

STAFF REPORT FOR ADMINISTRATIVE HEARING MEETING OF JULY 26, 2023

FILE NO: LU-2023-0247

AGENDA ITEM: 3.A

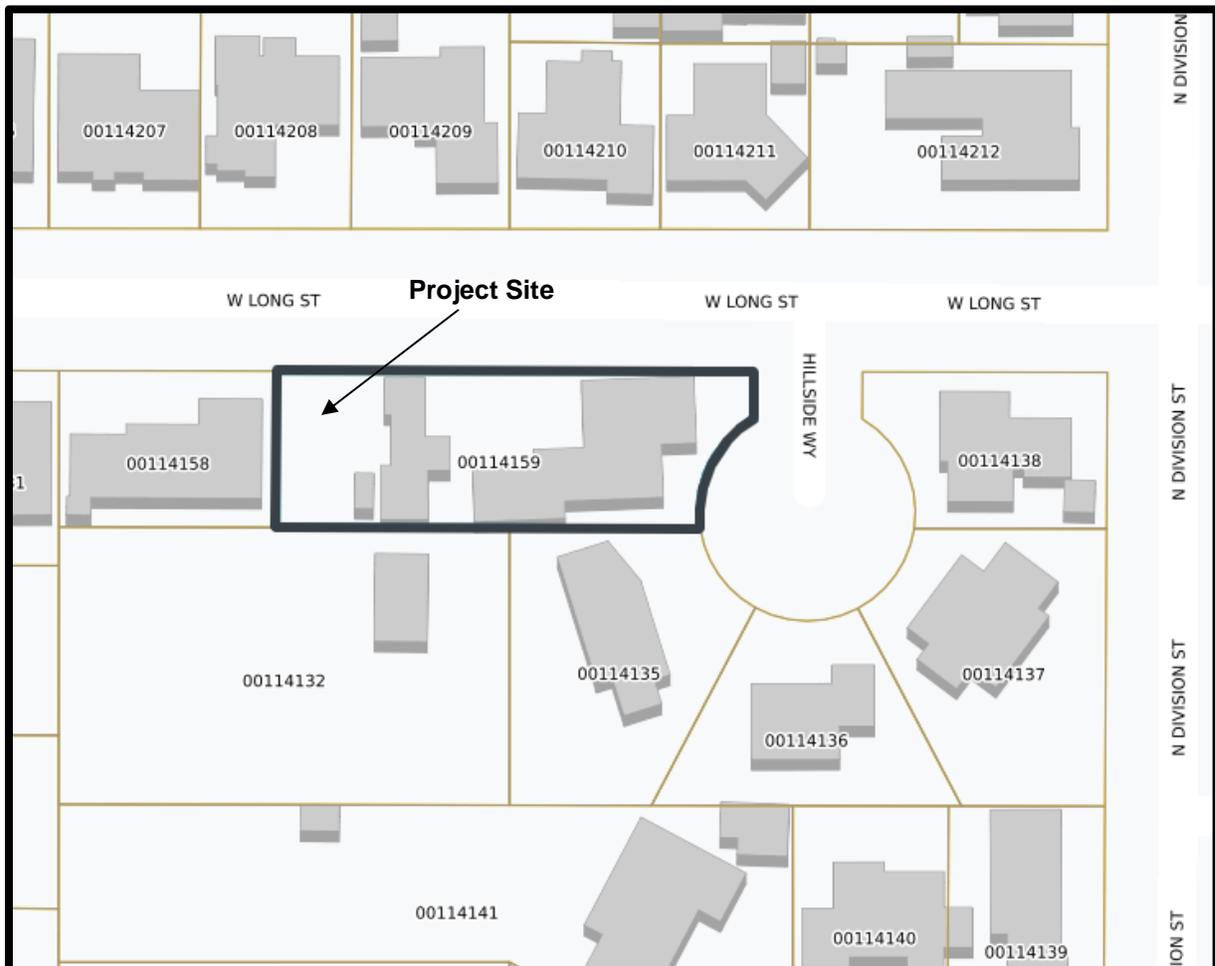
STAFF AUTHOR: Lena Reseck, Assistant Planner

AGENDA TITLE: For Possible Action: Discussion and possible action regarding an application from Sean Gillespie (“Applicant”) for an Administrative Permit to allow for the construction of an accessory structure with a cumulative square footage totaling 56.75 percent of the size of the primary structure on property zoned Single Family 6,000 (“SF6”) located at 5 Hillside Way, Assessor’s Parcel Number (“APN”) 001-141-59. (Lena Reseck, lreseck@carson.org)

Summary: The Applicant is proposing construction of a 672 square foot garage. A garage is a permitted accessory use in the Single Family 6,000 zoning district; however, Carson City Municipal Code (“CCMC”) 18.05.055 requires approval of an Administrative Permit if the cumulative square footage of the accessory structure(s) on-site are more than 50 percent, but less than 75 percent of the square footage of the primary structure.

PROPOSED ACTION: “I approve the administrative permit based on the findings and subject to the conditions of approval contained in the staff report.”

VICINITY MAP:



RECOMMENDED CONDITIONS OF APPROVAL:

The following shall be completed prior to commencement of the use:

1. The Applicant must sign and return the Notice of Decision for conditions for approval within 10 days of receipt of notification. If the Notice of Decision is not signed and returned within 10 days, then the item may be rescheduled for the next Administrative Permit Hearing for further consideration.
2. All development shall be substantially in accordance with the development plans approved with this application, except as otherwise modified by these conditions of approval.
3. All on and off-site improvements shall conform to City standards and requirements.
4. The Applicant shall meet all the conditions of approval and commence the use for which this permit is granted, within 12 months of the date of Administrative Permit Hearing approval. A single, one-year extension of time may be granted if requested in writing to the Planning Division of the Carson City Community Development Department ("Planning Division") 30 days prior to the one-year expiration date. Should this permit not be initiated within one-year and no extension granted, the permit shall become null and void.

The following shall be submitted with a Building Permit application:

5. The Applicant shall submit a copy of the Notice of Decision and conditions of approval with the Building Permit application.
6. The exterior building materials and colors shall be compatible with the existing residence. The proposed colors shall be submitted to the Planning Division for review and approval during the Building Permit submission.

The following are general requirements applicable through the life of the project:

7. Any increase to the square footage or other changes to the approved plans will require additional review and may require an amendment to the Administrative Permit. Any other detached accessory structures proposed for the site will require additional review and approval of an Administrative Permit or Special Use Permit prior to construction.

LEGAL REQUIREMENTS: CCMC 18.02.110 (Administrative Permits), 18.04.075 (Single Family 6,000, Accessory Permitted Uses), 18.04.190 (Residential Districts Intensity and Dimensional Standards), 18.05.055 (Accessory Structures).

MASTER PLAN DESIGNATION: Medium-Density Residential ("MDR")

PRESENT ZONING: Single Family 6,000

KEY ISSUES: Will the proposed accessory structure have an adverse impact on the adjacent residential neighborhood?

SURROUNDING ZONING AND LAND USE INFORMATION:

NORTH: Single Family 6,000/Single Family Residence
EAST: Single Family 6,000/Single Family Residence
SOUTH: Single Family 6,000/Single Family Residence

WEST: Single Family 6,000/Single Family Residence

ENVIRONMENTAL INFORMATION:

1. FLOOD ZONE: Zone X Shaded
2. EARTHQUAKE FAULT: I (Greatest Severity) beyond 500 feet
3. SLOPE/DRAINAGE: Site is relatively flat.

SITE DEVELOPMENT INFORMATION:

1. LOT SIZE: 0.34 acres
2. PROPOSED STRUCTURE SIZE: 672 square feet
3. PROPOSED STRUCTURE HEIGHT: 20 feet
3. SETBACKS:

Required per CCMC 18.04.190

Front: 20 feet; Side: 5 feet; Street Side: 10 feet; Rear: 10 feet

Proposed

Front: 20+ feet; Side: 5 feet on south side and 10+ feet on north side; Rear: 12 feet

DISCUSSION AND BACKGROUND: The Applicant is seeking to construct a detached garage. A detached garage is a permitted accessory use in the Single Family 6,000 zoning district; however, CCMC 18.05.055 requires approval of an Administrative Permit if the cumulative square footage of the accessory structure(s) on-site are more than 50 percent, but less than 75 percent, of the square footage of the primary structure. The subject property has a single-family residence totaling 3,656 square feet. The square footage of the proposed accessory structure totals 672 square feet. There is an existing 513 square foot shed and 890 square foot detached garage on the property. The total accessory structure square footage including the proposed accessory structure will be 2,075 square feet or 56.75 percent of the residence.

PUBLIC COMMENTS: Pursuant to CCMC 18.02.045, public notices were mailed to 42 adjacent property owners within 375 feet of the subject site on July 13, 2023. As of the writing of this report, no written comments have been received. Any comments that are received after this report is completed will be submitted to the Hearings Examiner prior to or at the meeting on July 26, 2023, depending on the date of submission of the comments to the Planning Division.

AGENCY COMMENTS: The following comments were received from City departments. Comments have been incorporated into the recommended conditions of approval where applicable.

Fire Department:

- The project shall meet or exceed the 2018 International Fire Code (IFC) requirements
- The project shall meet or exceed the 2018 International Fire Code Northern Nevada Amendments
- Approved access shall be provided within 150 feet or all portions of the building
- Approved addressing (Street Numbers) shall meet or exceed the IFC and Carson City Municipal Code

These comments are based on a very general site plan and do not indicate a complete plan review. All pertinent requirements of the adopted local and state laws will still apply at the time of plan review and site inspections.

Development Engineering Division:

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

- The project must meet all Carson City Development Standards and Standard Details including but not limited to the following:
 - The existing driveway apron must be removed and replaced to meet current ADA standards and the driveway must be paved from the street to the proposed garage.
 - Drainage patterns must not be altered from the predevelopment condition, or the site must drain to the street.

ENGINEERING DISCUSSION:

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

CCMC 18.02.080 (5a) - Master Plan

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

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

Development Engineering has no comment on this finding.

CCMC 18.02.080 (5c) - Traffic/Pedestrians

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

CCMC 18.02.080 (5d) - Public Services

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

CCMC 18.02.080 (5e) – Title 18 Standards

Development Engineering has no comment on this finding.

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

The project meets engineering standards for health and safety.

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

Development Engineering has no comment on this finding.

CCMC 18.02.080 (5h) – Adequate Information

The plans and reports provided were adequate for this analysis.

FINDINGS: Staff's recommendation is based upon the findings as required by CCMC 18.02.110 (Administrative Permits) enumerated below and substantiated in the public record for the project.

1. Will be consistent with the master plan elements.

The primary use of the Medium-Density Residential master plan designation is single-family residences. A detached garage is considered an accessory use to a residential use and is therefore consistent with the master plan. The project site is a single family lot in a suburban setting. Detached accessory structures are common in such areas.

2. Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or the general neighborhood; and will cause no objectionable noise, vibrations, fumes, odors, dust, glare or physical activity.

The proposed garage will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding properties or general neighborhood. The need for the Administrative Permit is due to the cumulative square footage of the accessory structure, not the use itself. Detached accessory structures such as garages, shops, and sheds are common on single family lots in suburban areas.

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

A detached garage is a permitted accessory use in the Single Family 6,000 zoning district. The construction of the garage will not result in an increase in vehicular or pedestrian traffic beyond what is assumed for a single-family residential use and will therefore have little or no detrimental effect on vehicular or 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.

A detached garage is a permitted accessory use in the Single Family 6,000 zoning district. The project does not include new connections to sewer or water and does not require modifications to the existing storm drain infrastructure. The construction of the accessory structure will have no impact on existing services and facilities.

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

The application has been reviewed for compliance with the code. The subject parcel is zoned Single Family 6,000. The intent of this zoning is to provide for development of medium-density, residential neighborhoods. A detached garage is a permitted accessory use in this zoning district. Per CCMC 18.05.055, the cumulative square footage of detached accessory structures exceeding 50 percent but less than 75 percent of the size of the primary structure requires approval of an Administrative Permit. The proposed 672 square foot accessory structure along with existing 513 square foot shed and 890 square foot detached garage is 56.75 percent of the size of the primary residence. The primary residence is 3,656 square feet. The proposed detached garage will be placed in compliance with all required setbacks and height limitations of the Single Family 6,000 zoning district. As designed and conditioned the accessory structure meets the standards outlined in Title 18.

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

A detached garage is a permitted accessory use in the Single Family 6,000 zoning district. An Administrative Permit is only required because the cumulative square footage of the accessory structures is more than 50 percent, but less than 75 percent of the size of the primary structure. The square footage of the accessory structure will not be detrimental to the public health, safety, convenience, and welfare. Prior to construction beginning, the Applicant will be required to obtain a building permit for the accessory structure which will ensure the structure will be built to current standards.

7. Will not result in material damage or prejudice to other property in the vicinity.

The subject parcel is zoned Single Family 6,000. The intent of this zoning is to provide for development of medium-density, residential neighborhoods. Accessory structures, such as garages, are permitted accessory uses in this zoning district. Per CCMC 18.05.055, if the cumulative square footage of detached accessory structures exceeds 50 percent but less than 75 percent of the size of the primary

structure an Administrative Permit is required. The proposed 692 square foot accessory structure along with existing 513 square foot shed and 890 square foot detached garage is 56.75 percent of the size of the primary residence and will be constructed in compliance with all required setbacks and height limitations of the Single Family 6,000 zoning district. As proposed and conditioned the accessory structure will not result in the material damage or prejudice to other property in the vicinity.

Attachments

Application (LU-2023-0247)

ADMINISTRATIVE PERMIT (CCMC 18.02.110)



FILE # LU-2023-0247

APPLICANT Sean Gillespie **PHONE #** (775)691-5380

MAILING ADDRESS, CITY, STATE, ZIP
5 Hillside Way Carson City, NV 89703

EMAIL ADDRESS
SGillespie26@yahoo.com

PROPERTY OWNER Roberta Thorson **PHONE #** (775)781-1105

MAILING ADDRESS, CITY, STATE, ZIP
5 Hillside Way Carson City, NV 89703

EMAIL ADDRESS
CHRSEA@aol.com

APPLICANT AGENT/REPRESENTATIVE Sean Gillespie **PHONE #** (775)691-5380

MAILING ADDRESS, CITY, STATE, ZIP
5 Hillside Way Carson City, NV 89703

EMAIL ADDRESS
SGillespie26@yahoo.com

108 E. Proctor Street, Carson City, NV 89701
Phone: (775) 887-2180
Email: planning@carson.org

FEE: \$750 plus noticing fee
ADDITIONAL REVIEW FEE: \$60/hour over 10 hours

SUBMITTAL PACKET – Submit application electronically at permitcenter.carson.org, email completed packet to planning@carson.org or submit one unbound original and a CD or USB drive with complete application in PDF:

- Application Form
- Detailed Written Project Description
- Site Plan
- Administrative Permit Findings
- Master Plan Policy Checklist

Meeting Date: _____

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): 001-14-159	STREET ADDRESS 5 Hillside Way Carson City, NV 89703
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Please provide a description of your proposed project below. Provide additional pages to describe your request in more detail.
24'x28' Garage building being built at rear(South West) of property. Building will be 20' tall.
Electrical panel is being installed for exterior lights. No interior electrical is included in this project.

PROPERTY OWNER'S AFFIDAVIT

I, Roberta Thorson 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.

<u>[Signature]</u>	<u>5 Hillside Way</u>	<u>5/12/23</u>
Signature	Address	Date

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 staff report and/or Hearings Examiner. 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 Director'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.

<u>[Signature]</u>	<u>Sean Gillespie</u>	<u>5/12/23</u>
Applicant's Signature	Print Name	Date

Thorson Shop Building - RES-2022-1899

Administrative Permit Application Findings

1. The shop building is similar to existing buildings in the neighborhood
2. The shop building is similar to existing buildings in the neighborhood
3. Building located in the back of lot, not additional traffic
4. Will not add additional load to public services or utilities
5. This building meets all Carson City Municipal Codes
6. This building will have no impact on public health or safety
7. Grading will be utilized to prevent damage to any adjacent properties

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: Thorson Garage

Reviewed By: _____

Date of Review: _____

DEVELOPMENT CHECKLIST

The following five themes are those themes that appear in the Carson City Master Plan and which reflect the community's vision at a broad policy level. Each theme looks at how a proposed development can help achieve the goals of the Carson City Master Plan. A check mark indicates that the proposed development meets the applicable Master Plan policy. The Policy Number is indicated at the end of each policy statement summary. Refer to the Comprehensive Master Plan for complete policy language.

CHAPTER 3: A BALANCED LAND USE PATTERN



The Carson City Master Plan seeks to establish a balance of land uses within the community by providing employment opportunities, a diverse choice of housing, recreational opportunities, and retail services.

Is or does the proposed development:

- Meet the provisions of the Growth Management Ordinance (1.1d, Municipal Code 18.12)?
- Use sustainable building materials and construction techniques to promote water and energy conservation (1.1e, f)?
- Located in a priority infill development area (1.2a)?
- Provide pathway connections and easements consistent with the adopted Unified Pathways Master Plan and maintain access to adjacent public lands (1.4a)?

- Protect existing site features, as appropriate, including mature trees or other character-defining features (1.4c)?
- At adjacent county boundaries or adjacent to public lands, coordinated with the applicable agency with regards to compatibility, access and amenities (1.5a, b)?
- In identified Mixed-Use areas, promote mixed-use development patterns as appropriate for the surrounding context consistent with the land use descriptions of the applicable Mixed-Use designation, and meet the intent of the Mixed-Use Evaluation Criteria (2.1b, 2.2b, 2.3b, Land Use Districts, Appendix C)?
- Meet adopted standards (e.g. setbacks) for transitions between non-residential and residential zoning districts (2.1d)?
- Protect environmentally sensitive areas through proper setbacks, dedication, or other mechanisms (3.1b)?
- Sited outside the primary floodplain and away from geologic hazard areas or follows the required setbacks or other mitigation measures (3.3d, e)?
- Provide for levels of services (i.e. water, sewer, road improvements, sidewalks, etc.) consistent with the Land Use designation and adequate for the proposed development (Land Use table descriptions)?
- If located within an identified Specific Plan Area (SPA), meet the applicable policies of that SPA (Land Use Map, Chapter 8)?

CHAPTER 4: EQUITABLE DISTRIBUTION OF RECREATIONAL OPPORTUNITIES



The Carson City Master Plan seeks to continue providing a diverse range of park and recreational opportunities to include facilities and programming for all ages and varying interests to serve both existing and future neighborhoods.

Is or does the proposed development:

- Provide park facilities commensurate with the demand created and consistent with the City's adopted standards (4.1b)?
- Consistent with the Open Space Master Plan and Carson River Master Plan (4.3a)?

CHAPTER 5: ECONOMIC VITALITY



The Carson City Master Plan seeks to maintain its strong diversified economic base by promoting principles which focus on retaining and enhancing the strong employment base, include a broader range of retail services in targeted areas, and include the roles of technology, tourism, recreational amenities, and other economic strengths vital to a successful community.

Is or does the proposed development:

- Encourage a citywide housing mix consistent with the labor force and non-labor force populations (5.1j)
- Encourage the development of regional retail centers (5.2a)
- Encourage reuse or redevelopment of underused retail spaces (5.2b)?
- Support heritage tourism activities, particularly those associated with historic resources, cultural institutions and the State Capitol (5.4a)?
- Promote revitalization of the Downtown core (5.6a)?
- Incorporate additional housing in and around Downtown, including lofts, condominiums, duplexes, live-work units (5.6c)?

CHAPTER 6: LIVABLE NEIGHBORHOODS AND ACTIVITY CENTERS



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

Is or does the proposed development:

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

CHAPTER 7: A CONNECTED CITY



The Carson City Master Plan seeks promote a sense of community by linking its many neighborhoods, employment areas, activity centers, parks, recreational

amenities and schools with an extensive system of interconnected roadways, multi-use pathways, bicycle facilities, and sidewalks.

Is or does the proposed development:

- Promote transit-supportive development patterns (e.g. mixed-use, pedestrian-oriented, higher density) along major travel corridors to facilitate future transit (11.2b)?
- Maintain and enhance roadway connections and networks consistent with the Transportation Master Plan (11.2c)?
- Provide appropriate pathways through the development and to surrounding lands, including parks and public lands, consistent with the Unified Pathways Master Plan (12.1a, c)?

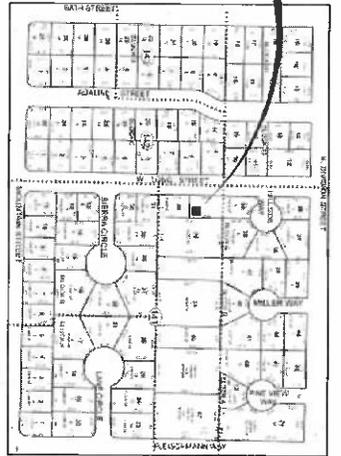
NEW STORAGE UNIT FOR SEAN GILLESPIE 5 HILLSIDE WAY • CARSON CITY • NEVADA

PROJECT INFORMATION

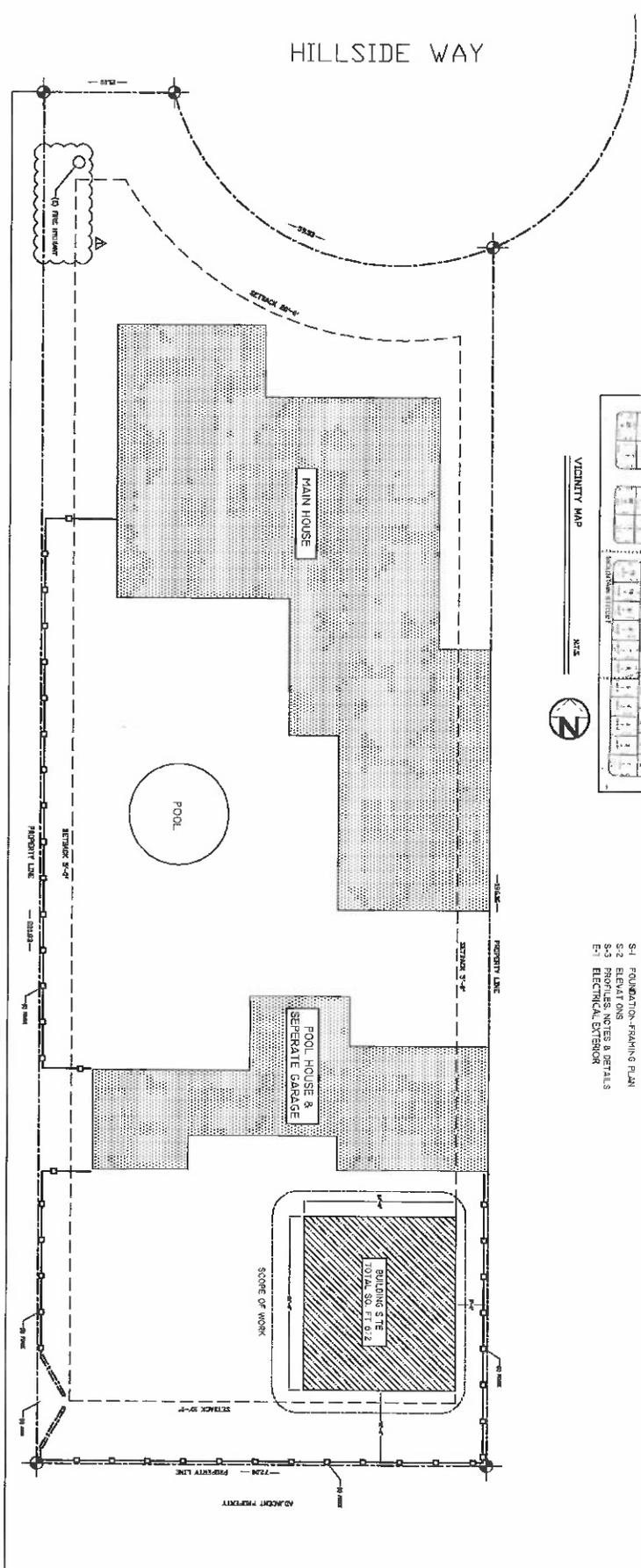
BUILDING CODE: 2018 INTERNATIONAL BUILDING CODE
 ZONING: SF-6
 ADDRESS: 501 N. 599
 PARCEL AREA: 16,810 SQ. FT.

DRAWING INDEX

- A-1 TITLE SHEET VACUITY MAP
- S-1 FOUNDATION-FRAMING PLAN
- S-2 ELEVATIONS
- S-3 PROFILES, NOTES & DETAILS
- E-1 ELECTRICAL EXTERIOR



GENERAL NOTES	
1.	RETAINING WALLS SHALL BE CONCRETE ON GRADE.
2.	CONCRETE SHALL BE 3000 PSI.
3.	ALL WORK NOT SHOWN SHALL BE PERFORMED PER STANDARD CONSTRUCTION PRACTICES.
4.	PROVIDE FOR THE STRUCTURE SYSTEMS DESIGN.
5.	CONCRETE SHALL BE 3000 PSI.
6.	DO NOT REMOVE OR ALTER ANY EXISTING STRUCTURE OR UTILITIES.
7.	PROVIDE FOR THE STRUCTURE SYSTEMS DESIGN.
8.	ALL EXISTING STRUCTURE SHALL BE REINFORCED TO MEET THE DESIGN REQUIREMENTS.
9.	ALL EXISTING STRUCTURE SHALL BE REINFORCED TO MEET THE DESIGN REQUIREMENTS.
10.	ALL EXISTING STRUCTURE SHALL BE REINFORCED TO MEET THE DESIGN REQUIREMENTS.
11.	ALL EXISTING STRUCTURE SHALL BE REINFORCED TO MEET THE DESIGN REQUIREMENTS.



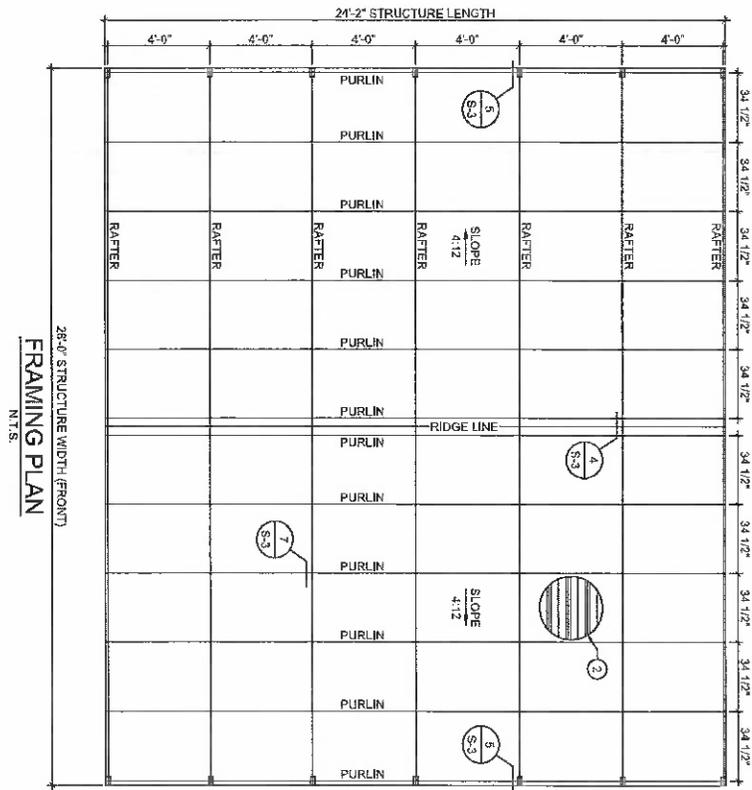
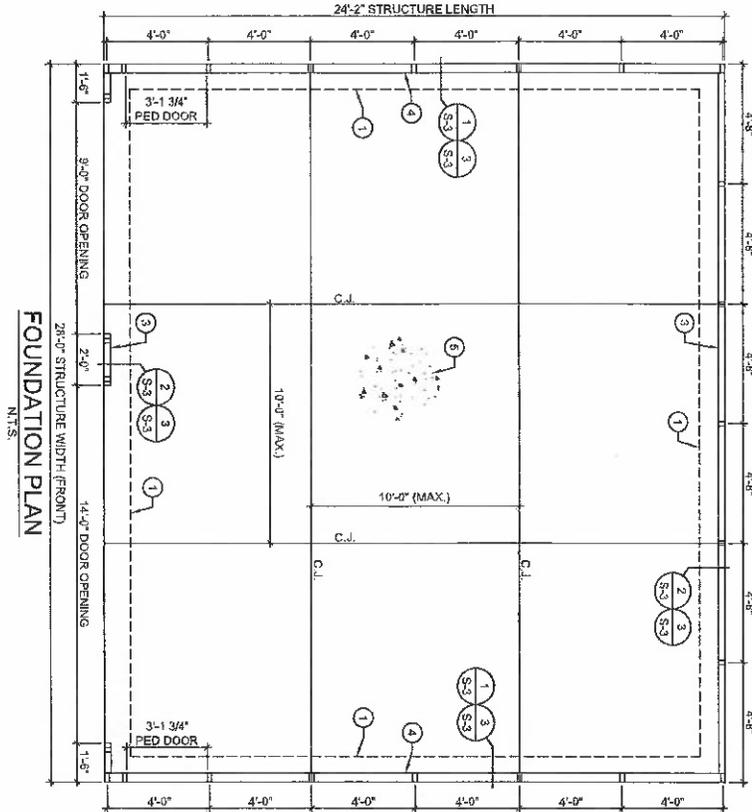
WEST LONG STREET



SEAN GILLESPIE
 5 HILLSIDE WAY
 CARSON CITY, NEVADA 89703

ADDITIONAL DRAWINGS
 FOR THE PROJECT
 OF SEAN GILLESPIE
 SEAN GILLESPIE
 ARCHITECT
 501 N. 599
 CARSON CITY, NEVADA 89703

DRAWING NUMBER
 DATE: 6-16-2023
 SCALE: 1/8" = 1'-0"



SCHEDULE

ROOF DECK & WALL GRC	20 GA. GOSWAMIS 3	GRADE RC
HOT CHANNEL	1 1/2" x 1 1/2" x 1/8 GA. PURLINS	5/8" x 6" x 1/2" x 1/8 GA. TS
TUBE 1	2" x 2" x 1/8 GA. TUBE	Fy = 65 ksi
TUBE 2	2" x 2" x 1/8 GA. TUBE	Fy = 65 ksi
TUBE 3	2" x 2" x 1/8 GA. TUBE	Fy = 65 ksi
TUBE 4	2" x 2" x 1/8 GA. TUBE	Fy = 65 ksi
FOUNDATIONS	CONTINUOUS TURNDOWN	DECK
		SLAB

NOTE: THIS USE AND OCCUPANCY OF THIS STRUCTURE IS OCCUPANCY GROUP "U" PER 2006 IBC.

- KEYED NOTES**
- 1" x 2" CONTINUOUS TURNDOWN
 - ROOF DECK
 - TUBE 3 FRAME AND BASEBALLS AT ENDWALLS (U.S.O.)
 - TUBE 4 FRAME AND BASEBALLS AT SIDEWALLS (U.S.O.)
 - 4" CONCRETE SLAB WITH FIBERGLASS REINFORCING OR #3 BARS AT 24" O.C. EACH WAY



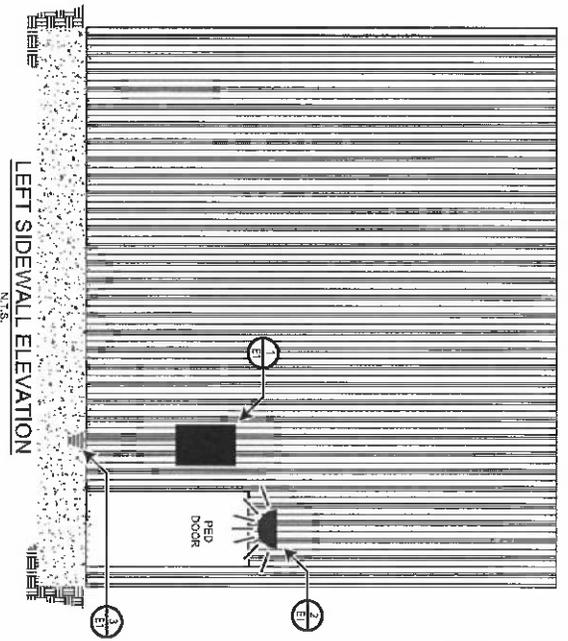
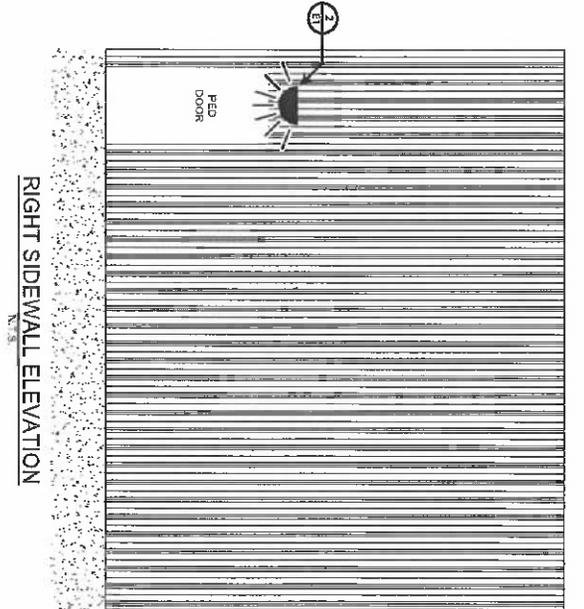
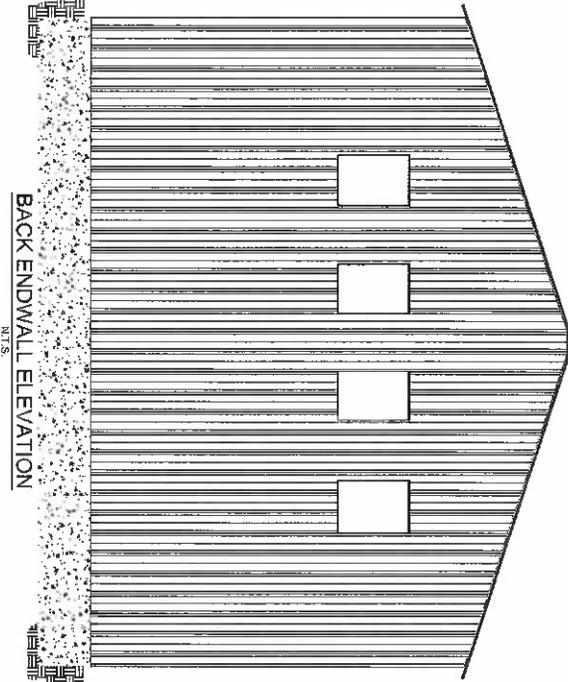
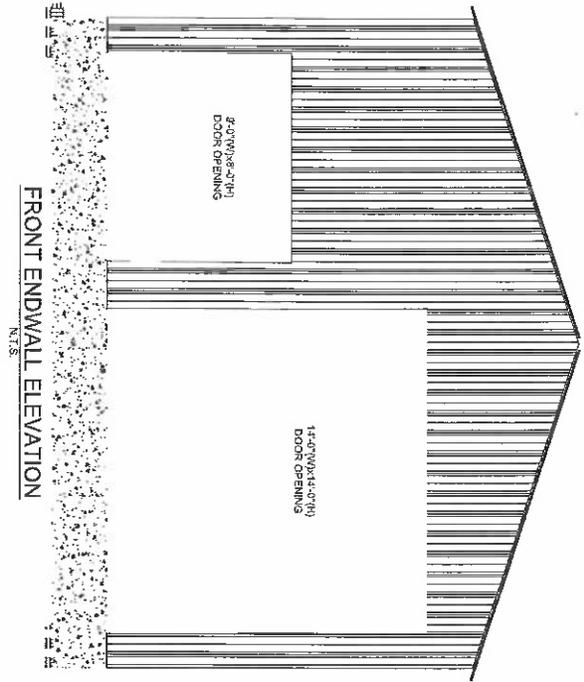
SHEET
S-1
 OF 3
 DATE: 7/2/2022
 JOB: 1-20492

DESIGN	SEAN GILLESPIE
DRAWN	HC
CHECKED	KM
DATE	7/2/2022

FOUNDATION PLAN & FRAMING PLAN

ABSOLUTE STEEL
 28' x 24'-2" x 16' HD SIERRA BLDG
 Sean Gillespie
 5 Hillside Way
 Carson City, NV 89703





- KEYED NOTES**
- ① 60 Amp Exterior panel
 - ② 25 Watt Exterior Light Fixture
 - ③ Grounding Electrode to panel