

FOR POSSIBLE ACTION: TO APPROVE AMENDMENT OF CARSON CITY MUNICIPAL CODE SECTIONS 19.02.020.340 AND 19.02.020.200 TO INCORPORATE CARSON CITY BUILDING DEPARTMENT COUNTER PERMIT PROCEDURES INTO THE AIRPORT AUTHORITY CONSTRUCTION APPROVAL PROCESS, AND TO CORRECT THE REFERENCE TO THE LANDING PATTERN DIAGRAMS TO REFER TO THE AUTHORITY WEBPAGE, RESPECTIVELY. (S. Tackes)

Staff Summary: The Authority will consider approval of 2 changes to Carson City Municipal Code Title 19. The first allows the use of the City's over-the-counter permit criteria for construction on the Airport. The second corrects the Code to direct users to the Authority's webpage for an improved traffic pattern diagram instead of referring users to a chart that does not appear in the official version of Title 19. After approval by the Authority, the changes will be recommended to the Carson City Board of Supervisors to amend the Carson City Municipal Code, Title 19, "Airport Rules and Regulations".

Per the discussion at prior Authority meetings (Nov 18, Dec 18, 2015; Feb 17, Apr 20, 2016), the Authority ultimately voted to afford Airport tenants the same shortened over-the-counter permit treatment that people off the Airport receive, and in that regard, wanted a permanent form of making that policy change by amending Title 19. Currently Title 19 requires that all plans need to be approved and plans stamped prior to any construction. Using that process may well require delays measured in months for small projects. The desired change can be implemented via the following changes to Title 19, section 19.02.020.340, which include an exception to the prior approval by the Authority for those projects that fit the Over the Counter approval process.

PROPOSED (new language is underlined)

19.02.020.340 APPROVAL OF CONSTRUCTION. No buildings, structures, tie-downs, ramps, paving, taxi areas, or any other improvement or addition on the Airport, shall be placed or constructed on the Airport, or altered or removed without the prior approval of the Airport Authority. In the event of any construction, the Airport Authority may, in its discretion, require an appropriate bond to guarantee the completion of the construction in accordance with the Airport Authority approval. All construction plans shall be submitted for Carson City approval within 60 days of Airport Authority approval. Without Airport Authority approval no Carson City permits will be issued, except that permits issued under the Carson City over-the-counter permit criteria shall not require additional approval by the Airport Authority. All construction shall be completed within the schedule set forth in the lease. In the absence of lease requirements, all construction shall be completed within 6 months. Any modification that would require a Carson City building permit off the Airport shall require one on the Airport. Prior to any such modifications, two sets of plans must be submitted to the Airport Manager to be reviewed by the Airport Manager and Airport Engineer, and any requesting Authority member. Responses to questions or requests for additional information shall be provided to the Airport Manager within 10 calendar days. Except as noted above, all plans must be stamped or signed by the Airport Manager or Airport Engineer prior to commencement of the modifications. The Airport Authority will maintain one copy for its files and any future inspections

Background: Here are the projects that the City Building Dept includes in their over the counter process:

- Water Heater (tankless water heaters are not included)
- Permanent Air Conditioners
- Gas Lines testing or reconnect gas services.
- Minor Electrical and Plumbing

- Furnace Change-Out
- Electrical service upgrades/reconnects
- Light weight conventional wood frame construction.

Here are the projects that do not require a building permit at all, per the City Building Dept.

Building

- One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet
- Fences not over six (6) feet high
- Oil Derricks
- Retaining walls that are not over four (4) feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or III-A liquids
- Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1
- Patios, Decks, Sidewalks and Driveways not more than 30 inches above adjacent grade and not over any basement or story below and are not part of an accessible route
- Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work
- Temporary motion picture, television, and theater stage sets and scenery
- Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, do not exceed 5,000 gallons, and are installed entirely above ground
- Shade cloth structures constructed for nursery or agricultural purposes, not including service systems
- Swings and other playground equipment accessory to a detached one or two-family dwellings
- Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support of Group R-3 and U occupancies
- Nonfixed and movable fixtures, cases, racks, counters, and partitions not over 5 feet 9 inches in height
- Roofing repair if the roof is less than 100 square feet
- Door and window replacement when the opening size and location remain the same
- For glass only replacements (commercial store fronts) in an existing sash and frame, when minor in scope and located in the same elevation.

Electrical

- Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
- Radio and television transmitting stations: The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.
- Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Gas

- Portable heating appliance.
- Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical

- Portable heating appliance.
- Portable ventilation equipment.
- Portable cooling unit.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
- Replacement of any part that does not alter its approval or make it unsafe.
- Portable evaporative cooler.

- Self-contained refrigeration system containing 10 pounds (5 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

Plumbing

- The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
- The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

ACCESSORY STRUCTURES – PLANNING DEPARTMENT REQUIREMENTS

- All accessory structures must meet the setback requirements of the CCMC Chapter 18.05.055 even though a building permit may not be required
- A detached accessory structure not exceeding 120 square feet in size and not exceeding 15 feet in overall height may be built in all residential districts except SF5A, SF2A, SF1A, and MH1A within required side and rear yard setbacks provided such structure, eaves, and other projections are at least three feet from property line and the accessory structure is allowed in the zoning district where it is proposed.
- A detached accessory structure 120 square feet in area up to 400 square feet in area and not exceeding 15 feet in overall height may be built in all residential districts except SF5A, SF2A, SF1A, and MH1A within required side and rear yard setbacks, provided such structure, eaves, and other projections are at least five feet from property lines and the accessory structure is allowed in the zoning district where it is proposed. All accessory structures exceeding 400 square feet in area in all residential districts must meet standard zoning setback requirements.

<http://carson.org/modules/showdocument.aspx?documentid=5909>

Additionally, at prior Authority meetings (Jan 20 and Mar 9, 2016), the Authority voted to update the traffic pattern diagram, and correct the reference in Title 19 to direct people to the Authority webpage for a better quality diagram rather than to diagrams referenced in Title 19 but not actually included in the official version of the Carson City Municipal Code.

Here is the language to fix that problem:

CURRENT

19.02.020.200 GENERAL.

1. Every person operating an aircraft ...
3. The attached traffic pattern chart is made a part of these rules, and every person operating an aircraft should comply therewith.
4. ...

PROPOSED

19.02.020.200 GENERAL.

1. Every person operating an aircraft ...
3. A traffic pattern chart may be posted on the Airport webpage, www.flycarsoncity.com, to provide additional information to pilots.
4. ...

Proposed Motion: I move we approve the changes to Title 19 to apply the over-the-counter permit process to projects on the Airport and to correctly reference the traffic pattern diagram on the Authority webpage; and direct Airport Counsel to proceed with the City to propose these amendments to Title 19.