

Section 110.916.05 Parcel Map Review Committee.

- (a) Committee Created. A Parcel Map Review Committee is created as a subcommittee of the Planning Commission.
- (b) Committee Membership. The Parcel Map Review Committee shall consist of ~~seven~~ **five** members, ~~to include a member of the Planning Commission, a member from the staff of the Department of Community Development, County Engineer's Office, District Health Department, Utility Services Division, the Washoe County Fire Services Coordinator, and either the Reno Fire Department, on behalf of the Truckee Meadows Fire Protection District, or the Sierra Fire Protection District depending on the location of the proposed project.~~ The members shall include:
- (1) A member of the Planning Commission.
 - (2) A member from the staff of the Community Services Department, Planning and Building Division.
 - (3) A member from the staff of the Community Services Department, Engineering and Capital Projects Division.
 - (4) A member from the staff of the District Health Department.
 - (5) A member from the staff of the Truckee Meadows Fire Protection District.
- (c) Committee Chairman. The Chair of the Committee shall be the staff member from the Department of Community Development Planning and Building Division.
- (d) Appointment of Members to Parcel Map Review Committee. The Chair of the Planning Commission shall appoint a member of the Planning Commission to the Parcel Map Review Committee, during a public meeting. All staff members shall be appointed to the Parcel Map Review Committee by the Director of their respective division or department. Appointment of staff shall be by means of a memorandum to the Chair of the Planning Commission.
- (e) Appointment of Alternate Members to Parcel Map Review Committee. The Chair of the Planning Commission and the Directors of the respective divisions and departments may appoint alternate members to the Parcel Map Review Committee, as necessary for the efficient conduct of the business of the Parcel Map Review Committee. Appointment of alternate staff members shall be by means of a memorandum to the Chair of the Planning Commission.

[This Section amended by Ord. 959, provisions eff. 7/26/96; Ord. 1387, provisions eff. 11/20/08.]

Section 110.606.30 Tentative Parcel Map Review Procedures. The review procedures for tentative parcel maps shall be as set forth in this section.

- (a) Filing. The subdivider shall file with the Community Services Department, Planning and Building Division ~~Department of Community Development~~ a complete application and the required supporting materials as outlined in the application packet. The subdivider shall pay the required fees upon the filing of the application.
- (b) Application Review. The Community Services Department, Planning and Building Division ~~Community Development~~ staff will review the submitted packet and accept or reject the application as complete within three (3) working days after the published application submittal date. If the application is complete, the Community Services Department, Planning and Building Division ~~Department of Community Development~~ shall distribute the parcel map application to the Parcel Map Review Committee.
- (c) Action Required by the Parcel Map Review Committee. If the application is determined to be complete, the Parcel Map Review Committee shall approve, conditionally approve, or disapprove the tentative parcel map within sixty (60) days of the date that the application is determined to be complete, unless the time limit is extended in writing by the mutual consent of the subdivider and the Director of the Community Services Department, Planning and Building Division ~~Community Development~~. Failure of the Parcel Map Review Committee to take action within the time prescribed in this section shall result in approval of the parcel map.

(d) Submittal of Second or Subsequent Tentative Parcel Maps. Submission of an application for a tentative parcel map for the subdividing of a lot or lots created within five (5) years of the recording of a map creating the original parcel, shall not be permitted. Subdividing of a lot or lots created within five (5) years of the recording of a map creating the original parcel, shall require the approval of a Tentative Subdivision Map in accordance with WCC 110.608.

~~(d) Notice of Property Owners by Mail of Submittal of Tentative Parcel Map (Second or Subsequent Tentative Parcel Maps). If the application for a tentative parcel map is for the subdividing of a lot or lots created within five (5) years of the recording of a map creating the original parcel, notice shall be provided to the following persons within ten (10) days of the meeting of the Parcel Map Review Committee, setting forth the time, place, purpose of hearing, and map or physical description of the land involved:~~

- ~~(1) All owners of real property that are the subject of the tentative parcel map application;~~
- ~~(2) Advisory boards created by the Board of County Commissioners for the area in which the property that is the subject of the tentative parcel map application is located;~~
- ~~(3) All owners of real property within five hundred (500) feet of the property which is the subject of the tentative parcel map application;~~
- ~~(4) All tenants of any mobile home or manufactured home park that is located within five hundred (500) feet of the property which is the subject of the tentative subdivision map application; and~~

- ~~(5) All General Improvement Districts (GID) for the area in which the property that is the subject of the tentative parcel map application is located.~~
- ~~(e) Notice of Property Owners by Electronic Means. If requested by a party pursuant to subsection (d) of this section and if receipt can be verified, an electronic notice must be provided at least ten (10) days before the meeting, setting forth the time, place, purpose of hearing, and map or physical description of the land involved.~~
- ~~(f) Number of Notices. If the number of notices sent pursuant to this section does not identify thirty (30) or more separate property owners, the County shall send out additional notices to achieve a total of at least thirty (30) separate property owners. These notices shall be sent to owners of real property that are closest to the property in question, not including those owners provided notice pursuant to Subsection (d) of this section.~~
- ~~(g) Compliance with Noticing Requirements. Owners of all real property to be noticed pursuant to this section shall be those owners identified on the latest County Assessor's ownership maps and records. Such notice is complied with when notice is sent to the last known addresses of such real property owners as identified in the latest County Assessor's records. Any person who attends the public hearing shall be considered to be legally noticed unless those persons can provide evidence that they were not notified according to the provisions of this section.~~
- ~~(h) Contents of Notice. Such notice as required by this section shall describe the proposed tentative parcel map's location and number of new lots to be created, describe the closing date for providing public comment to the Parcel Map Review Committee, and describe the content of public comment allowed to be considered by the Parcel Map Review Committee in making a decision.~~
- (i) **(e)** Review Criteria. Prior to approving a tentative parcel map, the Parcel Map Review Committee shall determine that the following are or will be adequately provided for:
- (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.~~

- ~~(j)~~ **(f)** Conditions. An approval of any tentative parcel map may be subject to conditions relating to the items specified in Section 110.606.30(f), Review Criteria, as are reasonably necessary. ~~For all tentative parcel maps subject to the notice required in this article, subdivision improvements shall be required, unless the Parcel Map Review Committee makes a finding that they are not appropriate.~~ In addition, dedications and easement relating to such items may be required as a condition of approval.
- ~~(k)~~ **(g)** Notice of Action. The applicant shall be notified in writing of the decision of the Parcel Map Review Committee. If the tentative parcel map is conditionally approved, the notice of decision shall contain a statement of all conditions imposed. If the tentative parcel map is disapproved, a statement of the reasons for such disapproval shall be included.
- ~~(l)~~ **(h)** Appeal. The applicant may appeal any conditions imposed on the tentative parcel map or a disapproval of the parcel map to the Board of County Commissioners as set forth in Section 110.606.55, Appeals.
- ~~(m)~~ **(i)** No Guarantee of Final Map Approval. Approval or conditional approval of a tentative parcel map imposes no obligation on the part of the Director of the Community Services Department, Planning and Building Division ~~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.
- ~~(n)~~ **(j)** Cessation of Further Action. Failure to submit a complete final parcel map and pay the required fees within 22 months of the date of approval and to have that map approved and recorded within the two (2) ~~year~~ years ~~time period~~ shall cease any further action on the map and shall render the tentative map as expired. The provisions of Section 110.606.65 and Section 110.606.70 are also applicable to the filing of a final parcel map.

[Renumbered and renamed from Section 110.606.25 "Preliminary Parcel Map Review Procedures" and amended by Ord. 876, provisions eff. 7/7/93. Amended by Ord. 1041, provisions eff. 12/1/98; Ord. 1088, provisions eff. 1/28/00; Ord. 1156, provisions eff. 3/22/02; Ord. 1288, provisions eff. 3/24/06.]