



Parcel Map Review Committee Staff Report

Meeting Date: February 12, 2014

Subject: Parcel Map Case Number PM15-001
Applicant: **Stephen T. Glenn and Michael E. Killian**
Agenda Item No. 6A
Project Summary: To divide one parcel totaling approximately ± 2.17 acres into three parcels.
Recommendation: Approval with Conditions
Prepared by: Sandra Monsalve, AICP, Senior Planner
Washoe County Department of Community Development
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Project Description:

Parcel Map Case Number PM15-001 (Glenn and Killian, Buck Drive) – To divide one parcel totaling approximately ± 2.17 acres into three parcels of $\pm 33,964$ square feet (Parcel 1), $\pm 36,943$ square feet (Parcel 2), $\pm 23,747$ square feet (Parcel 3).

- Property Owner: Stephen T. Glenn
Michael E. Killian
316 California Ave. #1150
Reno, NV 89509
- Applicant: Stephen T. Glenn
Michael E. Killian
316 California Ave. #1150
Reno, NV 89509
- Consultant: Tri State Surveying
Attn: David C. Crook, PLS
1925 E. Prater Way
Sparks, NV 89434
- Location: 0 Buck Drive, located on Buck Drive between Lemmon Drive and North Hills Blvd.
- Assessor's Parcel Number: 552-142-05
- Parcel Size: ± 2.17 acres
- Regulatory Zones: General Commercial (GC)
- Master Plan Land Uses: General Commercial (GC)/Reno Stead Corridor Joint Plan.
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 5– Commissioner Herman
- Section/Township/Range: Within Section 9, T20N, R19E, MDM
Washoe County, NV

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Exhibits Contents

Conditions of Approval Exhibit A

Parcel Map

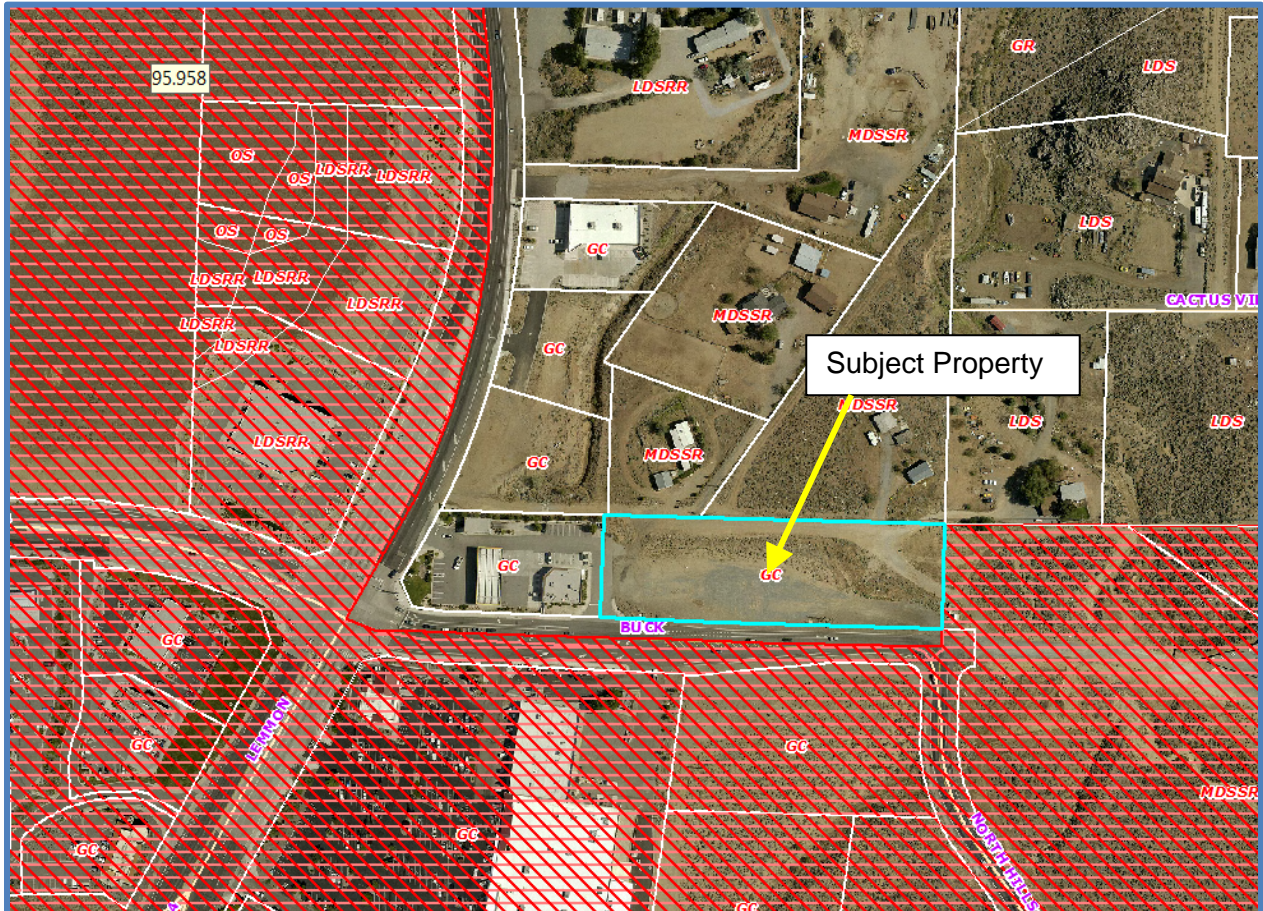
The purpose of a parcel map is to allow for the creation of subdivisions, merger and re-subdivision of existing lots, and common-interest communities consisting of four or fewer parcels pursuant to Washoe County Development Code, Article 606. A Tentative Parcel Map must be submitted to the Planning and Development Division for the purpose of review prior to or concurrent with the final parcel map. Every Tentative Parcel Map must be prepared by a professional land surveyor. The parcel map process exists to establish reasonable standards of design and procedures for subdividing in order to further the orderly layout and use of land and insure proper legal descriptions and monumenting of subdivided land. Additionally, the process helps to safeguard the public health, safety and general welfare by establishing minimum standards of design and development for any land division platted in the unincorporated area of Washoe County. If the Washoe County Parcel Map Review Committee grants an approval of the Tentative Parcel Map, that approval is subject to Conditions of Approval. Conditions of Approval are requirements that may need to be completed during different stages of the proposed project. Those stages are typically:

- Prior to recordation of a final map
- Prior to obtaining a final inspection and/or a certificate of occupancy on a structure
- Prior to the issuance of a business license or other permits/licenses
- Some Conditions of Approval are referred to as "Operational Conditions". These conditions must be continually complied with for the life of the project.

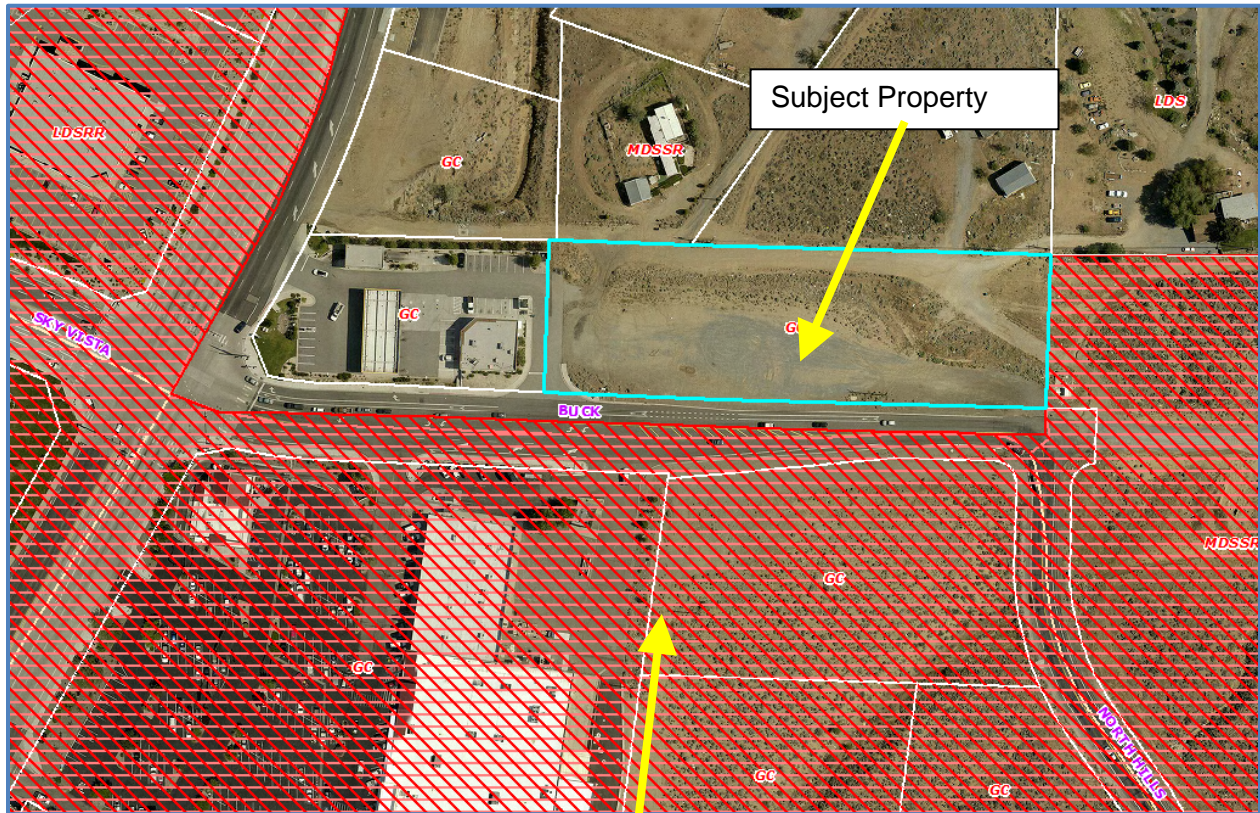
The Conditions of Approval for Tentative Parcel Map Case Number PM15-001 is attached to this staff report and will be included with the Action Order.

Within 22 months from the date of approval of the Tentative Parcel Map, the applicant must file a final parcel map along with any required supporting materials with the Planning and Development Division and the County Engineer showing that all conditions imposed by the Washoe County Parcel Map Review Committee have been met. Approval or conditional approval of a Tentative Parcel Map imposes no obligation on the part of the Director of Planning and Development or the Board of County Commissioners to approve the final parcel map or to accept any public dedication shown on the tentative or final parcel map. Failure to submit a complete final parcel map and pay the required fees within the two year time period shall cease any further action on the map and shall render the Tentative Parcel Map as expired.

Vicinity Map



Subject Parcel



City of Reno jurisdiction (red hashed lines)

Analysis

The applicant is proposing to divide the subject parcel, totaling approximately ± 2.17 acres into three parcels of $\pm 33,964$ square feet (Parcel 1), $\pm 36,943$ square feet (Parcel 2), $\pm 23,747$ square feet (Parcel 3). The subject property is currently undeveloped. The applicant indicates the proposed parcels will be serviced by community water and sewer.

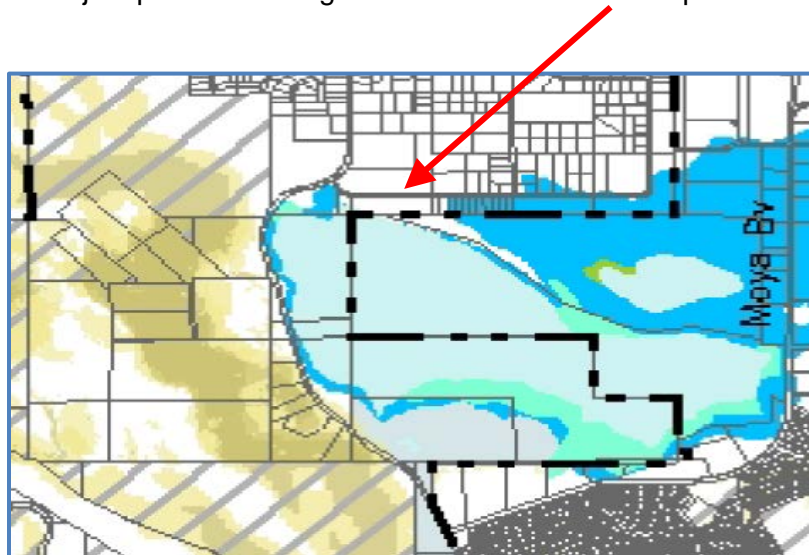
The subject property is located within the Reno-Stead Joint Corridor Plan, a part of the North Valley's Planning Area. The City of Reno jurisdictional boundaries abut the subject parcel to the east, south and west (see graphic on previous page).

Tentative Parcel Map Evaluation

Land Use Designation:	General Commercial (GC)
Maximum Lot Potential:	9.48 = 9-Lots maximum potential.
Number of Lots on Parcel Map:	3
Minimum Lot Size Required:	10,000 square feet
Minimum Lot Size on Parcel Map:	$\pm 23,747$ square feet
Minimum Lot Width Required:	75 feet
Minimum Lot Width on Parcel Map:	± 74.6

Development Code: The tentative parcel map meets all minimum requirements for the General Commercial (GC) regulatory zone.

Development Suitability Constraints: The North Valleys Area Plan, Development Suitability Map, identifies the subject parcel as being "Most Suitable" for Development.



Hydrographic Basin: The subject parcel is within the East Lemmon Valley Hydrographic Basin.

Truckee Meadows Services Area: The subject parcel is within the Truckee Meadows Services Area (TMSA)

Reviewing Agencies

The following agencies received a copy of the project application for review and evaluation.

- Washoe County Engineering and Capital Projects – Land Development
- Washoe County Engineering and Capital Projects – Roads
- Engineering and Capital Projects – Surveyor
- Engineering and Capital Projects – Water Rights
- Washoe County Community Services Department – Utility Services – Water/Sewer
- Washoe County District Health Department, Environmental Health Division
- Truckee Meadows/Sierra Fire Protection Districts
- City of Reno, Community Development

A **summary** of each agency's comments and/or recommended Conditions of Approval and their contact information is provided. The Conditions of Approval document is attached to this staff report and will be included with the Action Order.

- Washoe County Planning and Development requires that the final map be in substantial compliance with all plans and documents submitted with the tentative parcel map.

Contact: Sandra Monsalve, 328-3608 smonsalve@washoecounty.us

- Washoe County Engineering and Capital Projects addressed access, easements, and compliance with the technical check for this map.

Contact: Kimble Corbridge, 328-2041 kcorbridge@washoecounty.us

Contact: Mike Gump, 325-8033 mgump@washoecounty.us

- Washoe County Utilities Division provided comments/conditions related to sanitary sewer and water rights.

Contact: Timothy Simpson, 954-4600 tsimpson@washoecounty.us

- Truckee Meadows/Sierra Fire Protection District (TMFPD) indicated that all development shall meet the requirements of Washoe County Code 60.

Contact: Amy Ray, 326-6005 aray@tmfpd.us

Recommendation

Those agencies which reviewed the application, recommended conditions in support of approval of the tentative parcel map. Therefore, after a thorough analysis and review, Parcel Map Case Number PM15-001 is being recommended for approval with conditions. Staff offers the following motion for the Parcel Map Review Committee's consideration.

Motion

I move that, after considering the information contained within the staff report and the information received during the public meeting, that the Washoe County Parcel Map Review Committee approves Parcel Map Case Number PM15-001 for Stephen T. Glenn and Michael E.

Killian, which has determined that the following criteria is or will be adequately provided for pursuant to Washoe County Development Code, Section 110.606.30(i):

- 1) General improvement considerations for all parcel maps including, but not limited to:
 - i. Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;
 - ii. The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision;
 - iii. The availability and accessibility of utilities;
 - iv. The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
 - v. Conformity with the zoning ordinances and master plan;
 - vi. General conformity with the governing body's master plan of streets and highways;
 - vii. The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
 - viii. Physical characteristics of the land such as floodplain, slope and soil;
 - ix. The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
 - x. The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands;
 - xi. Community antenna television (CATV) conduit and pull wire; and
 - xii. Recreation and trail easements.

- 2) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Section 110.606.30(d) and which are in addition to the criteria listed above. (N/A for this parcel map)

Appeal Process

For 30 days following the notification of decision, the decision of the Parcel Map Review Committee may be appealed to the Board of County Commissioners.

xc:

Applicant/Property Owner: Stephen T. Glenn and Michael E. Killian
316 California Ave. #1150
Reno, NV 89509

Consultant: Tri State Surveying,
Attn: David C. Crook, PLS
1925 E. Prater Way
Sparks, NV 89434



Conditions of Approval

Parcel Map Case Number PM15-001

The Tentative Parcel Map approved under Parcel Map Case Number PM15-001 shall be carried out in accordance with the Conditions of Approval granted by the Washoe County Parcel Map Review Committee on February 12, 2015. Conditions of Approval are requirements placed on a permit or development by each reviewing agency. These Conditions of Approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act.

Unless otherwise specified, all conditions related to the approval of this Tentative Parcel Map shall be met or financial assurance must be provided to satisfy the Conditions of Approval prior to the recordation of a final parcel map. The agency responsible for determining compliance with a specific condition shall determine whether the condition must be fully completed or whether the applicant shall be offered the option of providing financial assurance. All agreements, easements, or other documentation required by these conditions shall have a copy filed with the County Engineer and the Planning and Development Division.

Compliance with the Conditions of Approval related to this Tentative Parcel Map is the responsibility of the applicant, his/her successor in interest, and all owners, assignees, and occupants of the property and their successors in interest. Failure to comply with any of the conditions imposed in the approval of the tentative parcel map may result in the institution of revocation procedures.

Washoe County reserves the right to review and revise the Conditions of Approval related to this Tentative Parcel Map should it be determined that a subsequent license or permit issued by Washoe County violates the intent of this approval.

For the purpose of conditions imposed by Washoe County, “may” is permissive and “shall” or “must” is mandatory.

Conditions of Approval are usually complied with at different stages of the proposed project. Those stages are typically:

- Prior to recordation of a final map
- Prior to obtaining a final inspection and/or a certificate of occupancy
- Prior to the issuance of a business license or other permits/licenses
- Some “Conditions of Approval” are referred to as “Operational Conditions”. These conditions must be continually complied with for the life of the project.

The Washoe County Commission oversees many of the reviewing agencies/departments with the exception of the following agencies:

- **The DISTRICT BOARD OF HEALTH, through the Washoe County Health District, has jurisdiction over all public health matters in the Health District. Any conditions set by the District Health Department must be appealed to the District Board of Health.**
- **The RENO-TAHOE AIRPORT AUTHORITY is directed and governed by its own Board. Therefore, any conditions set by the Reno-Tahoe Airport Authority must be appealed to their Board of Trustees.**
- **The REGIONAL TRANSPORTATION COMMISSION (RTC) is directed and governed by its own board. Therefore, any conditions set by the Regional Transportation Commission must be appealed to that Board.**
- **The NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) is directed and governed by its own board. Therefore, any conditions set by the Nevada Department of Transportation must be appealed to that Board.**

FOLLOWING ARE CONDITIONS OF APPROVAL REQUIRED BY THE REVIEWING AGENCIES. EACH CONDITION MUST BE MET TO THE SATISFACTION OF THE ISSUING AGENCY.

Washoe County Planning and Development

1. The following conditions are requirements of the Planning and Development Division, which shall be responsible for determining compliance with these conditions.

Contact: Sandra Monsalve, 775.328.3608, smonsalve@washoecounty.us

- a. The final map shall be in substantial compliance with all plans and documents submitted as part of this tentative parcel map application, and with any amendments imposed by the Parcel Map Review Committee. All documentation necessary to satisfy the conditions noted below shall accompany the final map when submitted to the County Engineer and the Planning and Development Division.
- b. The applicant shall comply with all the conditions of approval and shall submit a final map for signature by the Director of the Planning and Development Division within 22 months from the date of approval by the Parcel Map Review Committee. Each agency responsible for imposing conditions may determine whether its conditions must be fully completed or whether the applicant shall be offered the option of providing financial assurances as a means of assuring compliance.

- c. The final map shall contain the following jurat:

DIRECTOR OF PLANNING AND DEVELOPMENT CERTIFICATE

THE FINAL PARCEL MAP CASE NO. PM15-001 MEETS ALL APPLICABLE STATUTES, ORDINANCES AND CODE PROVISIONS; IS IN SUBSTANTIAL CONFORMANCE WITH THE TENTATIVE MAP AND ITS CONDITIONS, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE, AND THOSE CONDITIONS HAVE BEEN SATISFIED FOR RECORDATION OF THIS MAP. THE OFFER(S) OF DEDICATION IS (ARE) REJECTED AT THIS TIME, BUT WILL REMAIN OPEN IN ACCORDANCE WITH NEVADA REVISED STATUTES CHAPTER 278.

THIS FINAL MAP IS APPROVED AND ACCEPTED THIS _____ DAY OF _____, 20_____, BY THE DIRECTOR OF PLANNING AND DEVELOPMENT OF WASHOE COUNTY, NEVADA, IN ACCORDANCE WITH NEVADA REVISED STATUTES 278.471 THROUGH 278.4725.

WILLIAM H. WHITNEY, DIRECTOR,
WASHOE COUNTY PLANNING AND DEVELOPMENT DIVISION

- d. Any regulations, procedures, and conditions adopted by the Washoe County District Health Department must be met prior to recordation of a final map.
- e. Any regulations, procedures and conditions adopted by the Truckee Meadows Fire Protection District must be met prior to recordation of a final map.
- f. The applicant has indicated that the proposed improvements will not exceed the major grading thresholds that require a special use permit. If the final construction drawings for the map include grading that exceeds the *Major Grading Permit Thresholds* listed in Article 438 Grading Standards, the applicant shall apply for a special use permit for grading; and if approved, may be delayed up to three months processing time. In addition, all related standards within the Washoe County Development Code shall be met on the construction drawings. Compliance shall be determined by the Planning and Development Division.
- g. The approval for this tentative parcel map does not include improvements for driveways to building pads. Grading for access to building pads, if they exceed the criteria stated in the previous condition, shall require a special use permit. Compliance shall be determined by the Planning and Development Division.

Washoe County Engineering and Capital Projects Division – Land Development

2. The following conditions are requirements of the Engineering Division, which shall be responsible for determining compliance with these conditions.

Contact: Mike Gump, PLS, 775.325.8033, mgump@washoecounty.us

- a. Add a graphic border around the proposed division.
- b. Add a Water Rights Dedication Certificate, TMWA signature?
- c. Add the granting of the 10 foot snow storage and signage easement to the Owner's Certificate and map along Buck Drive.
- d. Street improvements of concrete curb, gutter and sidewalk are a condition of this map. Prior to final approval and recordation provide construction drawings, including curb, gutter, sidewalk, street cross-sections, drainage patterns and other improvements. All improvements shall be constructed to Washoe County standards. The plans shall include sufficient drainage improvements to provide for runoff. Upon approval of the aforementioned construction drawings, a bond or letter of credit for 140% of the estimated cost must be submitted to Washoe County to insure the completion of the proposed plans. The applicant must also complete a Parcel Map Improvement Agreement (Subdivision Improvement Agreement) with Washoe County prior to final approval and recordation of the map.
- e. Comply with the conditions of the Washoe County technical check for this map.
- f. Grant easements for snow storage and signage.
- g. Driveway access to Parcel A shall be off the existing roadway easement (no access off Buck Drive). Driveway access to Parcels B and C shall be joint access off Buck Drive (indicate on parcel map) in accordance with RTC Regional Transportation Plan date November 21, 2008.
- h. Identify documentation of access to adjacent parcels.

Washoe County Community Services Department – Utility Services

3. The following conditions are requirements of the Community Services Department (CSD) – Utility Services, which shall be responsible for determining compliance with these conditions.

Contact: Timothy Simpson, 775.954.4600, tsimpson@washoecounty.us

- a. A 20-foot wide public sanitary sewer, maintenance, and access easement shall be granted to Washoe County along the north boundary line of parcels 1, 2 and 3.
- b. No permanent structures (including retaining or rockery walls, buildings, etc.) shall be allowed within or upon any County maintained utility easement.
- c. Easements and real property for all sanitary sewer collection systems and appurtenances shall be offered for dedication to Washoe County prior to approval of parcel map.

- d. Applicant shall provide a "Will Serve Commitment" letter from the water provider prior to issuing any building permits.
- e. All fees shall be paid in accordance with Washoe County Ordinance prior to the release of a building permit.

Truckee Meadows Fire Protection District

- 4. The following conditions are requirements of the Truckee Meadows Fire Protection District (TMFPD), which shall be responsible for determining compliance with these conditions.

Contact: Amy Ray, 775.328.2430, aray@tmfpd.us

- a. This parcel map is located within the moderate zone of the Wildland Urban Interface (WUI). All roadways, turn-arounds, access to homes, signage, etc...shall be in compliance with Washoe County Code 60 and the WUI.
- b. Plans and/or permits for the residence shall be obtained and approved prior to construction in accordance with Washoe County Code 60.

*** End of Conditions ***