assessed	107,191
Group		Value	
Land Use	410 - Offices, Professional and Business Services	Tax Rate	3 5700
Zoning	RO	Total Tax	\$3,230.57
Tax District	015	Fiscal Year	
Site Address	340 N MINNESOTA ST	(2022 - 2023)	
Neighborhood	Comm - Mid Downtown	Total Unpaid	\$1,614.30
Public Notes	AVERAGE STORY HEIGHT: 8 FT, FIREPLACE, ROOFED PORCH (WCP)	All Years	
			<input type="button" value="Pay Taxes"/>

Due in 2023

### ● Sketches & Photos

Converted Sketch



Converted Parcel Image



### ● Assessments

Taxable Value	Land	Building	Per. Property	Totals
Residential	0	0	0	0
Com / Ind.	139,392	166,869	0	306,261
Agricultural	0	0	0	0
Exempt	0	0	0	0
Pers. Exempt				0
<b>Total</b>	<b>139,392</b>	<b>166,869</b>	<b>0</b>	<b>306,261</b>
Assessed Value	Land	Building	Per. Property	Totals
Residential	0	0	0	0
Com / Ind.	48,787	58,404	0	107,191
Agricultural	0	0	0	0
Exempt	0	0	0	0
Pers. Exempt				0
<b>Total</b>	<b>48,787</b>	<b>58,404</b>	<b>0</b>	<b>107,191</b>
	New Land	New Const.	New P.P.	
Residential	0	0	0	0
Com / Ind.	0	0	0	0
Agricultural	0	0	0	0
Exempt	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### ● Assessor Descriptions

Year	Assessor Descriptions	Subdivision	Section	Township	Range	Block & Lot
Current Year 2023						
2023						
Selected Parcel Year 2022						
2022						

No Personal Exemptions

### ● Billing Fiscal Year (2022 - 2023)

Installment	Date Due	Tax Billed	Cost Billed	Penalty/Interest	Total Due	Amount Paid	Total Unpaid
1	8/15/2022	\$809.12	\$0.00	\$0.00	\$809.12	\$809.12	\$0.00
2	10/3/2022	\$807.15	\$0.00	\$0.00	\$807.15	\$807.15	\$0.00
3	1/2/2023	\$807.15	\$0.00	\$0.00	\$807.15	\$0.00	\$807.15
4	3/6/2023	\$807.15	\$0.00	\$0.00	\$807.15	\$0.00	\$807.15
<b>Total</b>		<b>\$3,230.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,230.57</b>	<b>\$1,616.27</b>	<b>\$1,614.30</b>



Taxes Are  
Paid

**SPECIAL USE PERMIT APPLICATION**  
**RESOURCE CONCEPTS, INC.**  
**TEMPORARY PARKING AGREEMENT ON CCSD PARCEL APN 003-192-03**

**PROJECT IMPACT REPORT STATEMENT**

This project is a result of the fire Resource Concepts, Inc. (RCI) experienced in October that destroyed its main historic building. The result of the fire is an extensive effort to work with its insurance carrier to rebuild. In the interim, some of the RCI staff members have been displaced which required RCI to double up on offices and have some staff members temporarily work from home until other arrangements can be made. RCI anticipates the rebuild to be completed in 18 to 24 months. As such, RCI is ordering temporary portable office and storage buildings to replace unusable conference and storage space, and offices lost to the fire until the rebuilt building is ready for occupancy. The portable offices and storage buildings will be located in RCI's existing parking lot (APN 003-192-23). This will require RCI to losing a maximum of 24 parking spaces. As a result, RCI signed an agreement with the Carson City School District to allow RCI temporary joint use parking on the school district parcel (APN 003-192-03) that is immediately adjacent to the RCI parking lot.

It is important to note that this proposed temporary parking arrangement will not require lighting, paving, utility impacts or any adverse impacts to the neighborhood. The arrangement also does not impact students since the district's parcel is used for staff professional development. Demands associated with this request on traffic, drainage, water, and sewer will not increase as a result of this project.

The following information discusses the impacts related to traffic, drainage, water, and sewer:

**TRAFFIC:** The RCI temporary shared use parking arrangement with the school district requires RCI to enter and exit the district parcel from Telegraph Street. Telegraph Street is how the

RCI staff access the existing RCI parking lot. As such, there will be no change in traffic patterns or increase in traffic. Because there is no population or traffic increase as a result of this project, no calculations or studies have been prepared.

**DRAINAGE:** The area proposed on the school district parcel for the temporary parking is less than 10,000 square feet and will not be paved. The area was previously used for nutrition storage which required delivery truck access. As such, the area has some gravel surfacing. Additional gravel is intended to be added to reduce the potential for dust and mud and therefore will not increase drainage runoff.

**WATER:** Water is not needed or proposed to support this proposed temporary gravel parking area. With hydrants and domestic water already serving this neighborhood, there will be no impacts to the water system as a result of this proposal and therefore, no water calculations are provided.

**SEWER:** Sanitary sewer service is not needed or proposed to support this proposed temporary gravel parking area. Only staff personal vehicles will use this temporary parking area. As such, there will be no impacts to the sewer system as a result of this proposal and therefore, no sewer calculations are provided.