



Parcel Map Review Committee Staff Report

Meeting Date: July 10, 2014

Agenda Item: 6A

Subject: Parcel Map Case Number PM14-003
Applicant(s): Eagle Peak, Inc., Mark Liebsch
Project Summary: To divide a ±1.66 acre parcel into three parcels
Recommendation: Approval with Conditions
Prepared by: Trevor Lloyd - Senior Planner
Washoe County Community Services Department
Planning and Development Division
Phone: 775.328.3620
E-Mail: tlloyd@washoecounty.us

Description

Tentative Parcel Map Case Number PM14-003 (Eagle Peak, Inc.) – To divide one ±1.66 acre parcel into three parcels consisting of ±35,320 square feet (Parcel 1); ±25,081 square feet (Parcel 2); and ±11,822 square feet (Parcel 3).

- Applicant/Property Owner: Eagle Peak, Inc. – Mark Liebsch
- Consultant: Cornerstone Surveying – Jon Loder
- Project Location: Southwest Corner of Pyramid Hwy and Eagle Canyon Drive within the Spanish Springs Area Plan

- Assessor's Parcel Number: 532-132-01
- Parcel Size: ±1.66 Acres
- Master Plan Category: Commercial (C)
- Regulatory Zone: General Commercial (GC)
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 4 – Commissioner Hartung
- Section/Township/Range: Section 35, T21N, R20E
Washoe County, NV

Staff Report Contents

Parcel Map..... 3
Vicinity Map..... 4
Site Plan..... 5
Tentative Parcel Map Evaluation 6
Spanish Springs Area Plan Modifiers 6
Development Information..... 6
Reviewing Agencies..... 6
Recommendation..... 8
Review Criteria..... 8
Appeal Process..... 9

Exhibits Contents

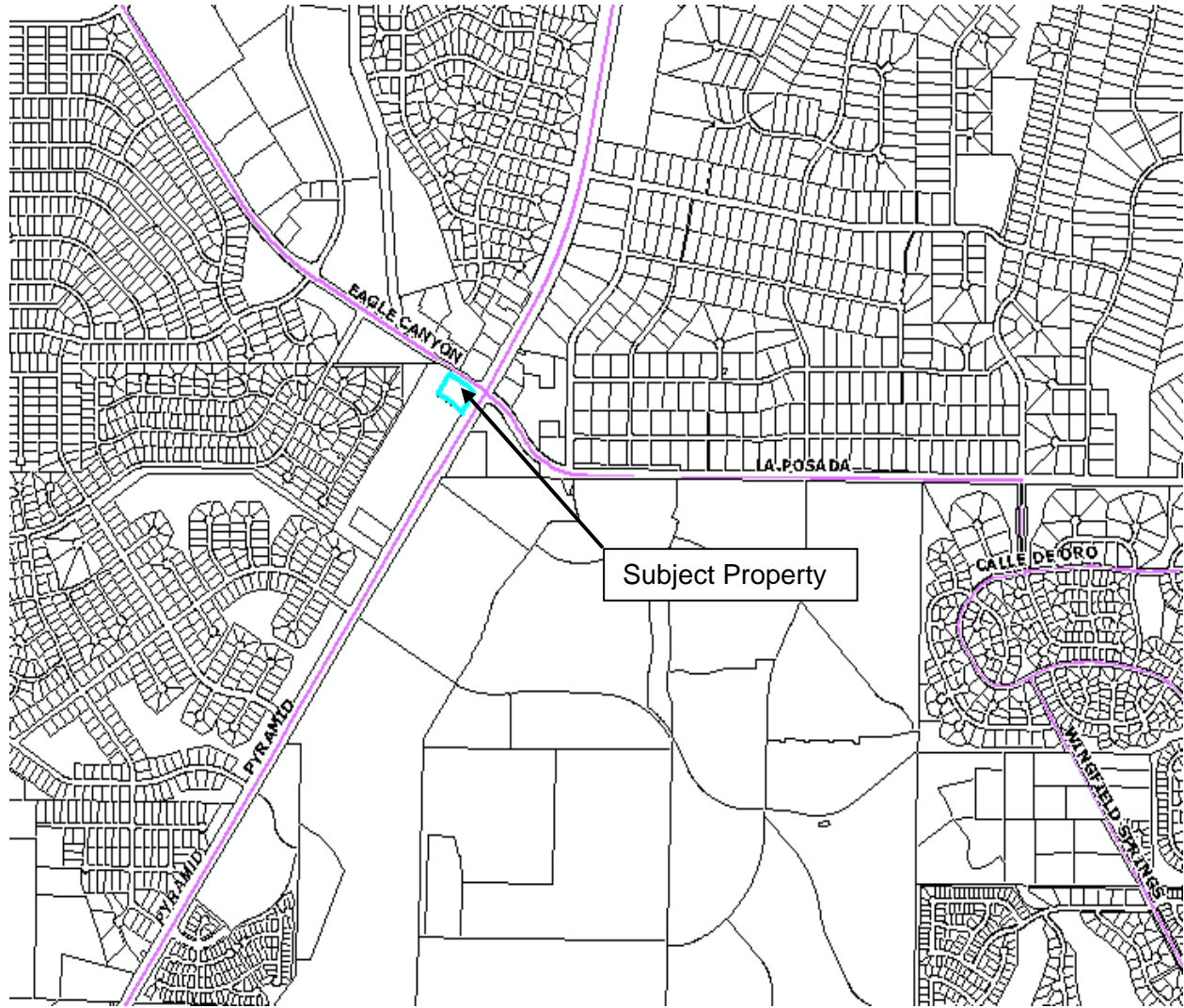
Conditions of Approval..... Exhibit A
Engineering and Capital Projects – Engineering Email Exhibit B

Parcel Map

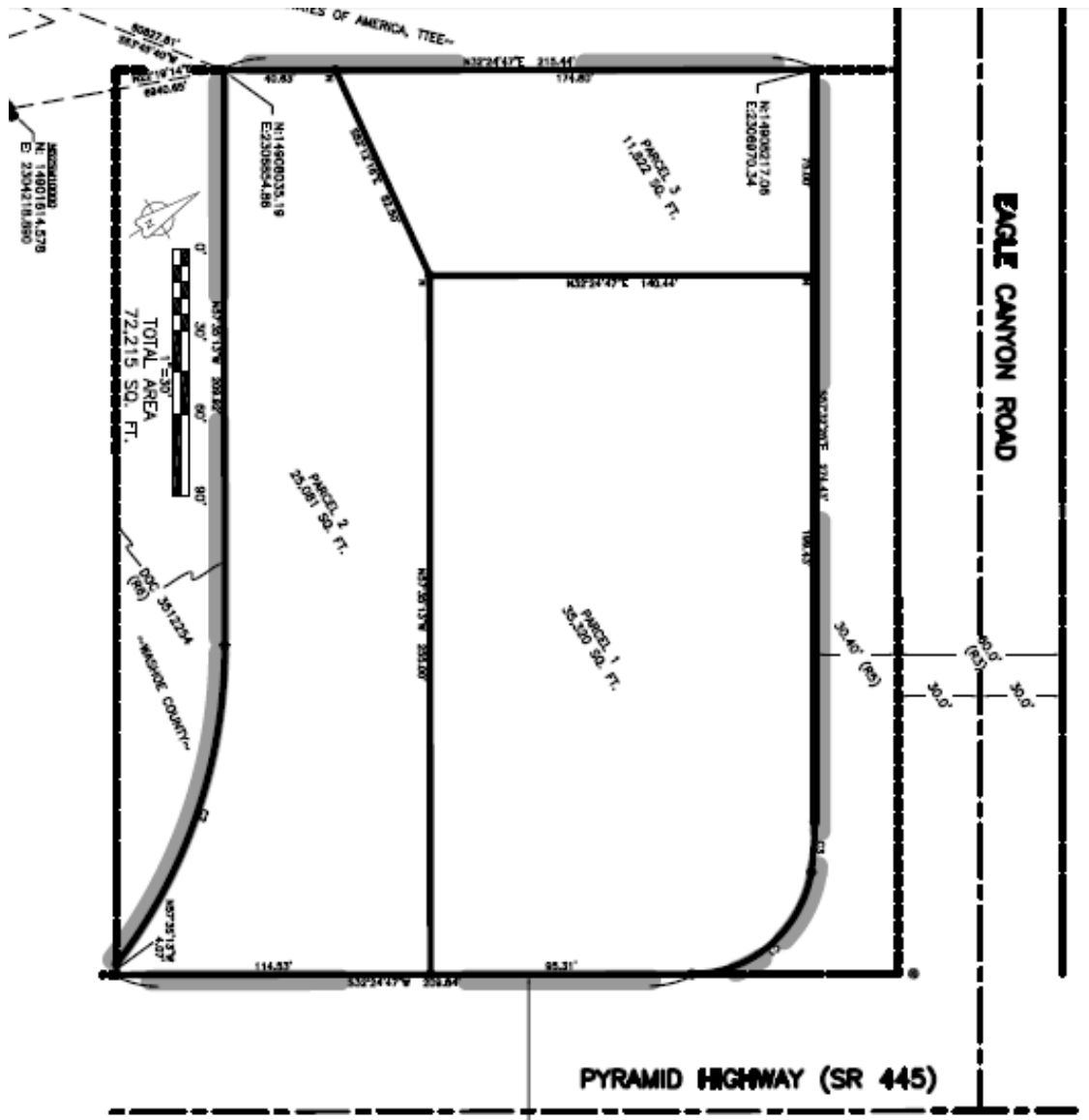
The purpose of a parcel map is to allow for the creation of subdivisions, merger and re-subdivision of existing lots, and common-interest communities consisting of four or fewer parcels pursuant to Article 606, *Parcel Maps*, of the Washoe County Development Code. A tentative parcel map must be submitted 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.
- 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 & Development Division 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.

The Conditions of Approval for Tentative Parcel Map Case No. PM14-003 is attached to this staff report and will be included with the Action Order.



Vicinity Map



Site Plan

Tentative Parcel Map Evaluation

Master Plan Land Use Designation: Commercial (C)

Regulatory Zone Designation: General Commercial (GC)

Maximum Lot Potential: 7 Lots

Number of Lots on Parcel Map: 3 Lots

Minimum Lot Size Required: 10,000 square feet

Minimum Lot Size on Parcel Map: 11,822 square feet

Minimum Lot Width Required: 75 feet

Minimum Lot Width on Parcel Map: 75 feet

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

Development Suitability Constraints: The Spanish Springs Area Plan Development Suitability Map, a part of the Spanish Springs Area Plan, identifies the subject parcel as 1% FEMA Floodplain Hazard.

Hydrographic Basin: The subject parcel is within the Spanish Springs Hydrographic Basin.

The subject parcel is inside the Truckee Meadows Service Area (TMSA).

Spanish Springs Area Plan Modifiers

Section 110.216.05 Pyramid Lake Highway. Development along the Pyramid Lake Highway shall comply with the following:

- (a) Access. Direct egress or ingress onto new individual parcels in addition to that existing on the May 26, 1993 is prohibited, unless no other alternative egress or ingress can be shown.

Development Information: The subject parcel is developed as a commercial center and there are no identified plans for further development of the property at this time.

Reviewing Agencies

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

- Washoe County Planning and Development Division
- Washoe County Engineering and Capital Projects
 - Land Development and Traffic
 - Surveyor
 - Water Rights
 - Water and Sewer
- Washoe County District Health Department
 - Environmental Health Division

- Regional Transportation Commission
- Truckee Meadows Fire Protection District

Two out of the nine above listed agencies/departments provided comments and/or recommended conditions of approval in response to their evaluation of the project application. 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: Trevor Lloyd, Senior Planner, 328-3620, tlloyd@washoecounty.us

•

Staff Comment on Required Findings

Section 110.606.30 (i) of Article 606, *Parcel Maps*, within the Washoe County Development Code, requires that all of the following findings be made to the satisfaction of the Washoe County Parcel Map Review Committee before granting approval of the request. Staff has completed an analysis of the application and has determined that the proposal is in compliance with the required findings as follows.

- 1) General improvement considerations for all parcel maps including, but not limited to:
 - a) 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.
Staff Comment: The property is currently developed and there are no immediate plans for future development.
 - b) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision.
Staff Comment: The property is currently served with water from Washoe County, there are no plans for additional water service needs.
 - c) The availability and accessibility of utilities.
Staff Comment: All utilities are currently in place and there are no plans for increasing or adding new utilities at this time.
 - d) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks.
Staff Comment: The property has adequate service for police and fire protection with adequate ingress and egress for transportation. There is no residential component to this request therefore schools, recreation and parks are not at issue.
 - e) Conformity with the zoning ordinances and master plan.
Staff Comment: The proposed request conforms will all zoning and master plan policies.
 - f) General conformity with the governing body's master plan of streets and highways.
Staff Comment: The proposed request conforms with the Street and Highways plan of the Spanish Springs area plan.

- g) The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision.

Staff Comment: *The property is currently built out and the request will not result in additional traffic volumes on existing public streets.*

- h) Physical characteristics of the land such as floodplain, slope and soil.

Staff Comment: *The property is located within an identified flood plan, however, the property has been developed with adequate storm water protections. There are no slope or soil constraints.*

- i) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive.

Staff Comment: *Pursuant to NRS 278.330 through 278.348, the subject parcel map application was submitted to several reviewing agencies in order to address such issues.*

- j) 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.

Staff Comment: *The subject property is located within ½ mile from the nearest Truckee Meadows Fire Protection District fire station. There is adequate protections to serve this property.*

- k) Community antenna television (CATV) conduit and pull wire.

Staff Comment: *The property has adequate utility easements to serve CATV services.*

- l) Recreation and trail easements.

Staff Comment: *There are trail easements and parks within close proximity to this site.*

- 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.

Staff Comment: *This is the first parcel map, therefore this provision does not apply.*

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 PM14-003 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 giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, that the Washoe County Parcel Map Review Committee approve Parcel Map Case Number PM14-003 for Eagle Peak, LLC, which has determined that the following criteria is or will be adequately provided for pursuant to Washoe County Development Code, Section 110.606.30:

- 3) General improvement considerations for all parcel maps including, but not limited to:

- a) 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;
 - b) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision;
 - c) The availability and accessibility of utilities;
 - d) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
 - e) Conformity with the zoning ordinances and master plan;
 - f) General conformity with the governing body's master plan of streets and highways;
 - g) The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
 - h) Physical characteristics of the land such as floodplain, slope and soil;
 - i) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
 - j) 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;
 - k) Community antenna television (CATV) conduit and pull wire; and
 - l) Recreation and trail easements.
- 4) 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."

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/Owner: Eagle Peak, Inc., Attn: Mark Liebsch, 316 California Ave., #244, Reno, NV 89509
Representatives: Cornerstone Surveying, Attn: Jon Loder, 399 Greg Street, Sparks, NV 89431
Staff Report xc: Greg Salter; Mike Gump; Clara Lawson; John Cella; Wes Rubio; Amy Ray



EXHIBIT A

Conditions of Approval

Parcel Map Case Number PM14-003

The tentative parcel map approved under Parcel Map Case Number PM14-003 shall be carried out in accordance with the Conditions of Approval granted by the Washoe County Parcel Map Review Committee on July 10, 2014. 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: Trevor Lloyd, Senior Planner, 775.328.3620, tlloyd@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. PM14-003 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.

BILL WHITNEY, DIRECTOR OF THE 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. The applicant shall provide verification to the Planning and Development Division that all conditions from the Truckee Meadows Fire Protection District have been satisfied.
- g. Any regulations, procedures, and conditions adopted by Washoe County District Health must be met prior to recordation of a final map.
- h. No new driveways will be allowed for ingress or egress to this site.

Washoe County Engineering and Capital Projects

- 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. Identify documented access to all parcels.
- b. Identify any found property corners.
- c. Identify existing easements on the project site.
- d. Identify previous recorded property description in the Title Block.
- e. Identify correct flood zone map # and LOMR 09-09-0748P, April 28, 2009.
- f. Make site plan in the shape of parcel.
- g. Make correct CSD references.
- h. Provide documentation that new property lines do not cross buildings.
- i. Provide documentation that parking and landscape requirements are met for each lot.
- j. Add a section corner tie.
- k. All boundary corners must be set.
- l. Grant easements for snow storage and signage along Eagle Canyon Road.

Washoe County Parcel Map Review Committee
Conditions of Approval

- m. Comply with the conditions of the Washoe County technical map check.
- n. Add a Security Interest Holder's Certificate to the map if applicable.

*** End of Conditions ***

WASHOE COUNTY

Department of Public Works
"Dedicated to Excellence in Public Service"



1001 East 9th Street PO Box 11130 Reno, Nevada 89520 Telephone: (775) 328-2040 Fax: (775) 328-3699

INTEROFFICE MEMORANDUM

PARCEL MAP REVIEW

DATE: June 26, 2014
TO: Department of Planning & Development, Trevor lloyd
FROM: Mike Gump, PLS, Engineering & Capital Projects Division
SUBJECT: Parcel Map for: Eagle Peak, Inc.
Parcel Map Case No.: PM 14-003
APN: 532-132-01
Review Date: June 25, 2014
Existing Zoning/Land Use Designation:

The Engineering & Capital Projects Division has reviewed the subject parcel map and the following conditions must be successfully completed prior to final approval of this application by the Engineering & Capital Projects Division.

1. Identify documented access to all parcels.
 2. Identify any found property corners.
 3. Identify existing easements on the project site.
 4. Identify previous recorded property description in the Title Block.
 5. Identify correct flood zone map # and LOMR 09-09-0748P, April 28, 2009
 6. Make site plan in the shape of parcel.
 7. Make correct CSD references.
 8. Provide documentation that new property lines do not cross buildings
 9. Provide documentation that parking and landscape requirements are met for each lot.
 10. Add a section corner tie.
 11. All boundary corners must be set.
 12. Grant easements for snow storage and signage along Eagle Canyon Road.
 13. Comply with the conditions of the Washoe County technical map check.
 14. Add a Security Interest Holder's Certificate to the map if applicable.
-