



Parcel Map Review Committee Staff Report

Meeting Date: August 10, 2017

Subject: Parcel Map Case Number WTPM17-0009
Applicant: Dwight Carlson
Agenda Item Number: 7A
Project Summary: Divide a ± 0.608 acre parcel into two parcels of $\pm 17,025$ square feet and $\pm 9,470$ square feet
Recommendation: Approval with Conditions
Prepared by: Trevor Lloyd, Senior Planner
Washoe County Community Services Department
Planning and Building Division
Phone: 775.328.3620
E-Mail: tlloyd@washoecounty.us

Description

Parcel Map Case Number WTPM17-0009 (Dwight Carlson) – For possible action, hearing, and discussion to approve a tentative parcel map to allow the division of a ± 0.608 acre (26,495 square foot) parcel into two parcels of $\pm 17,025$ square feet (.39 acres) and $\pm 9,470$ square feet (.28 acres).

- Owner/Applicant: Dwight Carlson
- Location: 4815 Rampion Way
- Assessor's Parcel Number: 035-363-12
- Parcel Size: ± 0.608 acre (26,495 square foot)
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: High Density Suburban (HDS)
- Area Plan: Sun Valley
- Citizen Advisory Board: Sun Valley
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 3 – Commissioner (Jung)
- Section/Township/Range: Section 30, T20N, R20E, MDM, Washoe County, NV

Staff Report Contents

Parcel Map..... 3

Vicinity Map 4

Site Plan 5

Tentative Parcel Map Evaluation..... 6

Sun Valley Area Plan Modifiers..... 6

Development Information 6

Reviewing Agencies..... 6

Recommendation..... 7

Review Criteria..... 8

Appeal Process..... 9

Exhibits Contents

Conditions of Approval Exhibit A

Engineering and Capital Projects Exhibit B

Regional Transportation Letter Exhibit C

Public Notice Exhibit D

The complete application is available for review at the following link: [WTPM17-0009 Application](#)

Parcel Map

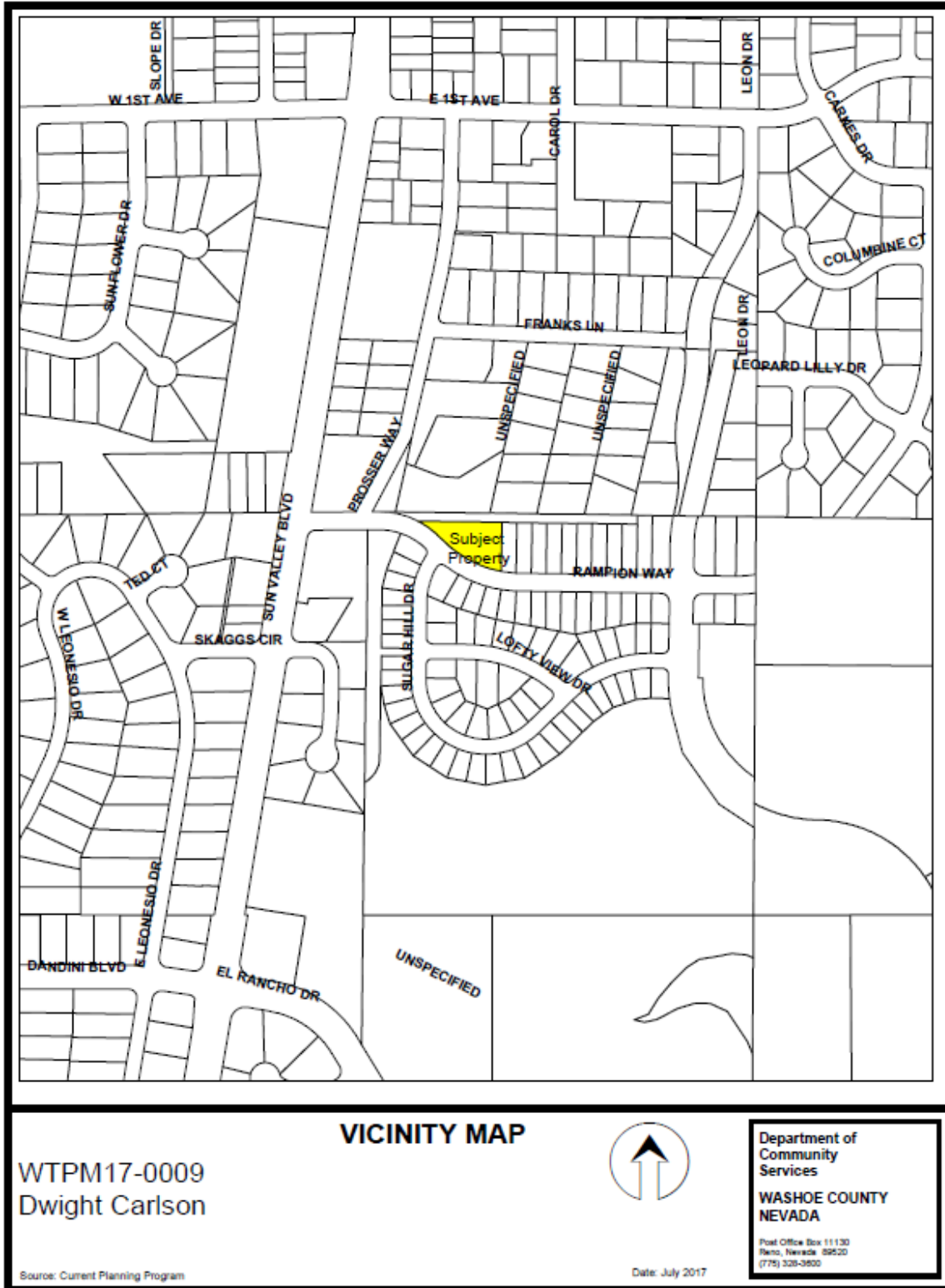
The purpose of a parcel map is to allow for the creation of subdivisions, merger and re-subdivision of existing lots, and common-interest communities consisting of four or fewer parcels pursuant to Washoe County Code (WCC) Chapter 110, Article 606, *Parcel Maps*. A tentative parcel map must be submitted to the Planning and Building 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.

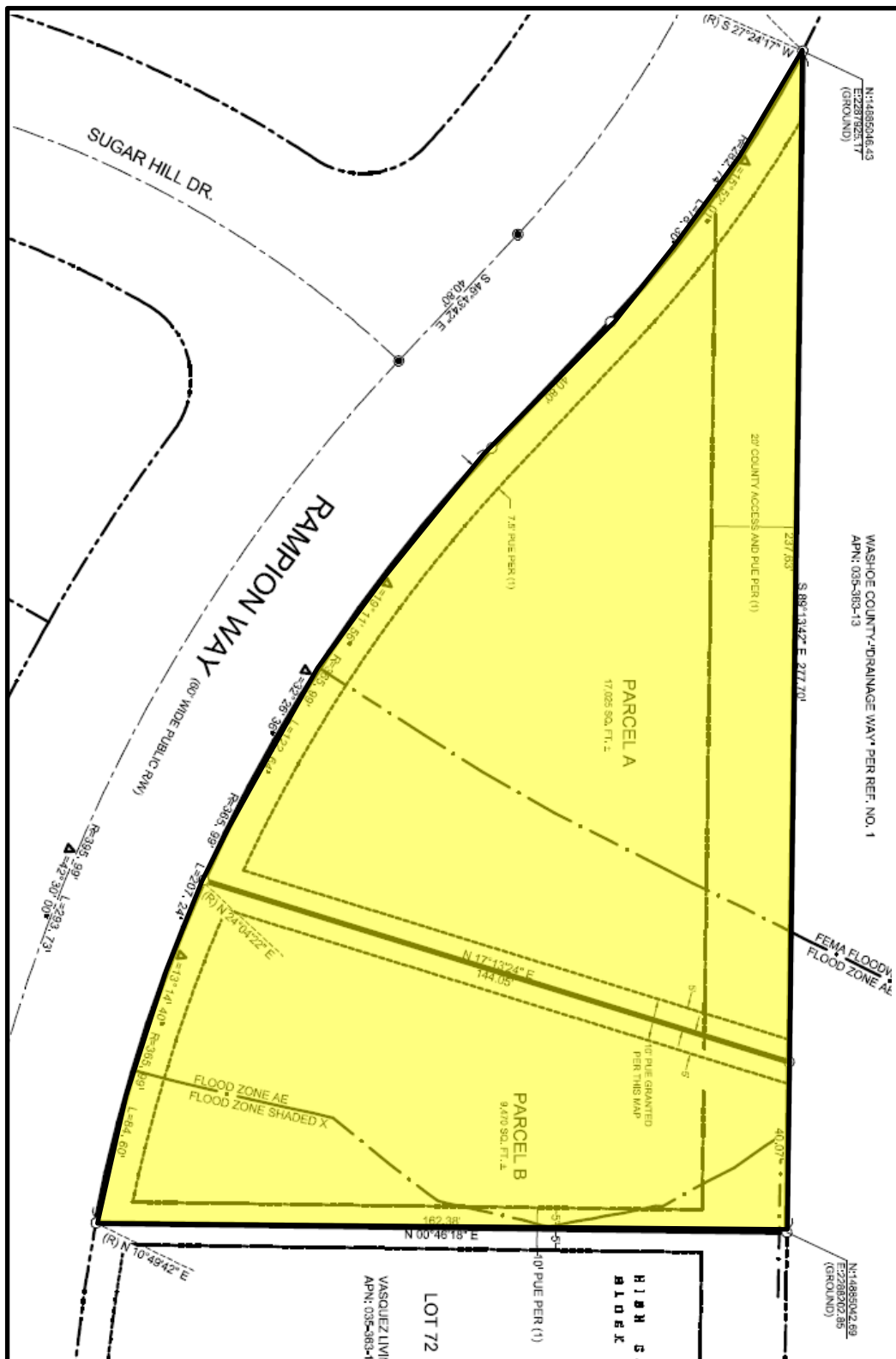
Within 22 months from the date of approval of the tentative parcel map, the applicant must file a final parcel map along with any required supporting materials with the Planning and Building Division and the County Engineer showing that all conditions imposed by the Washoe County Parcel Map Review Committee have been met. Approval or conditional approval of a tentative parcel map imposes no obligation on the part of the Director of the Planning and Building Division or the Washoe County 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 Number WTPM17-0009 is attached to this staff report and will be included with the Action Order if approved by the Parcel Map Review Committee.

The subject property is ±0.608 acres in size and has regulatory zone of High Density Suburban (HDS). The minimum lot size for the HDS regulatory zone is 5,000 square feet. The applicant is seeking approval from the Parcel Map Review Committee for a tentative parcel map that would allow for the property to be divided into two residential lots.



Vicinity Map



Site Plan

Tentative Parcel Map Evaluation

Land Use Designation:	High Density Suburban (HDS)
Maximum Lot Potential:	4 lots
Number of Lots on Parcel Map:	2 lots
Minimum Lot Size Required:	5,000 square feet
Minimum Lot Size on Parcel Map:	9,470 square feet
Minimum Lot Width Required:	60 feet
Minimum Lot Width on Parcel Map:	Approximately 62 feet

The tentative parcel map meets all minimum requirements for the *High Density Suburban (HDS)* regulatory zone.

Development Suitability Constraints: The Sun Valley Development Suitability Map, a part of the Sun Valley Area Plan, identifies the subject parcel as being within the 100 year flood hazard.

Hydrographic Basin: The subject parcel is within the Sun Valley Hydrographic Basin.

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

Sun Valley Area Plan Modifiers

Section 110.218.25 New Parcel Restrictions. The creation of additional parcels in any regulatory zone within the Sun Valley planning area is restricted to areas within the service area of recognized water purveyors.

Staff Comment: The subject property is located within the Truckee Meadows Water Authority's (TMWA) service territory.

Development InformationThe subject parcel is currently vacant but is surrounded by single family residential developed properties in each direction. The required setbacks for *high density suburban (HDS)* are 20 feet for front and rear yard setbacks and 5 feet for the side yard setbacks. The subject property is located within a potential flood hazard area.

Reviewing Agencies

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

- Washoe County Community Services Department
 - Planning and Building Division
 - Engineering and Capital Projects Division
 - Utilities/Water Rights
- Truckee Meadows Water Authority (TMWA)
- Washoe County Health District
- Washoe-Storey Conservation District
- Sun Valley General Improvement District
- Charter Communications

Three out of the eight 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 if granted approval. Washoe County Planning and Building Division requires that the final map be in substantial compliance with all plans and documents submitted with the tentative parcel map.

Contact: Trevor Lloyd, 328-3620, tlloyd@washoecounty.us

- Washoe County Engineering and Capital Projects Division addressed the FEMA flood zone requirements and needed corrections to final map.

Contact: Mike Gump, 328-2315, mgump@washoecounty.us

- Washoe County Water Management Planner addressed requirement for the TMWA water service.

Contact: Vahid Behmaram, 954-4647, vbehmaram@washoecounty.us

Staff Comment on Required Findings

WCC Section 110.606.30 (i) 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: This proposal has been reviewed by the Washoe County Health District and will meet all applicable codes prior to the recordation of a final map.
 - b) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision.

Staff Comment: Appropriate utilities are available on site or will be provided prior to development. The Truckee Meadows Water Authority (TMWA) will provide water service.
 - c) The availability and accessibility of utilities.

Staff Comment: Appropriate utilities are available on site or will be provided prior to development.
 - d) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks.

Staff Comment: All appropriate agencies have reviewed the proposed parcel map and no recommendation of denial was made
 - e) Conformity with the zoning ordinances and master plan.

Staff Comment: The proposed division is in conformance with the adopted regulatory zoning and the Sun Valley Area Plan, a part of the Washoe County Master Plan.
 - f) General conformity with the governing body's master plan of streets and highways.

Staff Comment: The proposed division will be provided with appropriate access to streets and highways in accordance with the adopted Sun Valley Streets and Highways 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: *This division will have no significant impact to public streets and highways.*

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

Staff Comment: *There are no identified development constraints on the property.*

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

Staff Comment: *All substantive comments have been addressed and all recommended conditions of approval have been included with the 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 District has reviewed the proposed division and has not expressed any fire related concerns.*

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

Staff Comment: *Utility easements will be required which could include CATV.*

- l) Recreation and trail easements.

Staff Comment: *The subject parcel does not abut regional trails.*

Recommendation

Those agencies which reviewed the application, recommended conditions in support of approval of the tentative parcel map or provided no comments. Therefore, after a thorough analysis and review, Parcel Map Case Number WTPM17-0009 for Dwight Carlson is being recommended for approval with conditions. Staff offers the following motion for the Parcel Map Review Committee's consideration.

Review Criteria

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 WTPM17-0009 for Dwight Carlson, subject to the conditions of approval included as Exhibit A with the staff report, and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Code Section 110.606.30:

- 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;
 - 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

Parcel Map Review Committee action will be effective 10 calendar days after the written decision is filed with the Secretary to the Parcel Map Review Committee, unless the action is appealed to the Washoe County Board of County Commissioners, in which case the outcome of the appeal shall be determined by the Board of County Commissioners. Any appeal must be filed in writing with the Planning and Building Division within 10 calendar days after the written decision is filed with and signed by the Secretary of the Parcel Map Review Committee and mailed to the applicant.

Owner/Applicant: Dwight Carlson
 4520 Eagle Mountain Drive
 Sparks, NV 89436

Representatives: Alpine Land Surveyors
 Attn: Michael Miller
 7395 Gravel Ct.
 Reno, NV 89502



Conditions of Approval

Parcel Map Case Number WTPM17-0009

The tentative parcel map approved under Parcel Map Case Number WTPM17-0009 shall be carried out in accordance with the Conditions of Approval granted by the Washoe County Parcel Map Review Committee on August 10, 2017. 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 or to abide by all other generally applicable Codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

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 Building 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.

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 Building Division

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

Contact: Trevor Lloyd, 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 Building 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 Building 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 BUILDING CERTIFICATE

THE FINAL PARCEL MAP CASE NO. WTPM17-0009 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 BUILDING OF WASHOE COUNTY, NEVADA, IN ACCORDANCE WITH NEVADA REVISED STATUTES 278.471 THROUGH 278.4725.

MOJRA HAUENSTEIN, DIRECTOR, PLANNING AND BUILDING DIVISION

- d. The applicant shall provide verification to the Planning and Building Division that all conditions from the Truckee Meadows Fire Protection District have been satisfied.
- e. 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 Building Division.

- f. 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 Building Division.
- g. The Parcel Map shall contain TMWA's note and acknowledgement regarding all conditions necessary for provision of water service to these 2 parcels, or a valid will serve letter from TMWA for the newly created parcels.

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

- a. Comply with the conditions of the Washoe County technical check for this map.
- b. Add a section corner tie.
- c. Add a north arrow to the vicinity map.
- d. Add the following note to the map: ***Any structures within a FEMA flood zone must comply with the Washoe County Development Code Article 416.***
- e. Add a note to the map "No structures or fences allowed in the FEMA Floodway."
- f. Submit a plan that shows the limits of the developable portion of parcel A showing all required setbacks and outside the floodway.
- g. Remove debris and unlicensed vehicles from the proposed division.
- h. All boundary corners must be set.
- i. Add a Security Interest Holder's Certificate to the map, if applicable.
- j. Grant easements for snow storage and signage along Rampion Way.

*** End of Conditions ***



WASHOE COUNTY
Engineering & Capital Projects
INTEGRITY COMMUNICATION SERVICE

Community Services
Department
P.O. Box 11130
Reno, Nevada 89520-0027
Phone: (775) 328-3600
Fax: (775) 328-3699

INTEROFFICE MEMORANDUM

PARCEL MAP REVIEW

DATE: July 10, 2017
TO: Department of Community Services, Trevor Lloyd
FROM: Mike Gump, PLS, Engineering Division
SUBJECT: Parcel Map for: Carlson, Dwight
Parcel Map Case No.: WTPM17-0009
APN: 035-363-12
Review Date: 7/05/17

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. Comply with the conditions of the Washoe County technical check for this map.
2. Add a section corner tie.
3. Add a north arrow to the vicinity map.
4. Add the following note to the map: ***Any structures within a FEMA flood zone must comply with the Washoe County Development Code Article 416.***
5. Add a note to the map "No structures or fences allowed in the FEMA Floodway."
6. Submit a plan that shows the limits of the developable portion of parcel A showing all required setbacks and outside the floodway.
7. Remove debris and unlicensed vehicles from the proposed division.
8. All boundary corners must be set.
9. Add a Security Interest Holder's Certificate to the map if applicable.
10. Grant easements for snow storage and signage along Rampion Way.



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

June 27, 2017

FR: Chrono/PL 183-17

Ms. Kelly Mullin, Planner
Community Services Department
Washoe County
PO Box 11130
Reno, NV 89520

RE: WPVAR17-0004 (Greenview HOA)
WPVAR17-0005 (McLendon Residence)
WPVAR17-0006 (The Chalets)
WSUP17-0011 (Star Farms Stables)
WTPM17-0009 (Dwight Carlson)

Dear Ms. Mullin,

We have reviewed the above applications and have no comments at this time.

Thank you for the opportunity to comment on these applications. Please feel free to contact me at 775-332-0174 or email me at rkapuler@rtcwashoe.com if you have any questions or comments.

Sincerely,

Rebecca Kapuler
Planner

RK/jm

Copies: Mojra Hauenstein, Washoe County Community Services
Eva Krause, Washoe County Community Services
Chad Giesinger, Washoe County Community Services
Trevor Lloyd, Washoe County Community Services
Julee Olander, Washoe County Community Services
Jae Pullen, Nevada Department of Transportation, District II
Daniel Doenges, Regional Transportation Commission
Tina Wu, Regional Transportation Commission
Mark Maloney, Regional Transportation Commission
Julie Masterpool, Regional Transportation Commission
David Jickling, Regional Transportation Commission

/Washoe County no comment 070517

OFFICIAL NOTICE OF SUBMITTAL OF TENTATIVE PARCEL MAP

DATE: July 28, 2017

You are hereby notified that the **Washoe County Parcel Map Review Committee** will consider an application for a parcel map in your area. The meeting will be held at the following time and location:

2:00 p.m., Thursday, August 10, 2017

Community Services Department - Planning and Development

Mount Rose Conference Room, Bldg. A, Rm. 275, 1001 E. Ninth St., Reno, NV 89512

Re: Parcel Map Case Number WTPM17-0009 (Dwight Carlson) – For possible action, hearing, and discussion to approve a tentative parcel map to allow the division of a ± 0.608 acre (26,495 square foot) parcel into two parcels of $\pm 17,025$ square feet (.39 acres) and $\pm 9,470$ square feet (.28 acres).

- Owner/Applicant: Dwight Carlson
- Location: 4815 Rampion Way
- Assessor's Parcel Number: 035-363-12
- Parcel Size: ± 0.608 acre (26,495 square foot)
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: High Density Suburban (HDS)
- Area Plan: Sun Valley
- Citizen Advisory Board: Sun Valley
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 3 – Commissioner (Jung)
- Section/Township/Range: Section 30, T20N, R20E, MDM,
Washoe County, NV

- Staff: Trevor Lloyd, Senior Planner
Washoe County Community Services Department
Planning and Building Division

- Phone: 775.328.3620
- E-Mail: tlloyd@washoecounty.us

Subdivision improvement requirements may also be considered for second or subsequent parcel maps pursuant to NRS 278.462. Any tentative parcel map may be subject to conditions relating to the above items as are reasonably necessary. Unless the Parcel Map Review Committee finds that they are not appropriate, subdivision improvements shall be required for this tentative parcel map.

Should you wish to comment on the project, you may attend the meeting, or submit written comments to the staff member named above, Community Services Department, Planning and Building Division, 1001 East Ninth Street, Reno, Nevada, 89520, at or before the meeting. Alternately, you may convey your comments electronically via fax to (775) 328-6133 or email: plncntr@washoecounty.us. Please include the staff planner's name with your comments.