



# Parcel Map Review Committee Staff Report

Meeting Date: October 9, 2014

Agenda Item Number: 6B

Subject: Parcel Map Case Number PM14-006  
Applicant: O'Donnell Family Trust  
Project Summary: To allow the division of one  $\pm 5.05$  acre parcel into two parcels consisting of  $\pm 2.27$  acres and  $\pm 2.78$  acres  
**Recommendation: Approval with Conditions**  
Prepared by: Grace Sannazzaro, Planner  
Washoe County Department of Community Development  
Phone: 775.328.3771  
Email: gsannazzaro@washoecounty.us

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## Project Description

**Tentative Parcel Map Case Number: PM14-006 (O'Donnell Family Trust)** – To divide one  $\pm 5.05$  acre parcel into two parcels consisting of  $\pm 2.27$  acres (Parcel 1) and  $\pm 2.78$  acres (Parcel 2)

- Applicant/Property Owner: O'Donnell Family Trust
- Consultant: Castle Land Surveying
- Project Location: 5854 Melarkey Way – approximately 1/2 mile north of the Mt. Rose Highway (SR 431); approximately 645 feet east of Stephens Road and approximately 300 feet west of Crested Wheat Way, just west of the Saddlehorn Subdivision
- Assessor's Parcel Number: 150-250-03
- Parcel Size:  $\pm 5.05$  Acres
- Master Plan Category: Rural Residential (RR)
- Regulatory Zone: High Density Rural (HDR)
- Area Plan: Southwest
- Citizen Advisory Board: South Truckee Meadows/Washoe Valley
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 2 – Commissioner Humke
- Section/Township/Range: Section 26, T18N, R19E, M.D.M.  
Washoe County, NV

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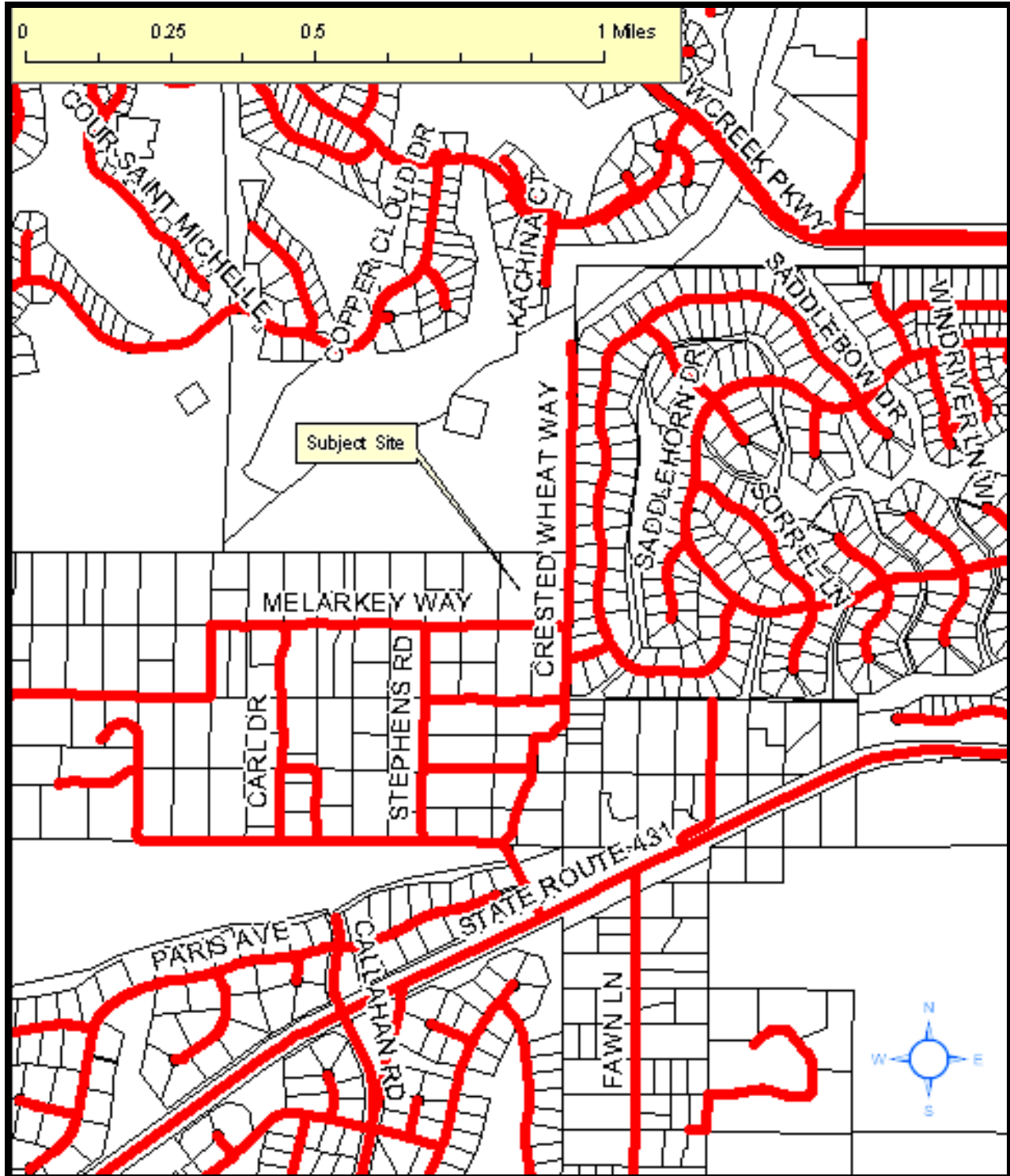
**Parcel Map**

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 Department of Community Development 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:

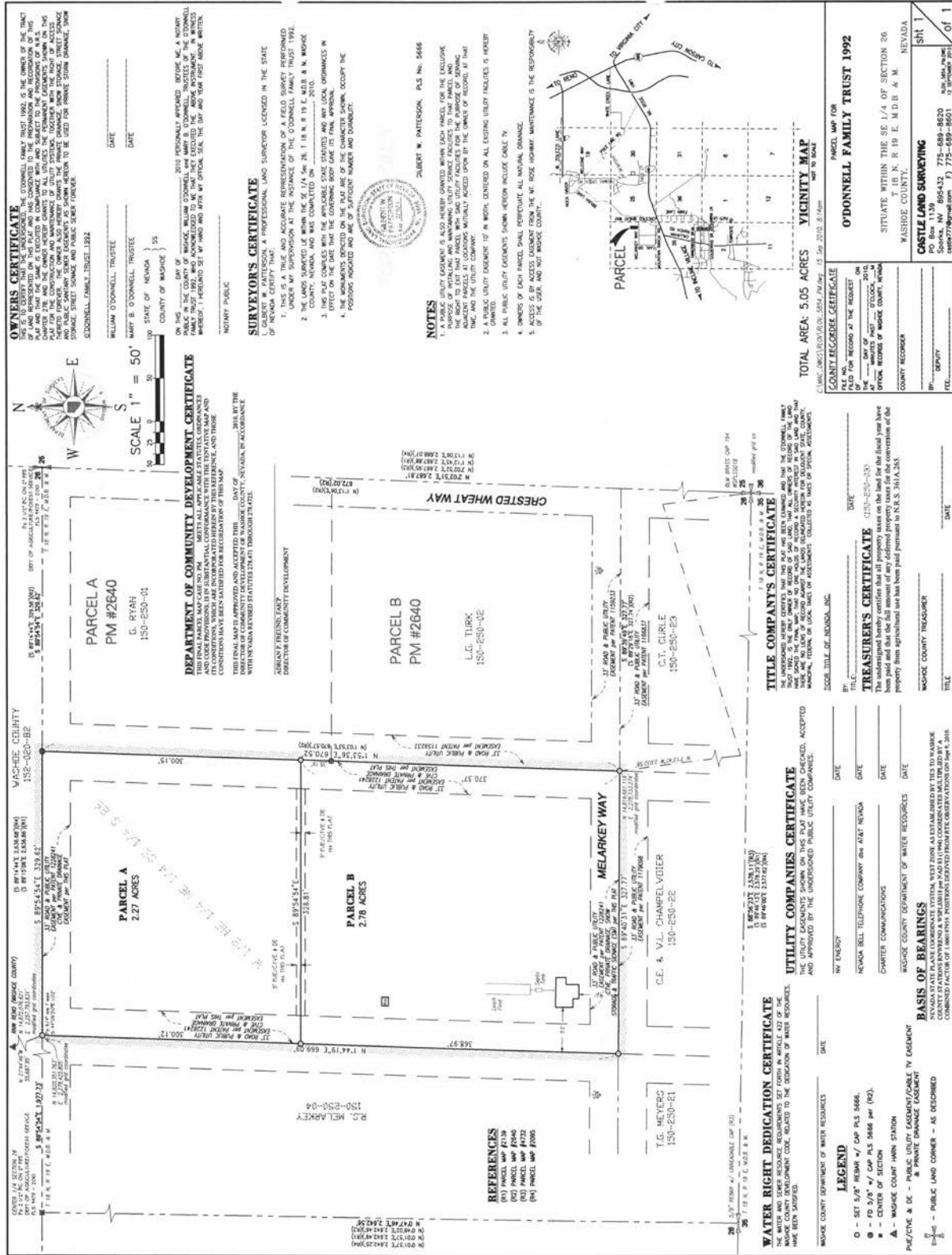
- Prior to recordation of a final map.
- Prior to obtaining a final inspection and/or a certificate of occupancy on a structure.
- Prior to the issuance of a business license or other permits/licenses.
- Some Conditions of Approval are referred to as “Operational Conditions”. These conditions must be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

The Conditions of Approval for Tentative Parcel Map Case Number PM14-006 is attached to this staff report and will be included with the Action Order, if granted approval.

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 Department of Community Development 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 Community 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 22 month time period shall cease any further action on the map and shall render the tentative parcel map as expired.



**Vicinity Map**



**Site Plan**

**Tentative Parcel Map Evaluation**

Land Use Designation:	High Density Rural (HDR)
Maximum Lot Potential:	2
Number of Lots on Parcel Map:	2
Minimum Lot Size Required:	2 acres
Minimum Lot Size on Parcel Map:	2.27 acres
Minimum Lot Width Required:	150 feet
Minimum Lot Width on Parcel Map:	300.12 feet

The tentative parcel map meets all minimum requirements for the High Density Rural regulatory zone.

Development Suitability Constraints: The Southwest Truckee Meadows Area Plan Development Suitability Map identifies the subject parcel as most suitable for development.

**Southwest Truckee Meadows Area Plan Modifiers**

There are no provisions within the Southwest Truckee Meadows Area Plan Modifiers (Article 214 of the Washoe County Development Code) that are applicable to the requested division of land.

**General Information**

The same tentative parcel map was approved by the Washoe County Parcel Map Review Committee in 2010; however, a final map was never submitted for recordation. Washoe County Development Code Section 110.606.50, Review Procedures for Final Parcel Map, states that failure to submit a complete final parcel map along with required fees within 22 months of the approval shall cease any further action on the tentative map and the tentative parcel map shall expire.

The subject parcel is designated with the Rural Residential (RR) Master Plan Category and the High Density Rural (HDR) Regulatory Zone and is developed with one single family dwelling.

Washoe County Development Code Section 110.106.10, Master Plan Categories, states the Rural Residential (RR) Master Plan Category is intended primarily for larger lot residential uses, small scale agricultural uses, natural resource conservation, and rural commerce, with allowed densities ranging from one dwelling unit per forty acres up to one dwelling unit per five acres. A density of one dwelling unit per two and a half acres is allowed within the Rural Residential (RR) category provided the property is within the Truckee Meadows Services Area. The High Density Rural (HDR) Regulatory Zone is allowed in and is consistent with the Rural Residential Master Plan Category.

Washoe County Development Code Section 110.106.15 Regulatory Zones states the High Density Rural (HDR) Regulatory Zone is intended to preserve and create areas of single-family detached dwellings in a semi-rural setting.

The required setbacks for the HDR Regulatory Zone are 30 feet for the front and rear yards and 15 feet for the side yards. Washoe County Development Code Section 110.406.05, Building Placement Standards, states that all required yard setbacks are measured from the property line except for when an access easement traverses a portion of a property and has a total width of 20 feet or more, or is maintained by the County, then the required yard setback is measured from the easement edge closest to the proposed structure. The subject  $\pm 5.0$  acre parcel has 33 foot wide access and public utility easements running along each side. As a result of the parcel division, Parcel A will have 33 foot-wide access and public utility easements running along the north, east and west sides of the parcel; and Parcel B will have 33 foot-wide access and public utility easements running along the south (Melarkey Way), east and west sides of the parcel. A 30 foot wide front yard setback measured from the inside edge of each access easement is required for any dwelling or structure over 12 feet in height. Washoe County Development Code Article 902, Definitions, states "Front yard" means a yard lying between the setback line and the front lot line and extending across the full width of the lot or parcel. In the case of either a corner lot or an interior lot with multiple street frontages, all yards abutting streets, other than collectors or arterials, shall be considered as front yards. "Street" is defined as a public right-of-way or easement which affords a primary means of access to abutting property.

The subject two parcels will be using an onsite sewage disposal system and will be served by municipal water. No new roads are being proposed with this application.

Adjacent and surrounding parcels to the south, east and west consist of  $\pm 2.5$  acres and  $\pm 5.0$  acres and are designated with the same High Density Rural Regulatory Zone as the subject parcel. The adjacent  $\pm 85.0$  acre parcel to the north is designated as Washoe County Open Space, and has a portion of the Lower Thomas Creek Trail running through it.

Current land uses, zoning designations, and master plan categories for the adjacent properties are summarized in the below table.

	<b>Current Land Use</b>	<b>Zoning Designation</b>	<b>Master Plan Category</b>
<b>North</b>	Lower Thomas Creek Trail	Open Space	Open Space
<b>South</b>	Single Family Dwelling	High Density Rural (HDR)	Rural Residential
<b>East</b>	Single Family Dwelling	High Density Rural (HDR)	Rural Residential
<b>West</b>	Single Family Dwelling	High Density Rural (HDR)	Rural Residential

## **Reviewing Agencies**

The following agencies received a copy of the project application for review and evaluation: Washoe County Community Services Department

- Planning and Development
- Regional Parks and Open Space
- Washoe County Engineering and Capital Projects
  - Land Development
  - County Surveyor
  - Water/Sewer
- Washoe County District Health
  - Environmental Health
  - Vector-Borne Diseases
- Truckee Meadows Fire Protection District
- South Truckee Meadows General Improvement District (STMGID)

The following reviewing agencies provided comments and/or recommended conditions of approval in response to their evaluation of the project application. A **summary** of each reviewing agency's comments and/or recommended conditions of approval and their contact information is provided below. The Conditions of Approval document is attached to this staff report and will be included with the Action Order.

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

**Contact: Grace Sannazzaro, 775.328.3771, [gsannazzaro@washoecounty.us](mailto:gsannazzaro@washoecounty.us)**

- Washoe County Engineering and Capital Projects is requiring removal of structures, septic, and hydrants from the map, compliance with the conditions of the Washoe County technical check for this map, upgrade Melarkey Way along the south property line to a gravel road, verify that existing roadways are within documented access easements, show and label existing roads on vicinity map, and add a Security Interest Holder's Certificate to the map if applicable.

**Contact: Mike Gump, PLS, 775.325.8033, [mgump@washoecounty.us](mailto:mgump@washoecounty.us)**

- Washoe County Health District, Environmental Health Division is requiring the property owner to obtain a permit from the Washoe County Health District for a Test Hole to evaluate the proposed parcel for underground sewage disposal. Upon completion of the Test Hole and Washoe County Health District's evaluation, staff will inform the applicant and/or consultant of the depths at which any required percolation testing shall be performed.

**Contact: Wesley Rubio, MPH, REHS, 775.328.2635, [wrubio@washoecounty.us](mailto:wrubio@washoecounty.us)**

- Truckee Meadows Fire Protection District commented that access shall be provided in accordance with requirements of Washoe County Code Chapter 60 and structures built on the property shall meet the requirements of Washoe County Code Chapter 60.

**Contact: Amy Ray, 775.326.6005, [aray@tmfd.us](mailto:aray@tmfd.us)**



- Washoe County Parks and Open Space reviewed the application and commented that the proposed parcel map should not impact County open space. They have no conditions for the proposed tentative parcel map.

**Contact: Jennifer Budge, 775.325.8094, [jbudge@washoecounty.us](mailto:jbudge@washoecounty.us)**

- Regional Transportation Commission (RTC) reviewed the application and stated they have no comments.

**Contact: Debra Goodwin, 775.355.1918**

- Washoe County Health District, Vector-Borne Diseases Division reviewed the application and stated they have no comments.

**Contact: Jim Shaffer, 775.785.4599, [jshaffer@washoecounty.us](mailto:jshaffer@washoecounty.us)**

### **Staff Comment on Required Findings**

Section 110.606.30 (i), Parcel Maps, within the Washoe County Development Code, requires that each of the following findings be made to the satisfaction of the Washoe County Parcel Map Review Committee before granting approval of the tentative parcel map. Staff has completed an analysis of the application and has determined that Tentative Parcel Map Case PM14-006 is in compliance with the required findings as follows:

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 Washoe County Health District has reviewed the subject tentative parcel map and has provided conditions for an onsite sewage disposal system. The subject parcels will be served by municipal water.

- 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 owner will need to work with either South Truckee Meadows General Improvement District (STMGID) and/or Truckee Meadows Water Authority (TMWA). Water service for the subject area is transitioning from STMGID to TMWA.

- c) The availability and accessibility of utilities;

**Staff Comment:** The electric service provider for this area is NV Energy. The subject parcel map application states sewer will be provided by a private septic system and water service will be provided by a private well or South Truckee Meadows General Improvement District (STMGID). It should be noted that at some point in the near future, Truckee Meadows Water Authority (TMWA) will take over water service in the area of the subject parcel map.

- d) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;

**Staff Comment:** The subject parcel is zoned for Galena High School, Pine Middle School, and Hunsberger Elementary School. The Truckee Meadows Fire Protection District provides fire and emergency services to this area, with Station 382 being the nearest station located at 16133 Mountain Ranch Road, which is approximately one-third mile to the south of the subject parcel. The Washoe County Sheriff's Office

provides law enforcement for this area. Washoe County mapping shows the subject parcel to be within an area that has a 15 minute response time for REMSA. A portion of the Lower Thomas Creek Trail (a public trail) runs on the ±85.0 acre parcel zoned as Washoe County open space adjacent to the north of the subject parcel. Arrowcreek Park, a public park, is adjacent to the north of the nearby Saddlehorn Subdivision.

- e) Conformity with the zoning ordinances and master plan;

**Staff Comment:** The subject parcel is designated with High Density Rural (HDR) zoning. The two proposed parcels meet all of the requirements of the HDR Regulatory Zone. The proposed parcel map has been reviewed for conformance to the zoning ordinances and is consistent with the master plan.

- f) General conformity with the governing body's master plan of streets and highways;

**Staff Comment:** The subject parcel map is in general conformity with the master plan of streets and highways. The creation of one additional parcel (total of two ±2.5 acre parcels) will not significantly impact exiting public streets, roads or nearby highways. No new roads are being proposed with this parcel map.

- 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 creation of one additional parcel (total of two parcels) will not significantly impact exiting public streets, roads or nearby highways. One additional ±2.5 acre parcel will not create a need for new streets or new highways.

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

**Staff Comment:** The subject parcel is not within a FEMA flood zone/hazard area. However, it is identified as being in a High Fire Risk area. The subject parcel consistently slopes upward from east to west, with a slope of approximately 8.5 percent.

- 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 reviewing agencies noted in this staff report.

- 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 Truckee Meadows Fire Protection District is the designated fire agency for this area. Fire station 382 is approximately one-third mile from the subject parcel. Washoe County mapping shows a fire hydrant located at the southwest corner of the subject parcel and two additional fire hydrants on Melarkey Way to the east with a 1,627 foot long water main running along Melarkey Way. Truckee Meadows Fire Protection District has conditioned the approval of this parcel map, requiring that the parcel's access and any future structures comply with Washoe County Code, Chapter 60, Fire Prevention and Protection.

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

**Staff Comment:** There are several television service providers for this area, including Charter Cable.

- l) Recreation and trail easements.

**Staff Comment:** The nearest public trail is Lower Thomas Creek Trail, which runs through the adjacent ±85.0 acre Washoe County open space parcel adjacent to the north, with the trailhead approximately one-third mile further north off of Arrowcreek Parkway at Arrowcreek Park. Lower Whites Creek Trail, also a public trail, is approximately one-third mile to the south.

### **Recommendation**

The agencies that reviewed the application recommended conditions in support of approval of the tentative parcel map. With this said, Parcel Map Case Number PM14-006 is being recommended for approval with conditions. Staff offers the following motion for the Washoe County Parcel Map Review Committee's consideration

### **Review Criteria**

I move that ,after considering the information contained within the staff report and the information received during the public meeting, the Washoe County Parcel Map Review Committee approve Parcel Map Case Number PM14-006 for the O'Donnell Family Trust. The Washoe County Parcel Map Review Committee has determined that the following criteria is or will be adequately provided for pursuant to Washoe County Development Code, Section 110.606.30.

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.

**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: Owner/ Applicant: O'Donnell Family Trust  
Attn: Bill O'Donnell  
3040 Montessori Street  
Las Vegas, NV 89117  
Representatives: Castle Land Surveying  
Attn: Gilbert Patterson  
P.O. Box 1139  
Sparks NV 89432



# Conditions of Approval

Parcel Map Case Number PM14-006

The tentative parcel map approved under Parcel Map Case Number PM14-006 shall be carried out in accordance with the Conditions of Approval granted by the Washoe County Parcel Map Review Committee on October 9, 2014. Conditions of Approval are requirements placed on a permit or development by each reviewing agency. The Conditions of Approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. The 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 with the exception of the following agency.**

- **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.**

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 Division**

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

**Contact: Grace Sannazzaro 775.328.3771, gsannazzaro@washoecounty.us**

- a. The final map shall be in substantial compliance with all plans and documents submitted as part of the subject 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**

FINAL PARCEL MAP CASE NUMBER PM14-006 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 THE PLANNING AND DEVELOPMENT DIVISION OF WASHOE COUNTY, NEVADA, IN ACCORDANCE WITH NEVADA REVISED STATUTES 278.471 THROUGH 278.4725.

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WILLIAM WHITNEY, DIRECTOR, PLANNING AND DEVELOPMENT DIVISION

- d. 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 Washoe County Development Code, 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.

- e. 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**

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

**Contact: Mike Gump, PLS, 775.325.8033, [mgump@washoecounty.us](mailto:mgump@washoecounty.us)**

- a. Remove structures, septic and hydrants from the map.
- b. Comply with the conditions of the Washoe County technical check for this map.
- c. Add a Security Interest Holder's Certificate to the map if applicable.
- d. Melarkey Way along the south property line shall be upgraded to a gravel road that will allow emergency vehicle travel, issuance of a building permit and take drainage into consideration.
- e. Verify that existing roadways are within documented access easements.
- f. Show and label existing roads and county roads on vicinity map.

**Washoe County Health District**

3. The following conditions are requirements of the Environmental Health Division of the Washoe County Health District.

**Contact: Wesley Rubio, 775.328.2635, [wrubio@washoecounty.us](mailto:wrubio@washoecounty.us)**

- a. Prior to approval of the final map, the property owner shall obtain a permit from the Washoe County Health District for a Test Hole to evaluate the proposed parcel for underground sewage disposal.
- b. Upon completion of the Test Hole and Washoe County Health District's evaluation, staff will inform the applicant and/or consultant of the depths at which any required percolation testing shall be performed.

**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, Fire Marshal, 775.326.6005, [aray@tmfpd.us](mailto:aray@tmfpd.us)**

- a. Parcel access shall be provided in accordance with the requirements of Washoe County Code, Chapter 60, Fire Prevention and Protection.

- b. Any structures built on the subject parcels shall meet the requirements of Washoe County Code, Chapter 60, Fire Prevention and Protection.

**\*\*\* End of Conditions \*\*\***





**Washoe County**  
**COMMUNITY SERVICES DEPARTMENT**  
*Engineering and Capital Projects*

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**INTEROFFICE MEMORANDUM**

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**PARCEL MAP REVIEW**

**DATE:** September 19, 2014

**TO:** Department of Community Services, Grace Sannazzaro

**FROM:** Mike Gump, PLS, Engineering Division

**SUBJECT:** *Parcel Map for: O'Donnell Family Trust 1992*  
*Parcel Map Case No.: 14-006*  
*APN: 150-250-03*  
*Review Date: 09/18/2014*  
*Existing Zoning/Land Use Designation:*

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The Engineering 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 Division.

1. Remove structures, septic and hydrants from the map.
2. Comply with the conditions of the Washoe County technical check for this map.
3. Add a Security Interest Holder's Certificate to the map if applicable.

**From:** Rubio, Wesley S  
**Sent:** Friday, September 19, 2014 10:51 AM  
**To:** Sannazzaro, Grace  
**Cc:** English, James  
**Subject:** RE: PM14-006 O'Donnell

Hi Grace,

The Washoe County Health District, Environmental Health has reviewed the attached parcel map. The Parcel is proposing to create a new 2.78 acre parcel to be served by Municipal Water and an onsite sewage disposal system.

Prior to approval of the proposed parcel map, the property is required to obtain a permit from the Health District for a Test Hole to evaluate the proposed parcel for underground sewage disposal. Upon completion of the test hole and Health District evaluation staff will inform the applicant or consultant of the depths at which any required percolation testing shall be performed.

Please contact me if you have any questions.

Thank you,  
Wes

Wesley Rubio, MPH, REHS  
Environmental Health  
Washoe County Health District  
1001 E. 9<sup>th</sup> Street, Reno NV  
(775) 328-2635

From: Ray, Amy

Sent: Thursday, September 18, 2014 2:19 PM

To: Sannazzaro, Grace

Subject: Re: PM14-006 O'Donnell Family Trust

Hi Grace,

I'm out of town and can't get my computer to connect. My comments are:

1. Structures built on the property shall meet the requirements of WCC 60.
2. Access shall be provided in accordance with the requirements of WCC 60.

Thank you!

Regards,

Amy Ray  
Fire Marshal  
Truckee Meadows Fire Protection District.  
(775) 326-6005

From: Budge, Jennifer  
Sent: Thursday, September 11, 2014 12:24 PM  
To: Sannazzaro, Grace  
Subject: PM14-006 O'Donnell Family Trust

Thanks so much Grace. No comments from parks, looks consistent with the neighboring parcels and shouldn't impact the County's open space as part of this project. -Jen

Jennifer Budge, CPRP | Park Planner  
Washoe County | Community Services  
p 775.325.8094 | f 775.829.8014  
Mail: P.O. Box 11130 | Reno, NV 89520  
Packages: 1001 E. Ninth St., Bldg. A, Rm. A275 | Reno, NV 89512  
E-mail: [jbudge@washoecounty.us](mailto:jbudge@washoecounty.us)  
[www.washoecountyparks.com](http://www.washoecountyparks.com)



**REGIONAL TRANSPORTATION COMMISSION**

*Public Transportation • Streets and Highways • Planning*

September 15, 2014

FR: Chrono/PL 183-14

Ms. Grace Sannazzaro, Planner  
Washoe County Community Services Department  
Planning and Development Division  
P.O. Box 11130  
Reno, NV 89520

**RE: AC14-007 (Reno Christian Fellowship, Inc.)  
PM14-006 (O'Donnell Family Trust)**

Dear Grace,

We have reviewed the above applications and have no comments.

Thank you for the opportunity to comment on these applications. Please feel free to contact me at 335-1918 if you have any questions or comments.

Sincerely,

A handwritten signature in blue ink that reads "Debra Goodwin". The signature is fluid and cursive, with the first name "Debra" being more prominent than the last name "Goodwin".

Debra Goodwin  
Planning Administrator

DG/jm

Copies: Bill Whitney, Washoe County Community Services Department  
Marchon Miller, Regional Transportation Commission  
Tina Wu, Regional Transportation Commission

/Washoe County no comment 0914

**From:** Shaffer, Jim  
**Sent:** Wednesday, September 17, 2014 8:36 AM  
**To:** Sannazzaro, Grace  
**Cc:** Cona, Denise  
**Subject:** PM14-006

Good morning Grace,  
Reviewed the above project for O'Donnell Family Trust and have no issues with the division of the parcel.  
Thanks  
Jim