

Community Services Department
Planning and Building
ADMINISTRATIVE PERMIT APPLICATION
(Care for the Infirm see page 9)



Community Services Department
Planning and Building
1001 E. Ninth St., Bldg. A
Reno, NV 89520

Telephone: 775.328.6100

Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Building staff at 775.328.6100.

Project Information		Staff Assigned Case No.: _____	
Project Name: Valvoline Instant Oil Change (VIOC) Facility			
Project Description: 3 bay VIOC oil change facility to be constructed from the ground up on an approx. 27,907 SF parcel. Building SF on ground level = 2,097 SF.			
Project Address: Address not assigned at this point. Fronting Buck Drive.			
Project Area (acres or square feet): 27,907 SF/.64 ac. (BLA to reduce from the current SF per APN 552-190-12)			
Project Location (with point of reference to major cross streets AND area locator): One parcel east of the NEC of Lemmon & Buck.			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
552-190-12	.78 acres current		
Section(s)/Township/Range: Section 9 - Township 20N - Range 19E			
Indicate any previous Washoe County approvals associated with this application:			
Case No.(s). N/A			
Applicant Information (attach additional sheets if necessary)			
Property Owner: Stephen T. Glenn & Michael E. Killian		Professional Consultant: RD Witzel Const.	
Name: Stephen T. Glenn / Michael E. Killian		Name: Ronald D. Witzel	
Address:		Address: 32 West Fireclay Avenue	
Reno, NV	Zip: 89509	Murray, UT	Zip: 84107
Phone: 775-225-9979 MK Fax:		Phone: Fax:	
Email: stephen@stephenglenn.com / killianco@gmail.com		Email: ron@rdwitelconstruction.com	
Cell: 775-772-6813-SG Other:		Cell: 801-860-9644 Other:	
Contact Person: Michael or Stephen		Contact Person: Ron Witzel	
Applicant/Developer:		Other Persons to be Contacted:	
Name: NovaSource Enterprises, LLC		Name: Jana Thompson	
Address: 32 West Fireclay Avenue		Address: 32 West Fireclay Avenue	
Murray, UT	Zip: 84107	Murray, UT	Zip: 84107
Phone: 801-484-3440 Fax:		Phone: 801-484-3440 Fax:	
Email: bcarter@novasource.net		Email: jthompson@novasource.net	
Cell: 801-652-7877 Other:		Cell: 801-913-0897 Other:	
Contact Person: Bradley Carter		Contact Person:	
For Office Use Only			
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

Administrative Permit Application Supplemental Information

(All required information may be separately attached)

Chapter 110 of the Washoe County Code is commonly known as the Development Code. Specific references to administrative permits may be found in Article 808, Administrative Permits.

1. What is the type of project or use being requested?

A quick lube facility branded Valvoline Instant Oil Change (VIOC) operated by an experienced VIOC franchisee. VIOC is a national chain headquartered in Lexington with 1,100+ locations throughout the US. VIOC opened it's first location in 1987. We understand our use falls under "automotive repair" and requires an Administrative Use Permit in the GC zone.

2. What currently developed portions of the property or existing structures are going to be used with this permit?

The subject parcel is vacant. All on-site improvements, including building, drive isles, parking areas, landscaping, curbs and access drives, approved signage, cross access easements, all utility connections, sidewalks, trash enclosure, etc. will be developed in conjunction with this project. Curb and gutter currently run along the entire frontage on Buck Dr. A 36' shared access drive on Buck Dr. between the subject parcel and Jacksons Food Store also exists (18' on each property).

3. What improvements (e.g. new structures, roadway improvements, utilities, sanitation, water supply, drainage, parking, signs, etc.) will have to be constructed or installed and what is the projected time frame for the completion of each?

See no. 2 above. Once a building permit is secured, development of the site and construction of the building will take approximately 100 days. Utility connections required include water through Truckee Meadows Water Authority (less than 1 acre foot), Sewer & Storm Sewer (Washoe County), Gas, Electric, and Phone/Internet Cable.

4. What is the intended phasing schedule for the construction and completion of the project?

The entire project is completed in one phase beginning with the dirt work, excavation, utility connections, construction of the building, and completion of the site improvements. This entire process will take approximately 100 days.

5. What physical characteristics of your location and/or premises are especially suited to deal with the impacts and the intensity of your proposed use?

The quick lube business is a planned impulse business and best suited in a strong retail area with large anchors like Walmart and grocery stores as well as fast food, automotive retail, convenience/gas, and other retail draws and traffic generators. The subject parcel provides such retail draws and traffic generators. Access and visibility are important site characteristics. Access is from a 36' shared access drive with Jackson's Food Store on Buck Dr. which is sufficient for the approx. 35 customer cars per day VIOC will generate. This access point provides full turn access in and out from Buck Dr. The subject parcel will also include development of a 24' cross access drive across the front of the site connecting to any future development on the parcels to the east.

6. What are the anticipated beneficial aspects or effect your project will have on adjacent properties and the community?

VIOC has a very attractive architectural style this is unlike most automotive service providers. Along with an aesthetically pleasing building, the site will be landscaped according to planning standards. The Valvoline brand, which promotes customer loyalty, will make VIOC a good retail neighbor with the C-Store, gas, banking, drug store, grocery, food, automotive parts, household goods/clothing, and other retail service providers in this trade area. VIOC will also provide a valuable service to the local community traveling to this area seeking convenient and timely vehicle fluid maintenance services. A full service oil change includes 5 quarts of Valvoline oil, replacement of the oil filter, lubrication of chassis components, plus a free maintenance check of several components under the hood. Smog check services are also provided.

7. What will you do to minimize the anticipated negative impacts or effect your project will have on adjacent properties?

The subject parcel is designed to provide for efficient traffic flow in and out of the VIOC facility, convenient parking for employees, and cross access connecting to the future development parcels to the east. In addition, all of the services are completed inside of the building. The operator has also confirmed that no noise, glare, dust, pollutants, or odors are emitted as a result of the operation.

8. Please describe operational parameters and/or voluntary conditions of approval to be imposed on the administrative permit to address community impacts.

The subject parcel is zoned GC. Our proposed land use falls under the auto repair category and requires an Administrative Permit from the Board of Adjustments. Applicant feels this land use is compatible with the retailers in the immediate trade area and will provide an valuable and convenient service to the local community. This VIOC facility will service approx. 35 vehicles per day. The minimal traffic generated by this retail operation will have little to no impact on existing traffic patterns. Most of the customers will come from drivers already frequenting the retailers in the trade area.

9. How many improved parking spaces, both on-site and off-site, are available or will be provided? (Please indicate on site plan.)

As indicated on the site plan, 13 on-site parking spaces are available and no off-site parking spaces are planned. As VIOC services customer vehicles, customer parking demand is little to none. Employees (4 to 5 at peak) will use the parking spaces, however not all employees drive vehicles to work. The VIOC drive-thru bays also accommodate 3 vehicles inside the building and there is stacking room for six additional customer vehicles directly behind the bays as shown on the site plan.

10. What types of landscaping (e.g. shrubs, trees, fencing, painting scheme, etc.) are proposed? (Please indicate location on site plan.)

The landscaping is shown on the landscape plan included with this submittal . No fencing is planned on site except the trash enclosure as shown.

11. What type of signs and lighting will be provided? On a separate sheet, show a depiction (height, width, construction materials, colors, illumination methods, lighting intensity, base landscaping, etc.) of each sign and the typical lighting standards. (Please indicate location of signs and lights on site plan.)

The Valvoline branded building signs and street signage are shown on the lighting plan attached. Essentially, four building signs are provided, two on the front (south) elevation, one on each side, and none on the rear (north) elevation. The 20' street pylon sign is also indicated on the site plan and lighting plan. A photometric lighting plan has also been provided for site lighting.

12. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to the area subject to the administrative permit request? (If so, please attach a copy.)

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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13. Utilities:

a. Sewer Service	Washoe County
b. Water Service	Truckee Meadows Water Authority

For most uses, the Washoe County Code, Chapter 110, Article 422, Water and Sewer Resource Requirements, requires the dedication of water rights to Washoe County. Please indicate the type and quantity of water rights you have available should dedication be required:

c. Permit #	TMWA annexation agr.	acre-feet per year	
d. Certificate #	submitted Jan. 30, 2018. They	acre-feet per year	
e. Surface Claim #	have 62 AF available and our	acre-feet per year	
f. Other, #	project requires less than 1 AF.	acre-feet per year	

l. Title of those rights (as filed with the State Engineer in the Division of Water Resources of the Department of Conservation and Natural Resources):

<p>Applicant will be working direct with TMWA in purchasing water and paying water connection fees.</p>

Administrative Permit Application Supplemental Information for Care of the Infirm

(All required information, to include the physician's signed affidavit, is considered a public record and will be treated as such by Washoe County. Information may be attached separately)

Chapter 110 of the Washoe County Code is commonly known as the Development Code. Specific references to administrative permits may be found in Article 808, Administrative Permits.

1. Name of the Infirm:

Page 9 is Not Applicable for the application.

2. Name of Nevada licensed physician identifying the need for on-premise care and the physician's estimate as to the length of on-premise care required (attach physician's signed affidavit, form on page 12):

3. Name(s) of the Caregiver(s):

4. Describe the type and size of recreational vehicle or self-contained travel trailer that is proposed for use as a temporary residence of the caregiver. (Attach a site map showing the proposed location.)

5. Describe the arrangements/methods proposed for the temporary provision of:

a. Water Service:

Page 10 is Not Applicable for this application.

b. Sewage (Sanitary Sewer) Service:

c. Garbage (Solid Waste) Service:

d. Electricity:

e. Natural Gas:

6. What will you do to minimize the anticipated negative impacts or effect your waiver will have on adjacent properties?

Page 11 is Not Applicable for this application.

7. What types of landscaping (e.g. shrubs, trees, fencing, painting scheme, etc.) are proposed? (Please indicate location on site plan.)

8. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to the area subject to the administrative permit request? (If so, please attach a copy.)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

9. Community Services (provided and nearest facility):

a. Fire Station	
b. Health Care Facility	
c. Elementary School	
d. Middle School	
e. High School	
f. Parks	
g. Library	
h. Citifare Bus Stop	

**TEMPORARY OCCUPANCY
for the Care of the Infirm
AFFIDAVIT OF PHYSICIAN**

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, _____ being duly sworn, depose, and say that I am a physician licensed by the Nevada State Board of Medical Examiners to practice medicine in the State of Nevada.

I further swear or affirm that:

I am a licensed physician caring for _____ and am personally familiar with his/her physical and medical condition and its impact on his/her life functions; and,

That _____ suffers from physical and medical condition(s) that severely impair his/her ability to live alone and care for himself/herself and he/she needs to have a person living on the premises/property where he/she lives in order to provide care and assistance to him/her

Signed _____

State of Nevada License Number _____

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public in and for said county and state

My commission expires: _____

This Physician's Affidavit is required to be submitted with the Administrative Permit application for Temporary Occupancy for the Care of the Infirm pursuant to WCC Section 110.310.35(g). If the Administrative Permit is approved, a new affidavit must be submitted with each annual renewal.

Property Owner Affidavit

Applicant Name: NOVASOURCE ENTERPRISES, LLC - CONTACT: BRADLEY J. CARTER

The receipt of this application at the time of submittal does not guarantee the application complies with all requirements of the Washoe County Development Code, the Washoe County Master Plan or the applicable area plan, the applicable regulatory zoning, or that the application is deemed complete and will be processed.

STATE OF NEVADA)

COUNTY OF WASHOE)

I, Stephen T. Glenn
(please print name)

being duly sworn, depose and say that I am the owner* of the property or properties involved in this application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true, and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Building.

(A separate Affidavit must be provided by each property owner named in the title report.)

Assessor Parcel Number(s): 552-190-12

Printed Name Stephen T. Glenn

Signed [Signature]

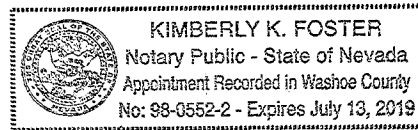
Address 316 Calif Ave #1110 Reno NV
Reno, NV 89509

State of Nevada
County of Washoe
Subscribed and sworn to before me this
1st day of February, 2018,
by xx Stephen Thomas Glenn. xx

Kimberly K. Foster
Notary Public in and for said county and state

My commission expires: 7-13-2019

(Notary Stamp)



*Owner refers to the following: (Please mark appropriate box.)

- Owner
- Corporate Officer/Partner (Provide copy of record document indicating authority to sign.)
- Power of Attorney (Provide copy of Power of Attorney.)
- Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
- Property Agent (Provide copy of record document indicating authority to sign.)
- Letter from Government Agency with Stewardship

Property Tax Reminder Notice

WASHOE COUNTY
 PO BOX 30039
 RENO, NV 89520-3039
 775-328-2510

PIN: 55219012
 AIN:

Balance Good Through:	02/01/2018
Current Year Balance:	\$0.00
Prior Year(s) Balance: (see below for details)	\$0.00
Total Due:	\$0.00

AUTO
 :895099:

STEPHEN T GLENN
 316 CALIFORNIA AVE 100
 RENO NV 89509

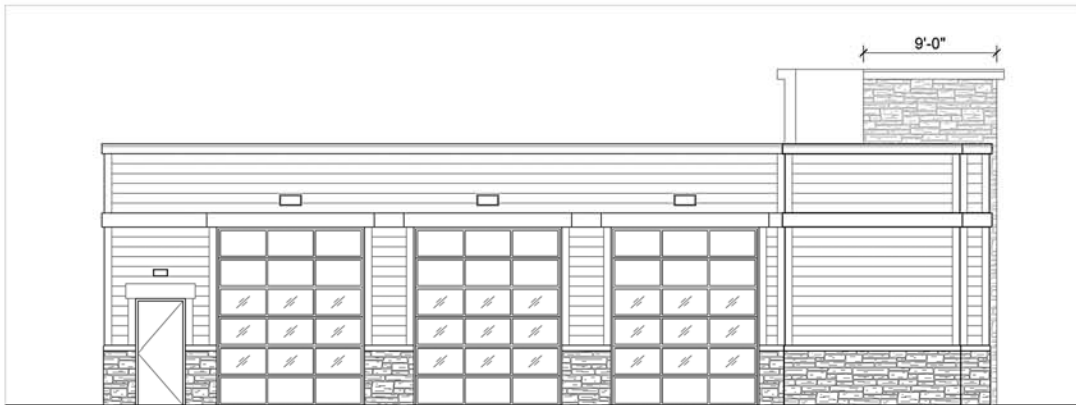
Description:

Situs: BUCK DR
 WASHOE COUNTY

This is a courtesy notice. If you have an impound account through your lender or are not sure if you have an impound account and need more information, please contact your lender directly. Please submit payment for the remaining amount(s) according to the due dates shown. Always include your PIN number with your payment. Please visit our website: www.washoecounty.us/treas

Current Charges									
PIN	Year	Bill Number	Inst	Due Date	Charges	Interest	Pen/Fees	Paid	Balance
55219012	2017	2017180127	1	08/21/2017	337.03	0.00	0.00	337.03	0.00
55219012	2017		2	10/02/2017	337.03	0.00	0.00	337.03	0.00
55219012	2017		3	01/01/2018	337.03	0.00	0.00	337.03	0.00
55219012	2017		4	03/05/2018	337.02	0.00	0.00	337.02	0.00
Current Year Totals					1,348.11	0.00	0.00	1,348.11	0.00

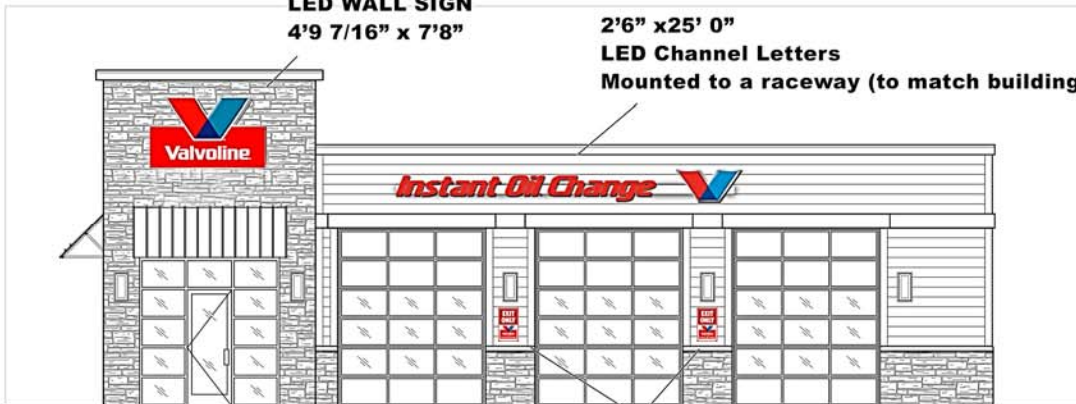
Prior Years								
PIN	Year	Bill Number	Charges	Interest	Pen/Fees	Paid	Balance	
Prior Years Total								



NORTH ELEVATION
ELEVATION AREA = 1111 sf
NO STUCCO

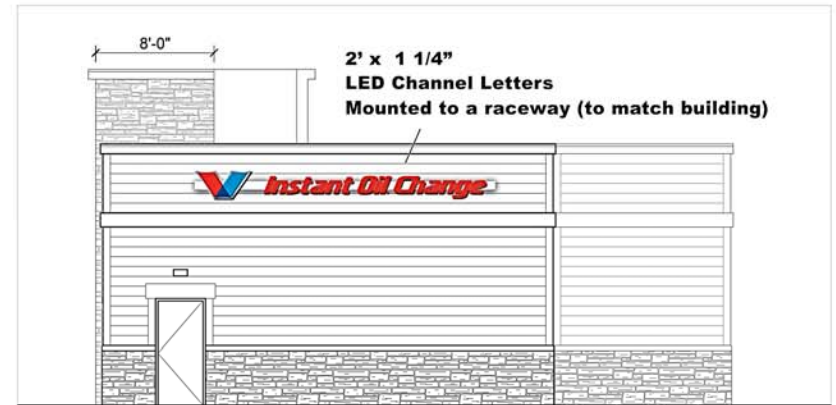
36sf
LED WALL SIGN
4'9 7/16" x 7'8"

2'6" x 25' 0"
LED Channel Letters
Mounted to a raceway (to match building)



SOUTH ELEVATION
ELEVATION AREA = 1134 sf
NO STUCCO

Non-Illum. Exit Only signs
2'2" h x 1'4" w



EAST ELEVATION
ELEVATION AREA = 799 sf
NO STUCCO

2' x 1 1/4"
LED Channel Letters
Mounted to a raceway (to match building)



WEST ELEVATION
ELEVATION AREA = 832 sf
NO STUCCO

45sf
LED WALL SIGN
5'11" x 7'8"

Approved by: _____

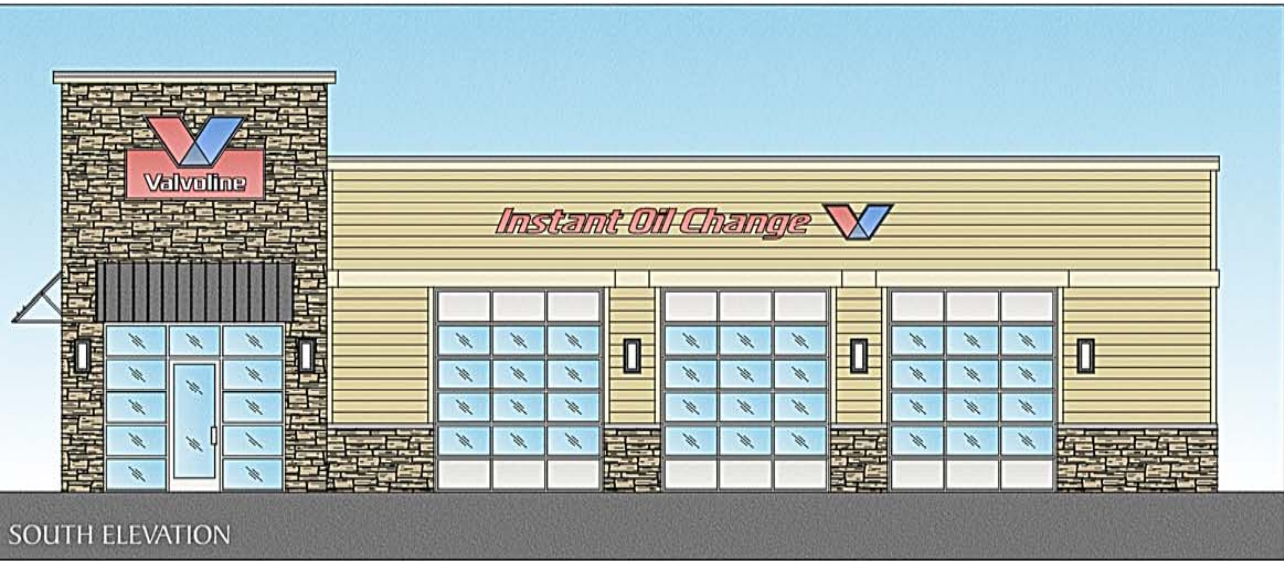
Date: _____



Valvoline.

The final exterior images and sign designs for your project may differ from the above due to the necessity of complying with regulations regarding your specific property as determined by local governmental authorities.

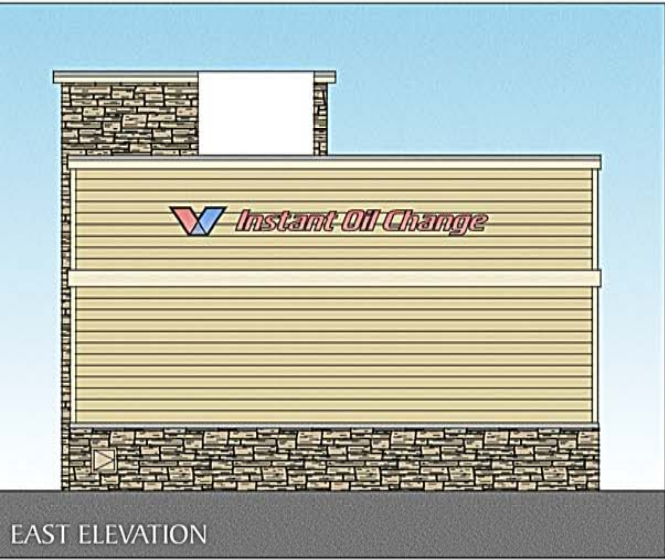
IG0001



SOUTH ELEVATION



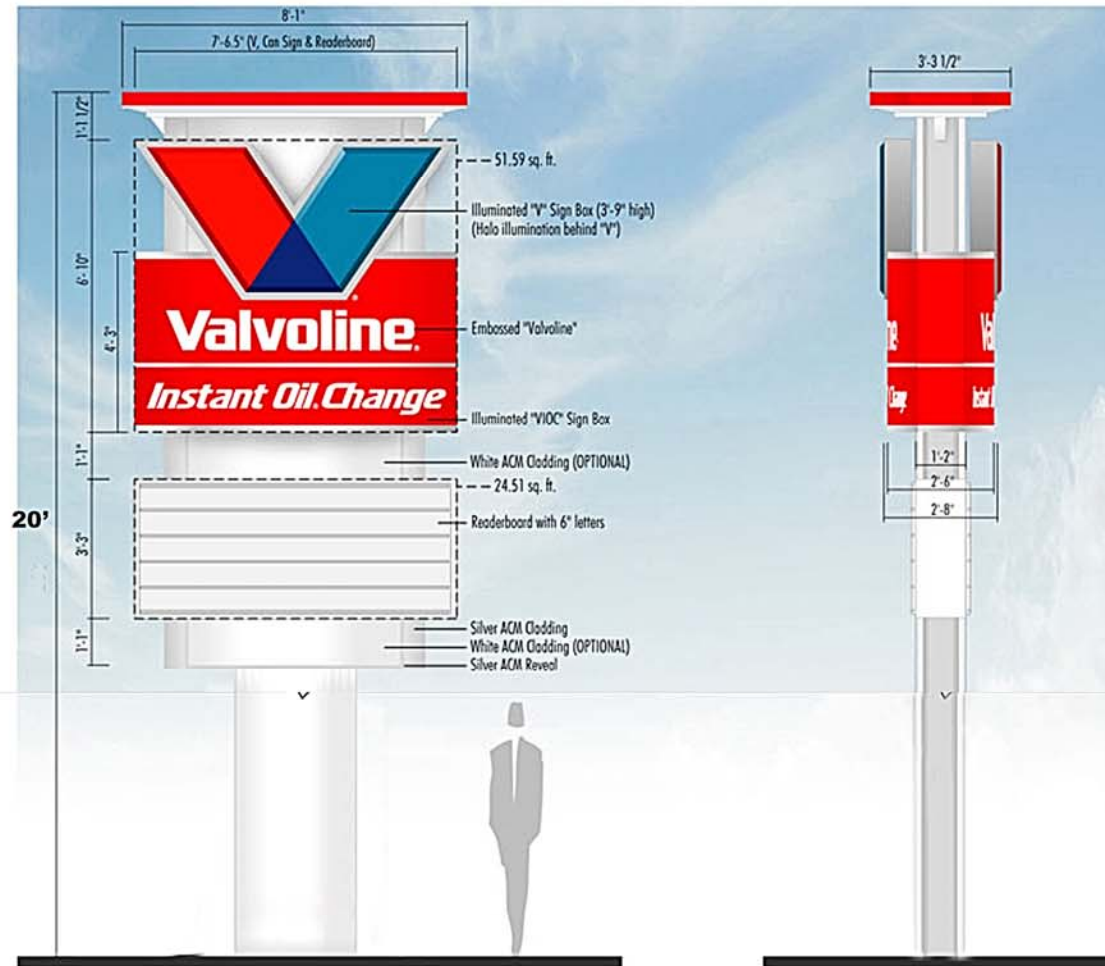
WEST ELEVATION



EAST ELEVATION



NORTH ELEVATION



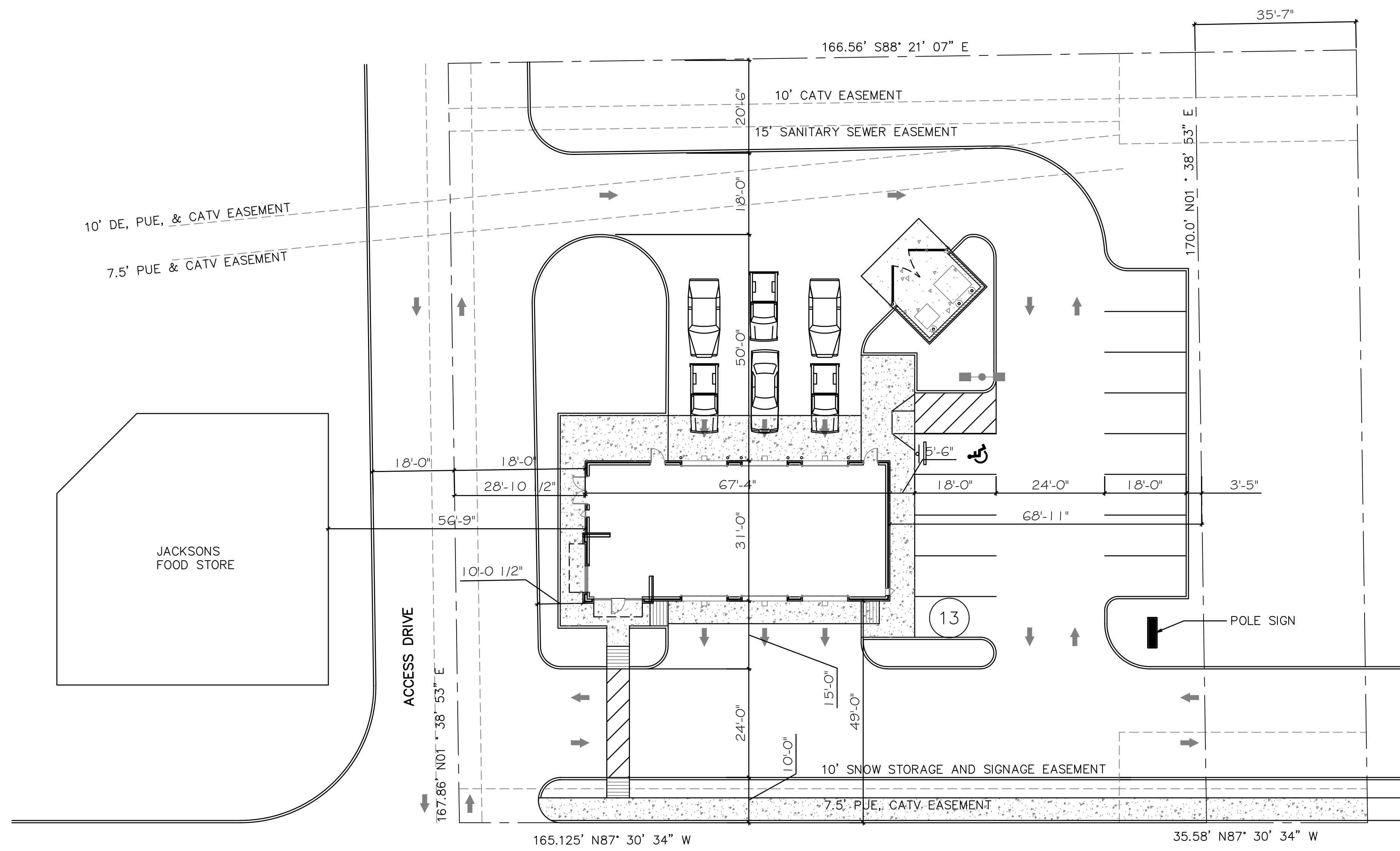
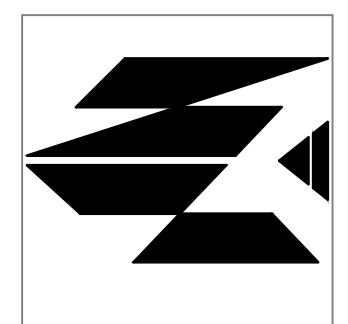
Approved by: _____

Date: _____



The final exterior images and sign designs for your project may differ from the above due to the necessity of complying with regulations regarding your specific property as determined by local governmental authorities.

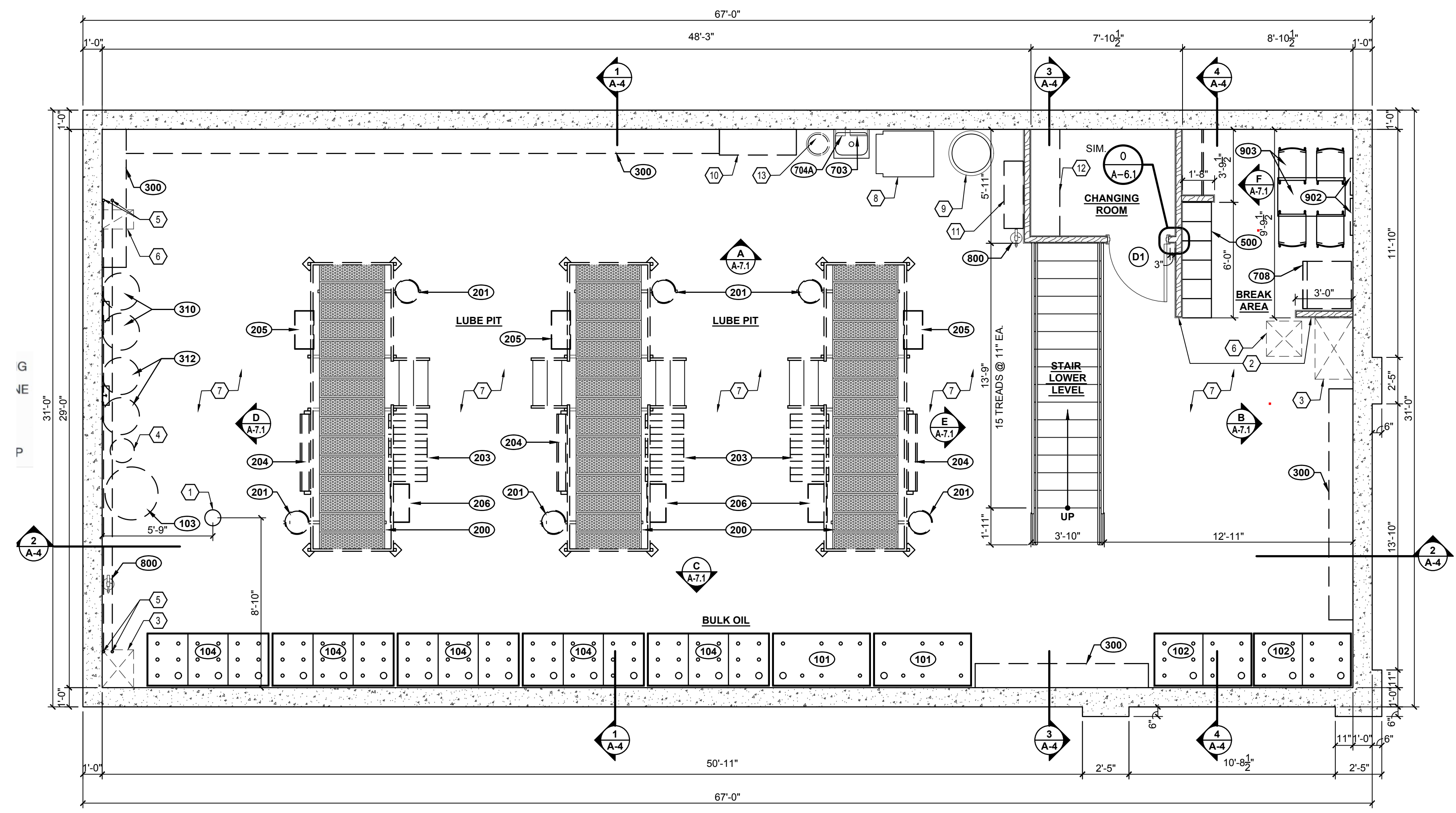
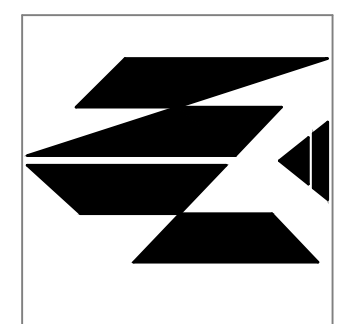
04-152 : 751 Buford dr, Lawrenceville GA



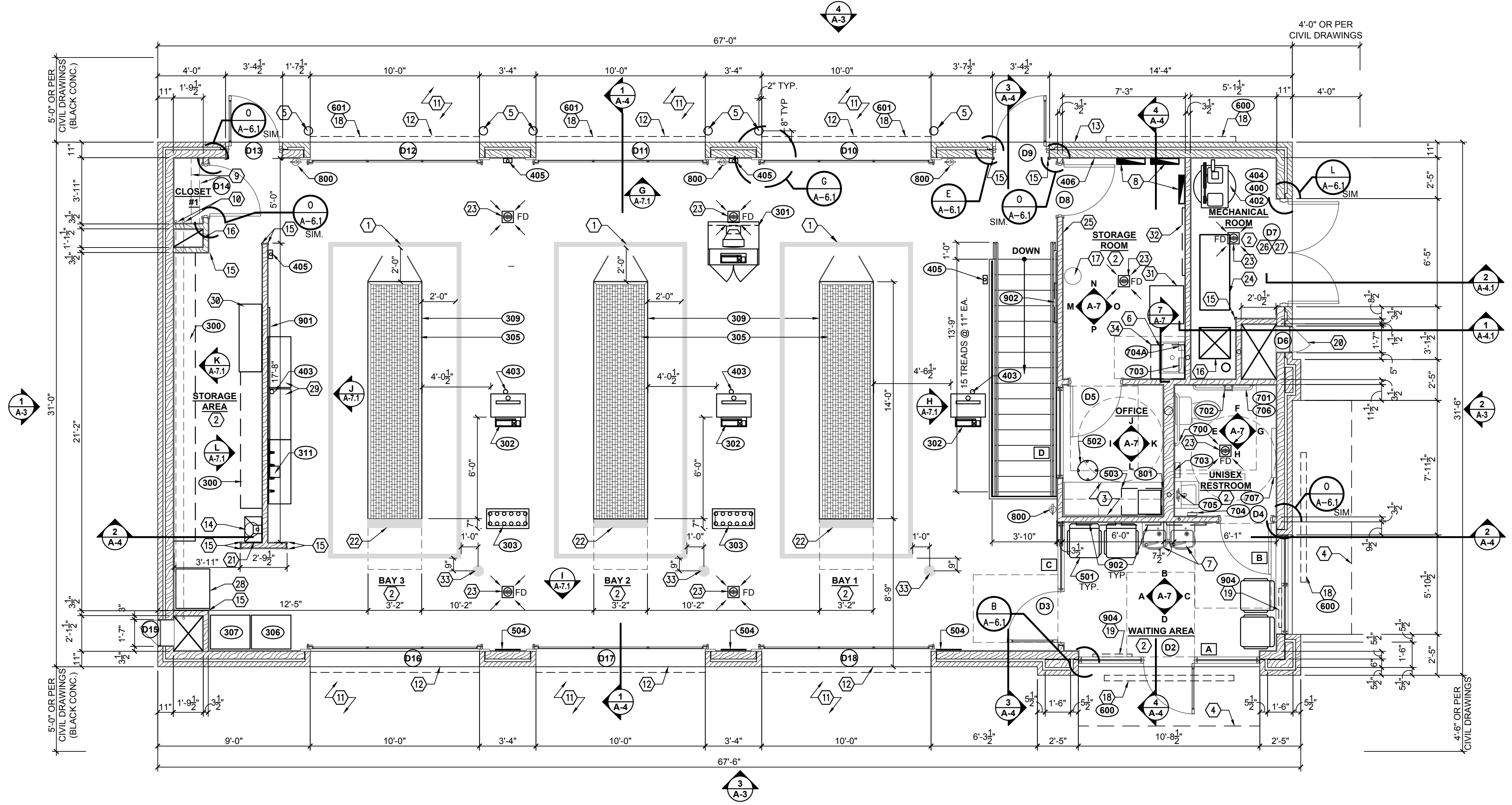
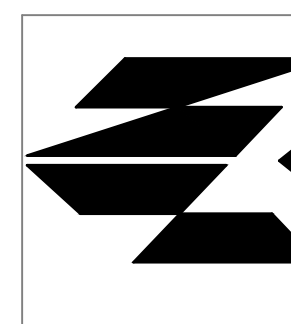
**BUCK DRIVE
CONCEPTUAL SITE PLAN -- DRAFT V6**

SCALE: 1/8" = 1' - 0" .64 AC
 TOTAL SQ. FT. AREA OF ADJUSTED LOT: 27,907
 TOTAL BUILDING SQ. FT. AREA (MAIN FLOOR): 2,097
 TOTAL SQ. FT. AREA OF LANDSCAPING: 6,852 = 25%
 LENGTH OF FRONTAGE ALONG BUCK DR: 165.125'

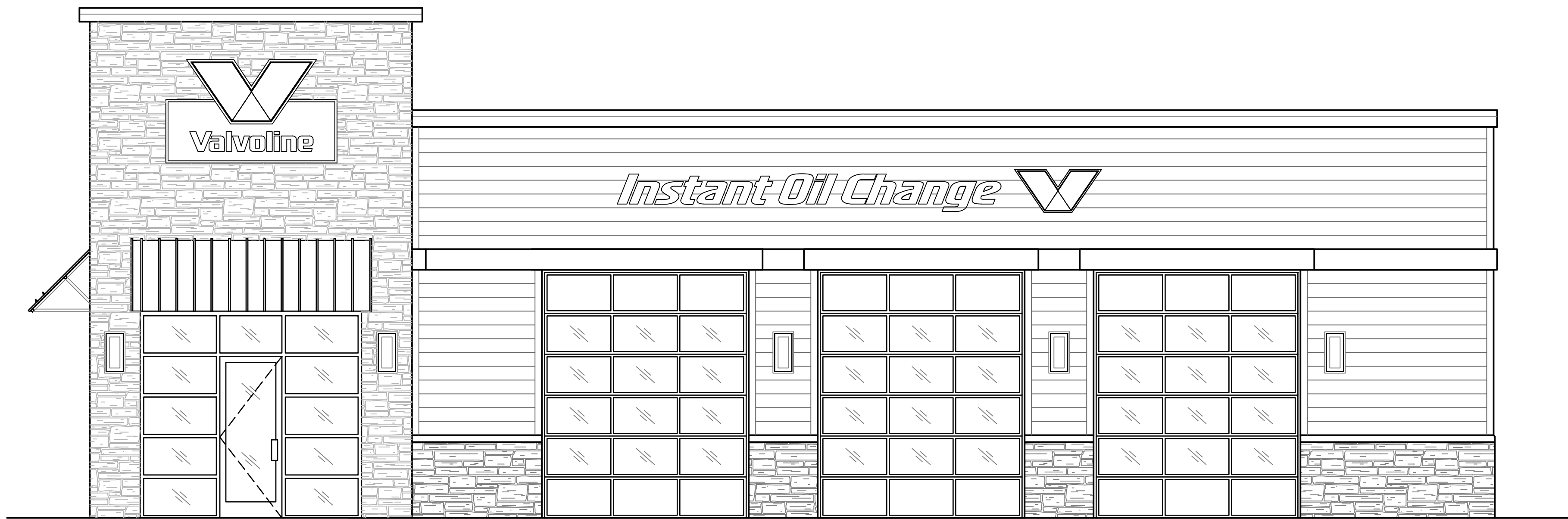
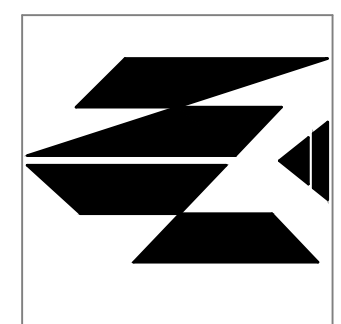




BASEMENT FLOOR PLAN
1/4" - 1'-0"



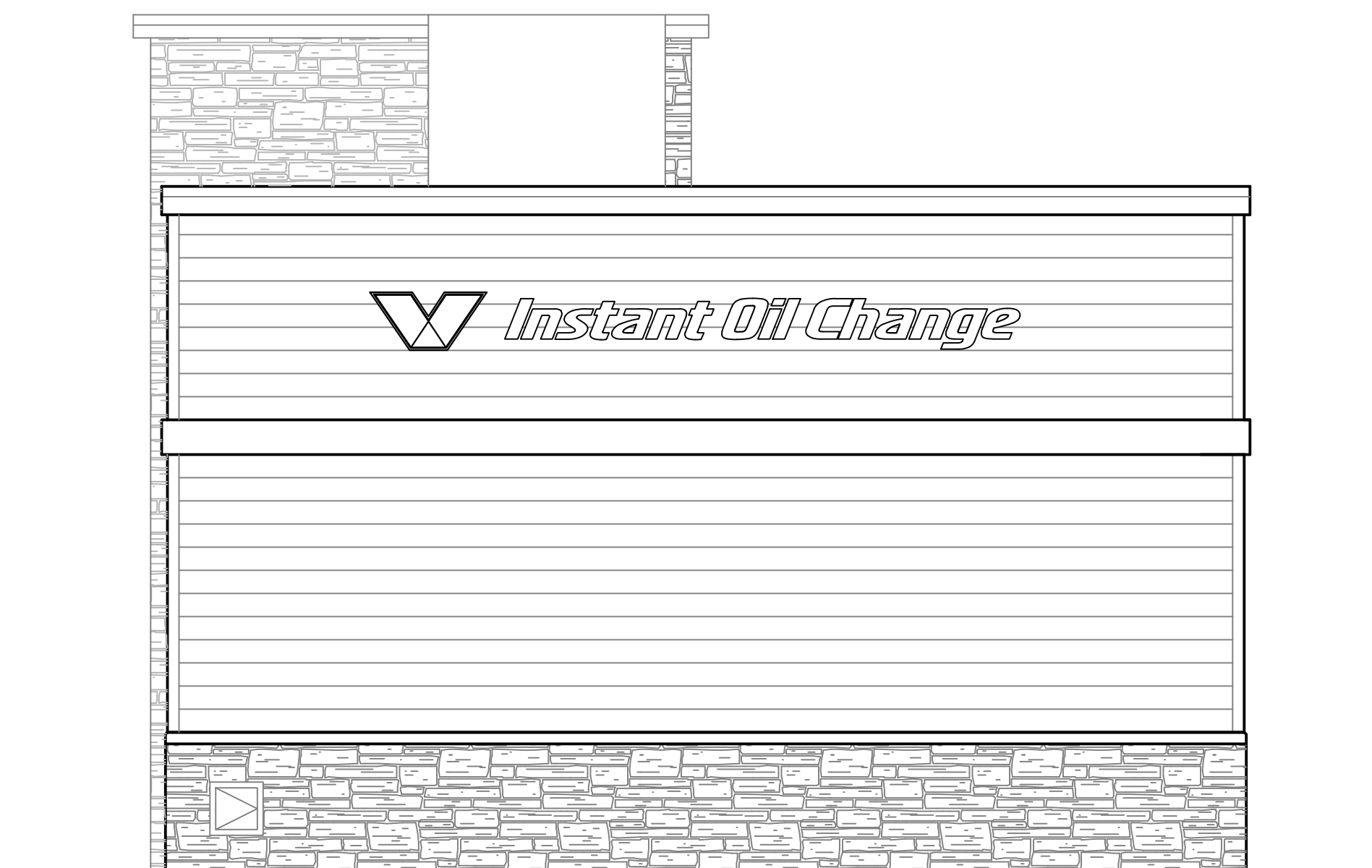
GROUND LEVEL FLOOR PLAN
1/4" = 1'-0"



1 SOUTH
ELEVATION
0 1 2 3 4 8 FT
SCALE: 1/4" = 1'-0"



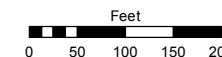
2 WEST
ELEVATION
0 1 2 3 4 8 FT
SCALE: 1/4" = 1'-0"



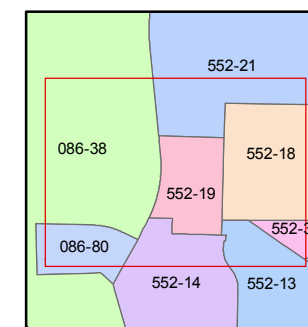
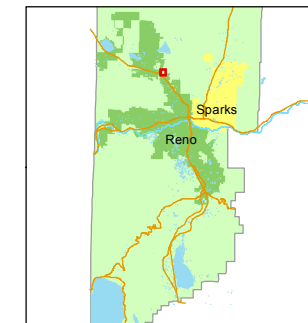
3 EAST
ELEVATION
0 1 2 3 4 8 FT
SCALE: 1/4" = 1'-0"



1 SOUTH
ELEVATION
0 1 2 3 4 8 FT
SCALE: 1/4" = 1'-0"



1 inch = 200 feet



created by: KSB 1/24/2011

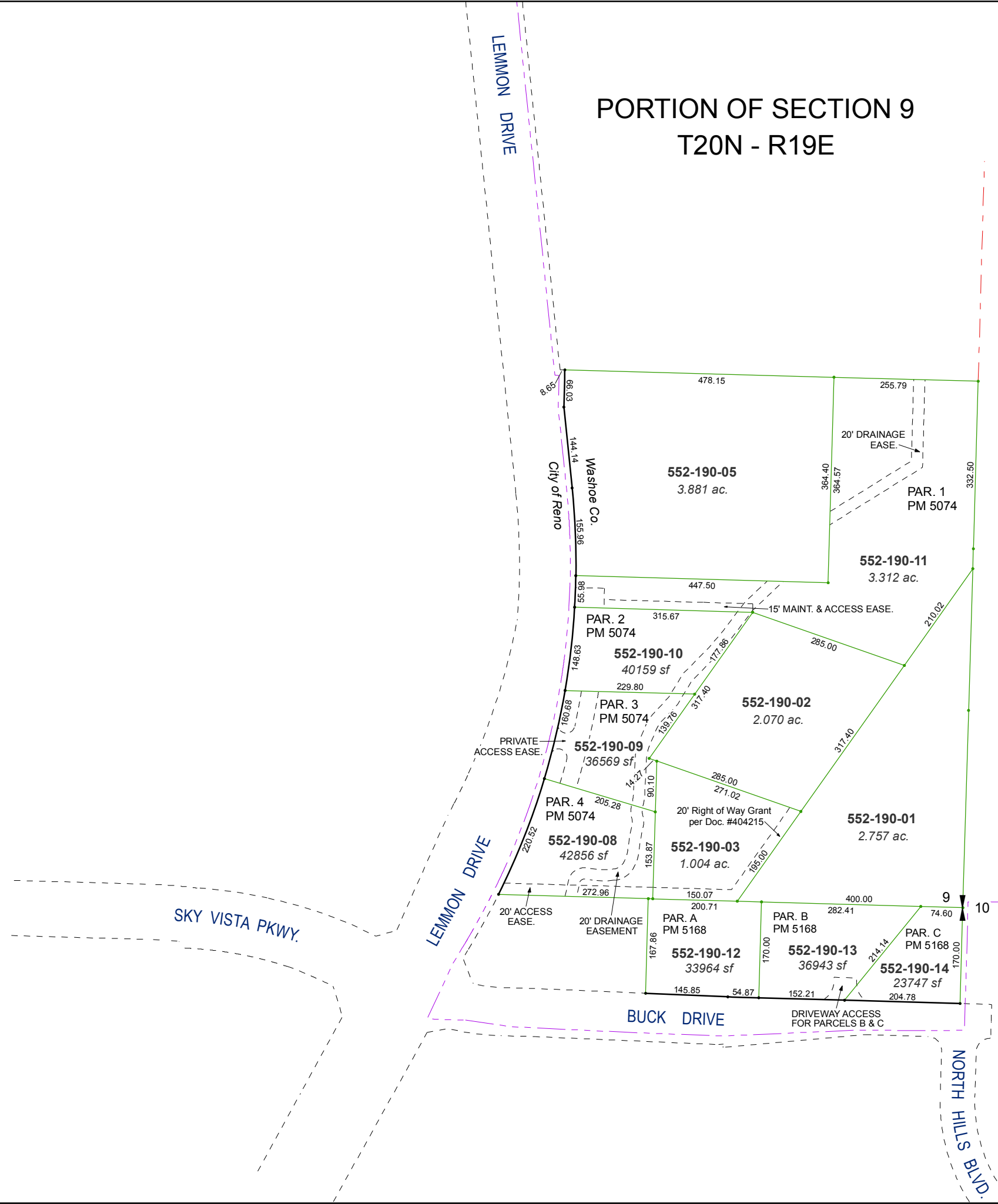
last updated: KSB 9/10/12 KSB 7/02/15

area previously shown on map(s)

088-02

NOTE: This map was prepared for the use of the Washoe County Assessor for assessment and illustrative purposes only. It does not represent a survey of the premises. No liability is assumed as to the sufficiency or accuracy of the data delineated hereon.

**PORTION OF SECTION 9
T20N - R19E**



Washoe Co.
City of Reno



Bradley Carter <bcarter@novasource.net>

Fwd: RE: Traffic Impact report requirement for development at Lemmon & Buck east of Jackson's Cstore

1 message

Ron Witzel <ron@rdwizelconstruction.com>

Mon, Jan 29, 2018 at 12:46 PM

To: John Christensen <jchristoch@gmail.com>, Brad Carter personal <bcarter@novasource.net>

FYI, from Washoe County regarding the traffic study.

----- Forwarded message -----

From: "Lawson, Clara" <CLawson@washoecounty.us>

Date: Jan 29, 2018 12:37 PM

Subject: RE: Traffic Impact report requirement for development at Lemmon & Buck east of Jackson's Cstore

To: "Ron Witzel" <ron@rdwizelconstruction.com>

Cc:

This is a relatively low traffic generator so no other study is required.



Clara Lawson, PE, PTOE, Licensed Engineer

Washoe County | Community Services Dept | Engineering Division 1001 E. Ninth St., Reno NV 89520

clawson@washoecounty.us | o 775-328-3603 | fax 775-328-3699

Connect with us: cMail | Twitter | Facebook | www.washoecounty.us

From: Ron Witzel [mailto:ron@rdwizelconstruction.com]

Sent: Monday, January 29, 2018 10:37 AM

To: Lawson, Clara

Subject: Traffic Impact report requirement for development at Lemmon & Buck east of Jackson's Cstore

Hi Clara, I have tried to call the number that I have for you at 775-328-3603 and have received a constant busy signal. I represent a client whom is developing a Valvoline Oil change facility just east of the Jackson's C-Store at 300 Lemmon Drive. We are in the process of submitting items for an administrative use permit with the county. One of those items in question is the need/requirement for a Traffic Impact Report for this project. The building is approximately 1800 s.f. On a daily basis may have 30-40 customers. Will there be a report required and if so what will be required? Thanks for your time.

Ronald D. Witzel

2039 Bear Ridge Cove

Draper, Utah 84020

Cell: 801-860-9644



image001.png
15K