

Board of Adjustment Staff Report

Meeting Date: December 4, 2014

Subject: Special Use Permit Case Number SB14-016

Applicant: Washoe County Community Services Department

Agenda Item Number: 7.B.

Project Summary: Construction of an operations building for staff and equipment

Recommendation: Approval with Conditions

Prepared by: Roger D. Pelham, MPA, Senior Planner

Planning and Development Division

Washoe County Community Services Department

Phone: 775.328.3622

E-Mail: rpelham@washoecounty.us

Description

Special Use Permit Case Number SB14-016 (STMWRF Public Service Yard) – To allow for the construction of a free standing operations building to house operations staff and equipment for the Washoe County Community Services Department.

Applicant: Bill Wardell, Washoe County Community Services

Property Owner: Washoe County

Location: 8455 Alexander Lake Road
Assessor's Parcel Numbers: 165-011-05 and 165-011-06
Parcel Size: 49.43 acres and 14.97 acres
Master Plan Category: Suburban Residential (SR)

Regulatory Zone: Public – Semi Public Facilities (PSP)

Area Plan: Southeast Truckee Meadows

Citizen Advisory Board: South Truckee Meadows/Washoe Valley
 Development Code: Authorized in Article 810, Special Use Permit

 Commission District: 2 – Commissioner Humke
 Section/Township/Range: Section 4, T18N, R20E Washoe County, NV

Staff Report Contents

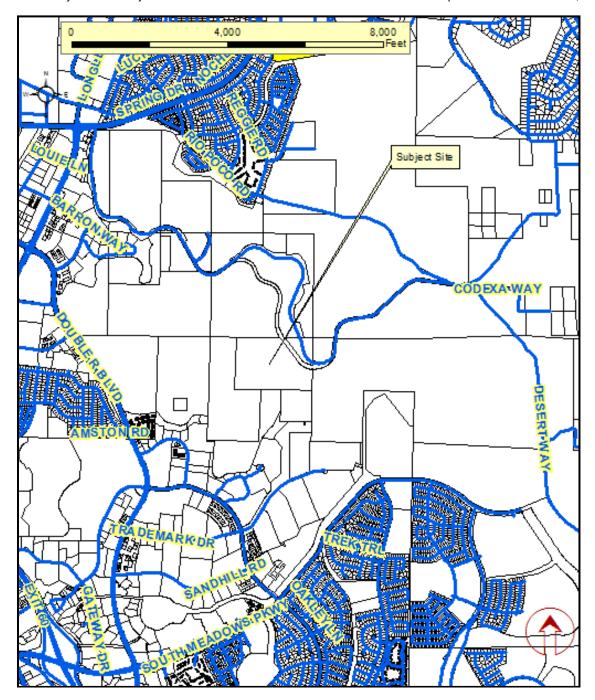
Project Description	1
Special Use Permit	3
Vicinity Map	4
Site Plan	5
Project Evaluation	8
South Truckee Meadows / Washoe Valley Citizen Advisory Board (STMWVCAB)	8
Reviewing Agencies	9
Recommendation	10
Motion	10
Appeal Process	11
Exhibits Contents	
Conditions of Approval	Exhibit A
Public Notice Map	Exhibit B
Project Application	Exhibit C
Engineering and Capital Projects Memorandum	Exhibit D

Special Use Permit

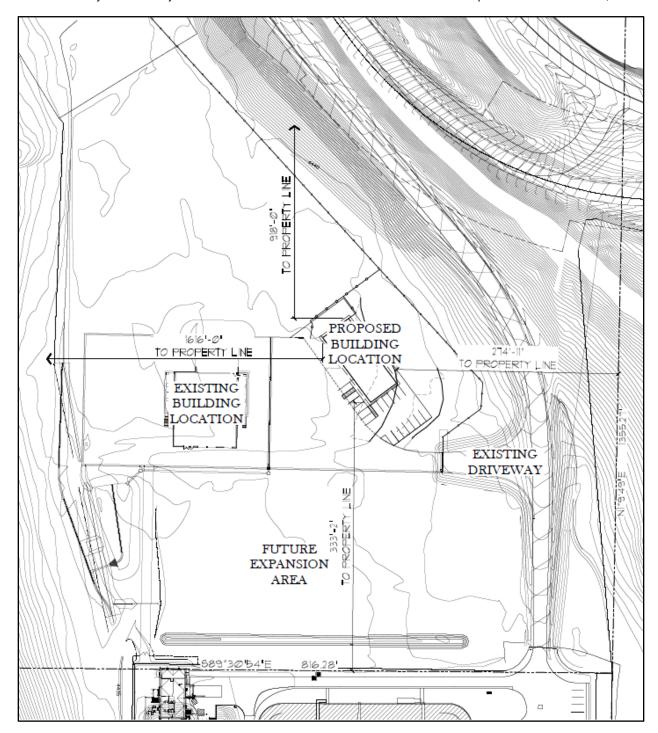
The purpose of a Special Use Permit is to allow a method of review to identify any potential harmful impacts on adjacent properties or surrounding areas for uses that may be appropriate within a regulatory zone; and to provide for a procedure whereby such uses might be permitted by further restricting or conditioning them so as to mitigate or eliminate possible adverse impacts. If the Board of Adjustment grants an approval of the Special Use Permit, that approval is subject to Conditions of Approval. Conditions of Approval are requirements that need to be completed during different stages of the proposed project. Those stages are typically:

- Prior to permit issuance (i.e., a grading permit, a building permit, etc.).
- 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 business or project.

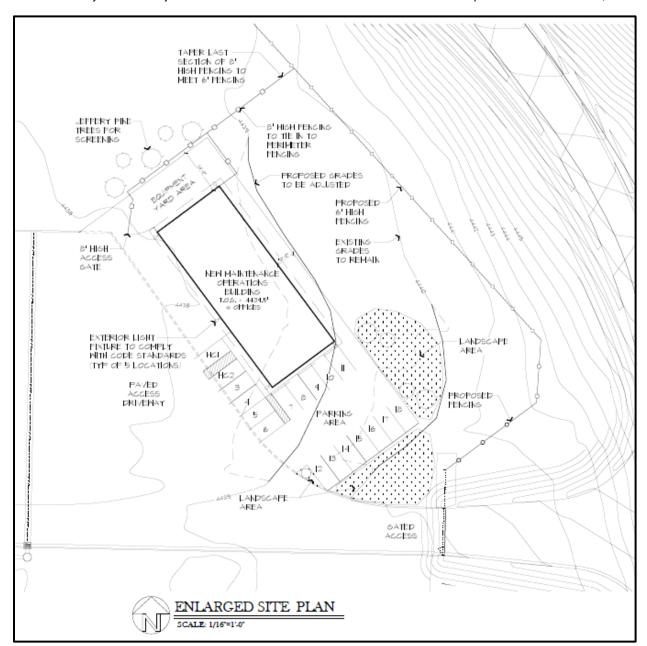
The Conditions of Approval for Special Use Permit Case Number SB14-016 are attached to this staff report and will be included with the Action Order.

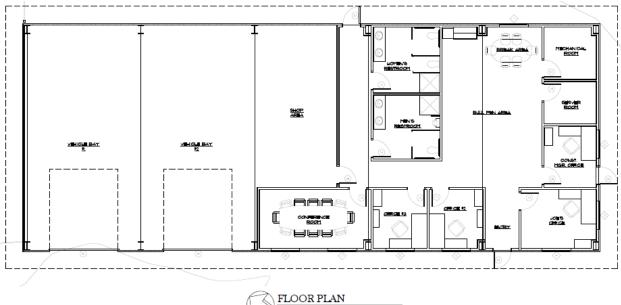


Vicinity Map

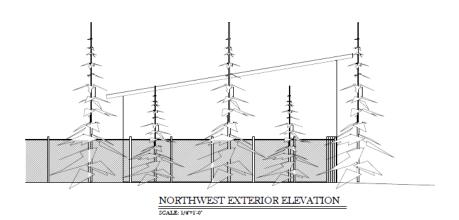


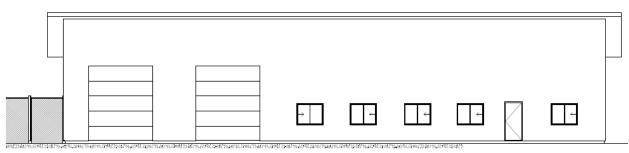
Site Plan





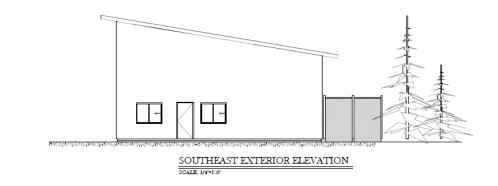


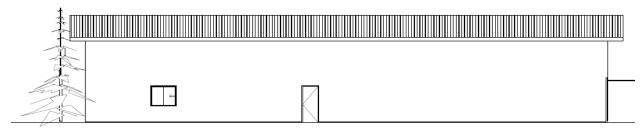




SOUTHWEST EXTERIOR ELEVATION

SCALE: 1/4°=1'0°





NORTHEAST EXTERIOR ELEVATION

Project Evaluation

Washoe County Utilities Operations Division is seeking approval to construct an Operations Building (Public Service Yard use type) on the same parcel as the South Truckee Meadows Water Reclamation Facility (sewer plant). The building is intended to be used for equipment storage, maintenance and office space. The use requested is permissible in this location subject to the approval of a Special Use Permit.

The current request creates little potential for any impact upon the surrounding area. The adjacent use, a sewer plant, was placed in this location because it is not close to any residences. A Special Use Permit to expand the sewer plant was recently approved and additional landscaping was required which will help to mitigate any views of this facility as well. Additional landscaping, down-shielded lighting and other standard development criteria will be required to be met. The proposed building will be required to match the colors, texture and architecture of the existing buildings on the site. Evergreen trees will be required to be planted around the building to soften any visual impact.

Staff believes that all required findings can be made and that any potential impacts will be sufficiently mitigated by the conditions of approval attached to this report.

South Truckee Meadows / Washoe Valley Citizen Advisory Board (STMWVCAB)

The proposed project was presented by the Washoe County Utilities Operations Division at the regularly scheduled Citizen Advisory Board meeting on November 13, 2014. The notes from that meeting were not available at the time of this staff report. The notes will be provided to the Board of Adjustment at the public hearing.

Reviewing Agencies

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

- Washoe County Community Services Department
 - Planning and Development
 - Engineering and Capital Projects
 - Water and Sewer
 - Water Rights
- Washoe County Health District
 - Air Quality
 - Mosquito / Vector Control
- Truckee Meadows Fire Protection District
- Regional Transportation Commission

Two 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.

 Washoe County Planning and Development addressed landscaping, parking and lighting standards and imposed operational conditions that will be in effect for the life of the project.

Contact: Roger Pelham, 775.328.3622, rpelham@washoecounty.us

• <u>Washoe County Engineering</u> addressed pavement standards and provided standard technical conditions for construction.

Contact: Leo Vesely, 775.325.8032, lvesely@washoecounty.us

Staff Comment on Required Findings

Washoe County Code Section 110.810.20 of Article 810, Special Use Permits, requires that all of the following findings be made to the satisfaction of the Washoe County Board of Adjustment before granting approval of the request. Staff has completed an analysis of the Special Use Permit application and has determined that the proposal is in compliance with the required findings as follows:

- 1. <u>Consistency.</u> That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Southeast Truckee Meadows Area Plan.
 - Staff Comment: There are no master plan policies or action items that are in conflict with the approval of the operations building at the site of the waste treatment facility.
- Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven.

- Staff Comment: Adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities exist at this time for the waste treatment facility and are sufficient to serve the proposed operations building.
- 3. <u>Site Suitability.</u> That the site is physically suitable for a water reclamation facility, and for the intensity of such a development.
 - Staff Comment: The proposed operations building is a compatible use with the existing waste treatment facility.
- 4. <u>Issuance Not Detrimental.</u> That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.
 - Staff Comment: The waste treatment facility is in existence at this time, the addition of the proposed operations building will not create additional impact to the surrounding area.
- 5. <u>Effect on a Military Installation.</u> Issuance of the permit will not have a detrimental effect on the location, purpose or mission of a military installation.
 - Staff Comment: There is no military installation in the vicinity of the project.

Recommendation

Those agencies which reviewed the application recommended conditions in support of approval of the project. Therefore, after a thorough analysis and review, Special Use Permit Case Number SB14-016 is being recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

Motion

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Board of Adjustment approve Special Use Permit Case Number SB14-016 for the Washoe County Community Services Department, having made all five findings in accordance with Washoe County Development Code Section 110.810.30:

- 1. <u>Consistency.</u> That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Southeast Truckee Meadows Area Plan;
- 2. <u>Improvements.</u> That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven:
- 3. <u>Site Suitability.</u> That the site is physically suitable for a water reclamation facility, and for the intensity of such a development;
- 4. <u>Issuance Not Detrimental.</u> That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area; and
- 5. <u>Effect on a Military Installation.</u> Issuance of the permit will not have a detrimental effect on the location, purpose or mission of a military installation.

Appeal Process

Board of Adjustment action will be effective 10 days after the public hearing date, unless the action is appealed to the County Commission, in which case the outcome of the appeal shall be determined by the Washoe County Commission.

Applicant / Property Owner: Washoe County Community Services Department

Attn: Bill Wardell 4930 Energy Way Reno, NV 89502



Conditions of Approval

Special Use Permit Case Number SB14-016

The project approved under Special Use Permit Case Number SB14-016 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on December 4, 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 or to abide by all other generally applicable Codes.

<u>Unless otherwise specified</u>, all conditions related to the approval of this Special Use Permit shall be met or financial assurance must be provided to satisfy the Conditions of Approval prior to issuance of a grading or building permit. 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 Special Use Permit 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 Special Use Permit may result in the initiation of revocation procedures.

Washoe County reserves the right to review and revise the Conditions of Approval related to this Special Use Permit 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 permit issuance (i.e., grading permits, building permits, etc.).
- 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 or business.

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.

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 Name – Roger Pelham, 775.328.3622, rpelham@washoecounty.us

- a. The applicant shall demonstrate substantial conformance to the plans approved as part of this special use permit. The Planning and Development Division shall determine compliance with this condition.
- b. The applicant shall submit complete construction plans and building permits shall be issued within two years from the date of approval by Washoe County. The applicant shall complete construction within the time specified by the building permits. Compliance with this condition shall be determined by the Planning and Development Division.
- c. The applicant shall attach a copy of the action order approving this project to all administrative permit applications (including building permits) applied for as part of this special use permit.
- d. The proposed structure shall match the existing buildings on the site in: exterior color, exterior texture, general architectural design and roofing materials.
- e. A note shall be placed on all construction drawings and grading plans stating:

NOTE

Should any prehistoric or historic remains/artifacts be discovered during site development, work shall temporarily be halted at the specific site and the State Historic Preservation Office of the Department of Museums, Library and Arts shall be notified to record and photograph the site. The period of temporary delay shall be limited to a maximum of two (2) working days from the date of notification.

f. Landscaping for the project shall consist of evergreen trees planted at a rate of one tree every ten feet around the exterior of the structure on the northwest,

- northeast and southeast sides. All trees shall be provided with permanent irrigation. All trees shall meet the minimum height requirements at time of planting as required by Article 412 of the Development Code.
- g. A certification letter or series of letters by a registered landscape architect or other persons permitted to prepare landscaping and irrigation plans pursuant to N.R.S. 623A shall be submitted to and approved by the Planning and Development Division. The letter(s) shall certify that all applicable landscaping provisions of Articles 408, 410 and 412 of the Development Code have been met. Any landscaping plans and the letter shall be wet-stamped. The letter shall indicate any provisions of the code that the Director of the Planning and Development Division has waived.
- h. All landscaping shall be maintained in accordance with the provisions found in Section 110.412.75, Maintenance. A three-year maintenance plan shall be submitted by a licensed landscape architect registered in the State of Nevada to the Planning and Development Division, prior to a Certificate of Occupancy. The plan shall be wet-stamped.
- i. All exterior lighting fixtures shall be shielded such that light is emitted downward only. Cut-sheets for all exterior lighting fixtures shall be included with building permit applications.
- j. The following **Operational Conditions** shall be required for the life of the development:
 - 1. This special use permit shall remain in effect until or unless it is revoked or is inactive for one year.
 - 2. Failure to comply with the Conditions of Approval shall render this approval null and void. Compliance with this condition shall be determined by the Planning and Development Division.
 - 3. The applicant and any successors shall direct any potential purchaser/operator of the site and/or the special use permit to meet with the Planning and Development Division to review Conditions of Approval prior to the final sale of the site and/or the special use permit. Any subsequent purchaser/operator of the site and/or the special use permit shall notify the Planning and Development Division of the name, address, telephone number, and contact person of the new purchaser/operator within 30 days of the final sale.

Washoe County Engineering and Capital Projects

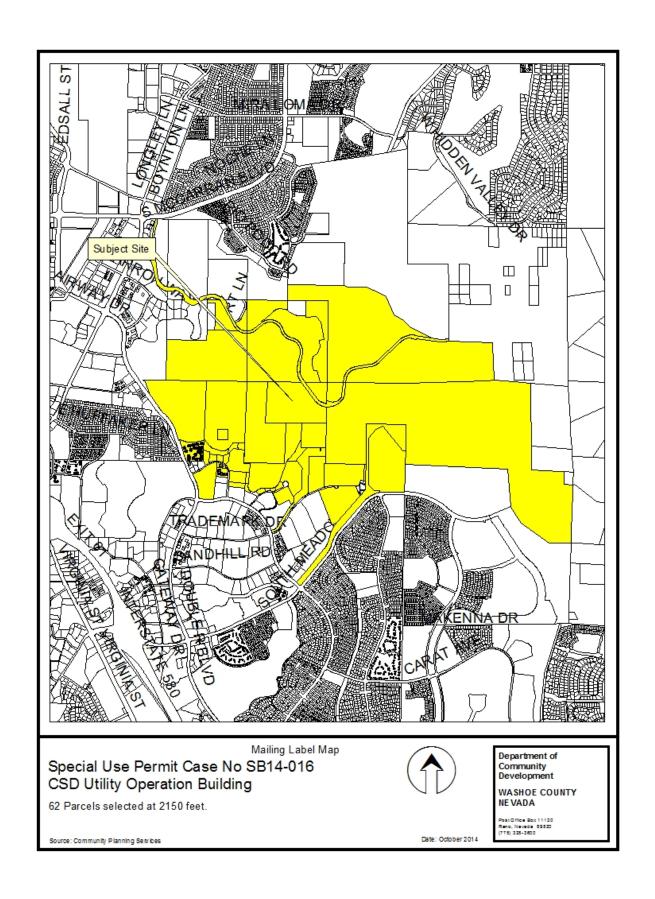
2. The following conditions are requirements of the Engineering and Capital Projects Division, which shall be responsible for determining compliance with these conditions.

Contact Name – Name, 775.325.8032, lvesely@washoecounty.us

a. A complete set of construction improvement drawings, including an on-site grading plan, shall be submitted when applying for a building/grading permit.
 Grading shall comply with best management practices (BMP's) and shall include detailed plans for grading, site drainage, erosion control (including BMP locations

- and installation details), slope stabilization, and mosquito abatement. Placement or removal of any excavated materials shall be indicated on the grading plan. Silts shall be controlled on-site and not allowed onto adjacent property.
- b. All disturbed areas left undeveloped for more than 30 days shall be treated with a dust palliative. Disturbed areas left undeveloped for more than 45 days shall be re-vegetated. Methods and seed mix must be approved by the County Engineer with technical assistance from the Washoe-Storey Conservation District.
- c. A drainage report prepared by a registered engineer shall be submitted to the Engineering Division for review and approval. The report shall include the locations, points of entry and discharge, flow rates and flood limits of all 5- and 100-year storm flows impacting both the site and offsite areas and the methods for handling those flows. The report shall include all storm drain pipe and ditch sizing calculations and a discussion of and mitigation measures for any impacts on existing offsite drainage facilities and properties
- d. Any increase in storm water runoff resulting from the development shall be retained on site to the satisfaction of the County Engineer.
- e. The applicant shall provide pretreatment for petrochemicals and silt for all storm drainage from the site to the satisfaction of the County Engineer.
- f. The minimum pavement requirements for on-site paving shall be four inches (4") of asphalt over six inches (6") of granular base to the satisfaction of the County Engineer.

*** End of Conditions ***



Community Services Department Planning and Development SPECIAL USE PERMIT APPLICATION



Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Development staff at 775.328.3600.

Project Information	Project Information Staff Assigned Case No.:		
Project Name:			
Project Description:			
Project Address:			
Project Area (acres or square fee	et):		
Project Location (with point of re	ference to major cross	streets AND area locator):	
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No(s):	Parcel Acreage:
Section(s)/Township/Range:			
Indicate any previous Washo Case No.(s).	e County approval	s associated with this applicat	ion:
Applicant	Information (atta	ch additional sheets if necessary	/)
Property Owner:		Professional Consultant:	
Name:		Name:	
Address:		Address:	
	Zip:		Zip:
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person:	
Applicant/Developer:		Other Persons to be Contact	ed:
Name:		Name:	
Address:		Address:	
	Zip:		Zip:
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person:	
	For Office	Use Only	
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s): Regulator		Regulatory Zoning(s):	

Special Use Permit Application Supplemental Information

(All required information may be separately attached)

Chapter 110 of the Washoe County Code is commonly known as the Development Code. Specific references to special use permits may be found in Article 810, Special Use Permits.

1.	What is the type of project being requested?
2.	What currently developed portions of the property or existing structures are going to be used with this permit?
3.	What improvements (e.g. new structures, roadway improvements, utilities, sanitation, water supply drainage, parking, signs, etc.) will have to be constructed or installed and what is the projected time frame for the completion of each?

1.	What is the intended phasing schedule for the construction and completion of the project?	
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5.	What physical characteristics of your location and/or premises are especially suited to deal with the impacts and the intensity of your proposed use?	
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3.	What are the anticipated beneficial aspects or effects your project will have on adjacent properties	
	and the community?	
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	What will you do to minimize the anticipated negative impacts or effects your project will have on adjacent properties?	
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(height, ig, etc.) on site
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12.		e there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to area subject to the special use permit request? (If so, please attach a copy.)		
		Yes		No
13. Community Sewer				
		Yes		No
Community Water				
		Yes		No

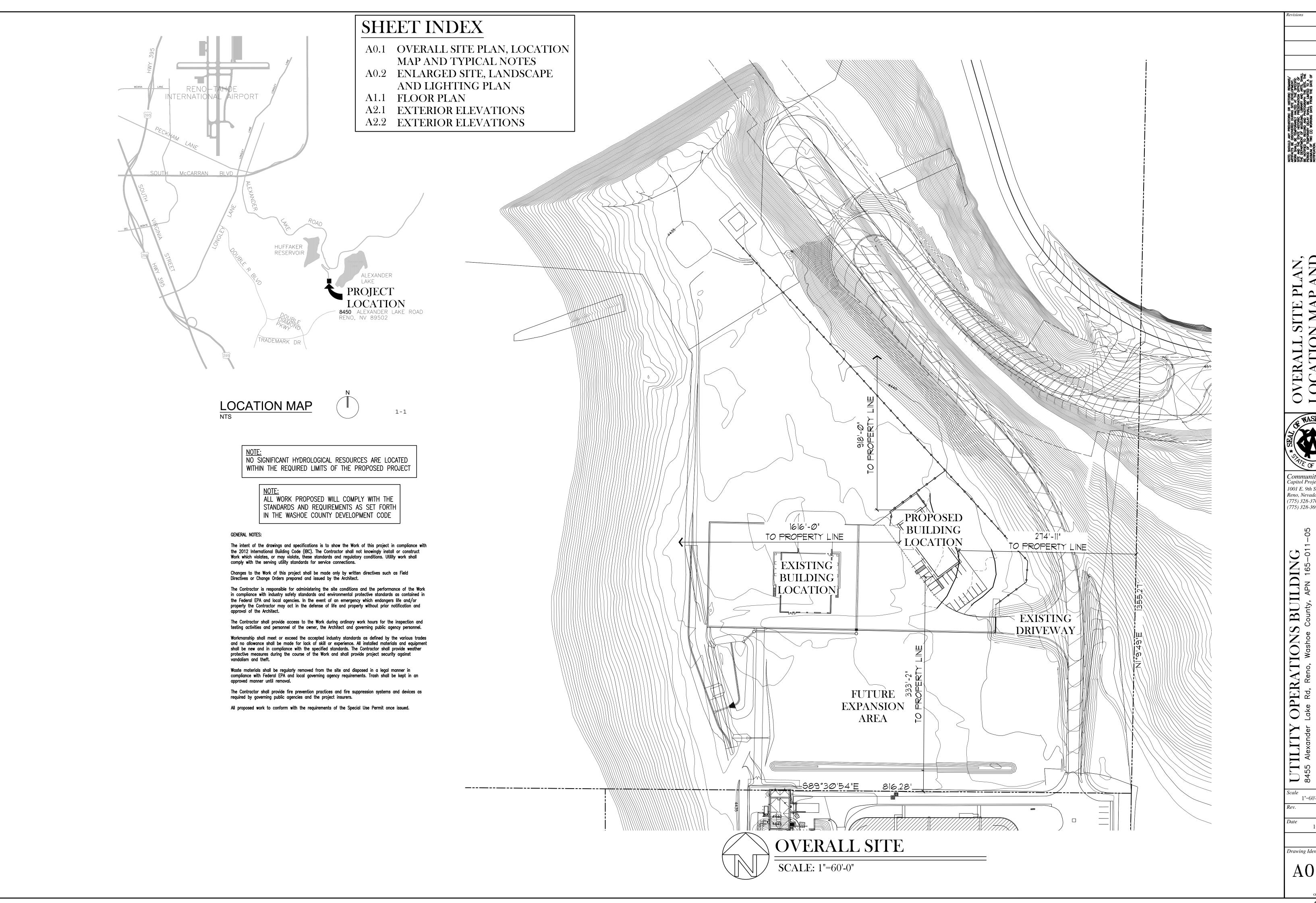


EXHIBIT C

SB14-016

Community Services Capitol Projects Division 1001 E. 9th Street

Reno, Nevada 89520-0027 (775) 328-3763 (775) 328-3699

1"=60'-0"

10/21/14

Drawing Identity

ENLARGED SITE PLAN

SCALE: 1/16"=1'-0"

SB14-016

1"=30'-0"

10/21/14

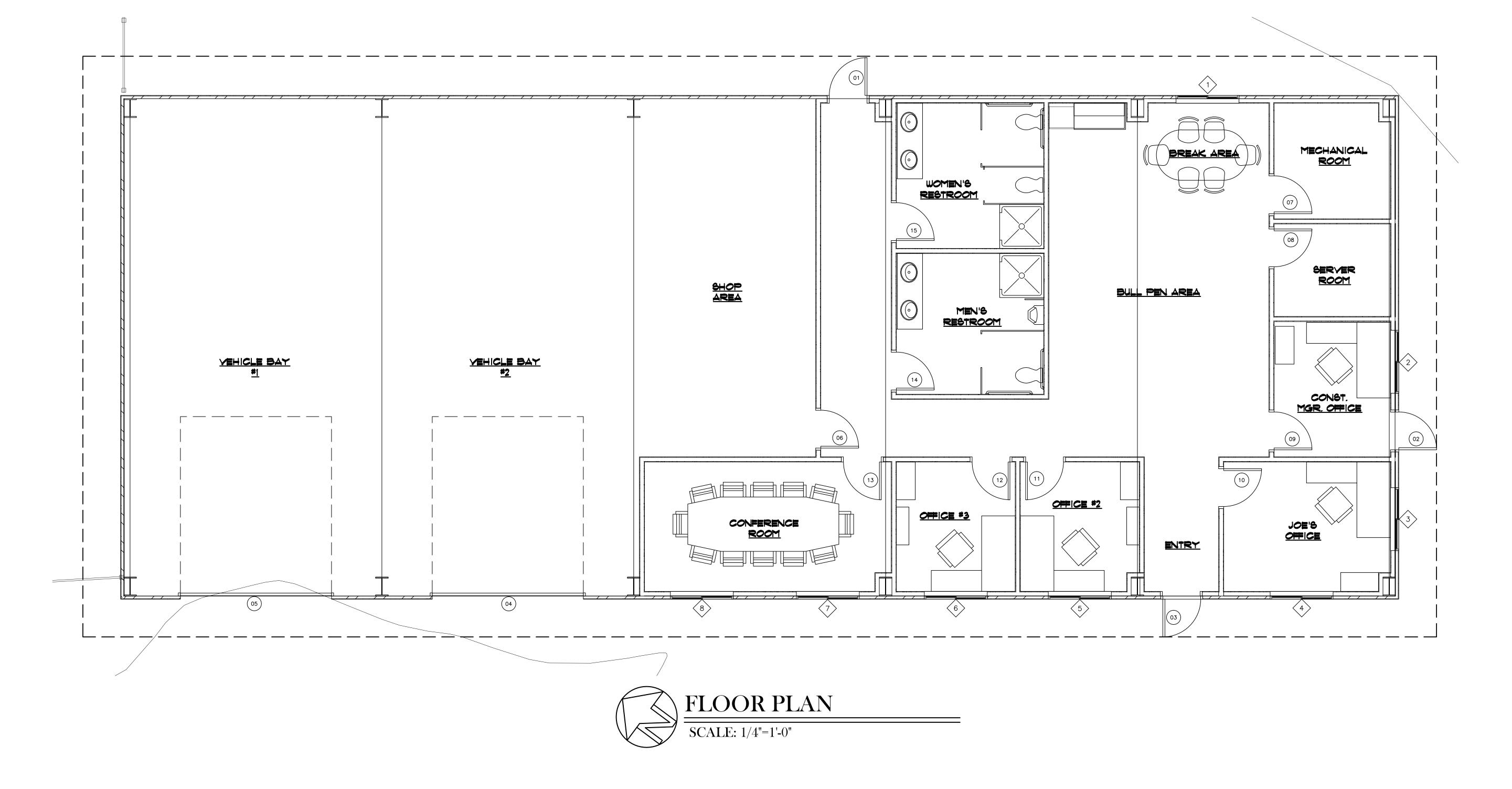
Drawing Identity

OPERATIONS BUILDING Lake Rd, Reno, Washoe County, APN 165-011

1/4"=1'-0"

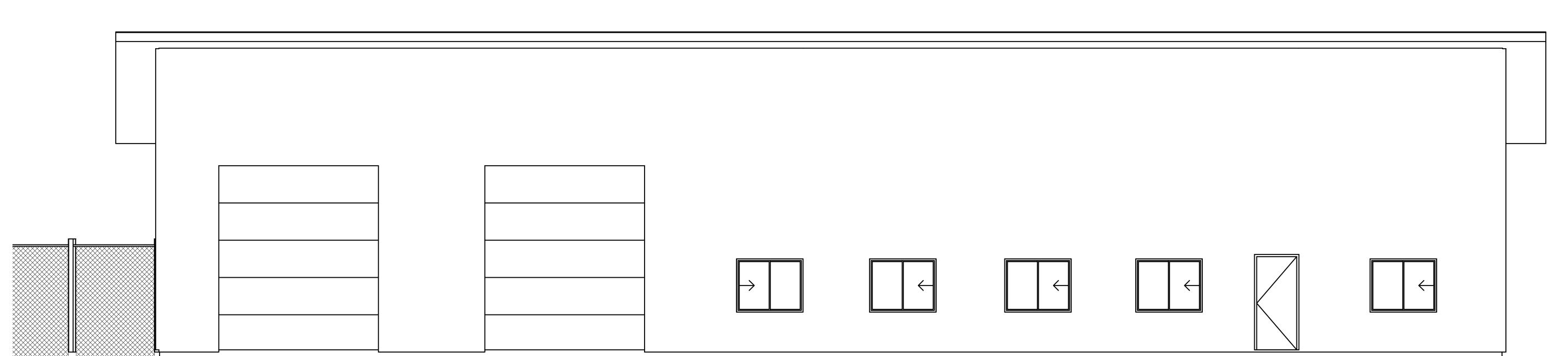
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10/21/14

SCALE: 1/4"=1'-0"



SOUTHWEST EXTERIOR ELEVATION

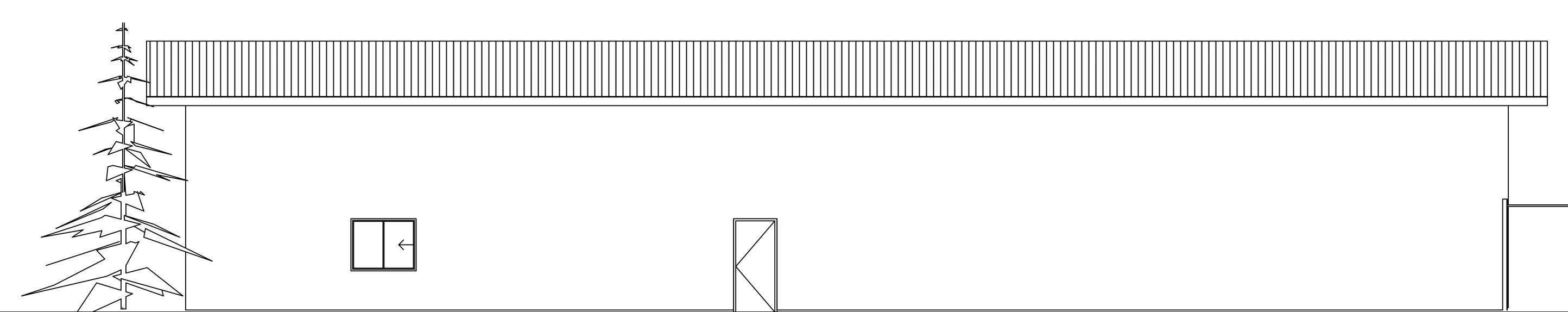
SCALE: 1/4"=1'-0"

Community Services Capitol Projects Division

1001 E. 9th Street
Reno, Nevada 89520-0027
(775) 328-3763
(775) 328-3699

1/4"=1'-0" 10/21/14

Drawing Identity



NORTHEAST EXTERIOR ELEVATION

SCALE: 1/4"=1'-0"

NOTE: SHOULD ANY PREHISTORIC OR HISTORIC REMAINS MATERIALS BE DESCOVERED INSHIGO SITE DEPLICABILITY WORK SHALL BE TELFFORMELY HALTED AT THE SPECIAL SITE AND THE STATE HISTORIC PRESENANTON OFFICE (THE DEPARTMENT OF MISELIALS, LIBBARY AND ANTS, BE NOTFED TO RECORD AND PHOTOGRAPH THE SITE PERIOD OF TELFFORMEY DELAY SWALL BE LIMITED TO A MAXIMUM OF TWO (2) WORKING DAYS FROM THE DATE NOTFICATION.

EXTERIOR ELEVATIONS

Community Services

Community Services Capitol Projects Division 1001 E. 9th Street Reno, Nevada 89520-0027 (775) 328-3763 (775) 328-3699

Washoe County, APN 165-011-05

Washoe County, APN 165-011-05

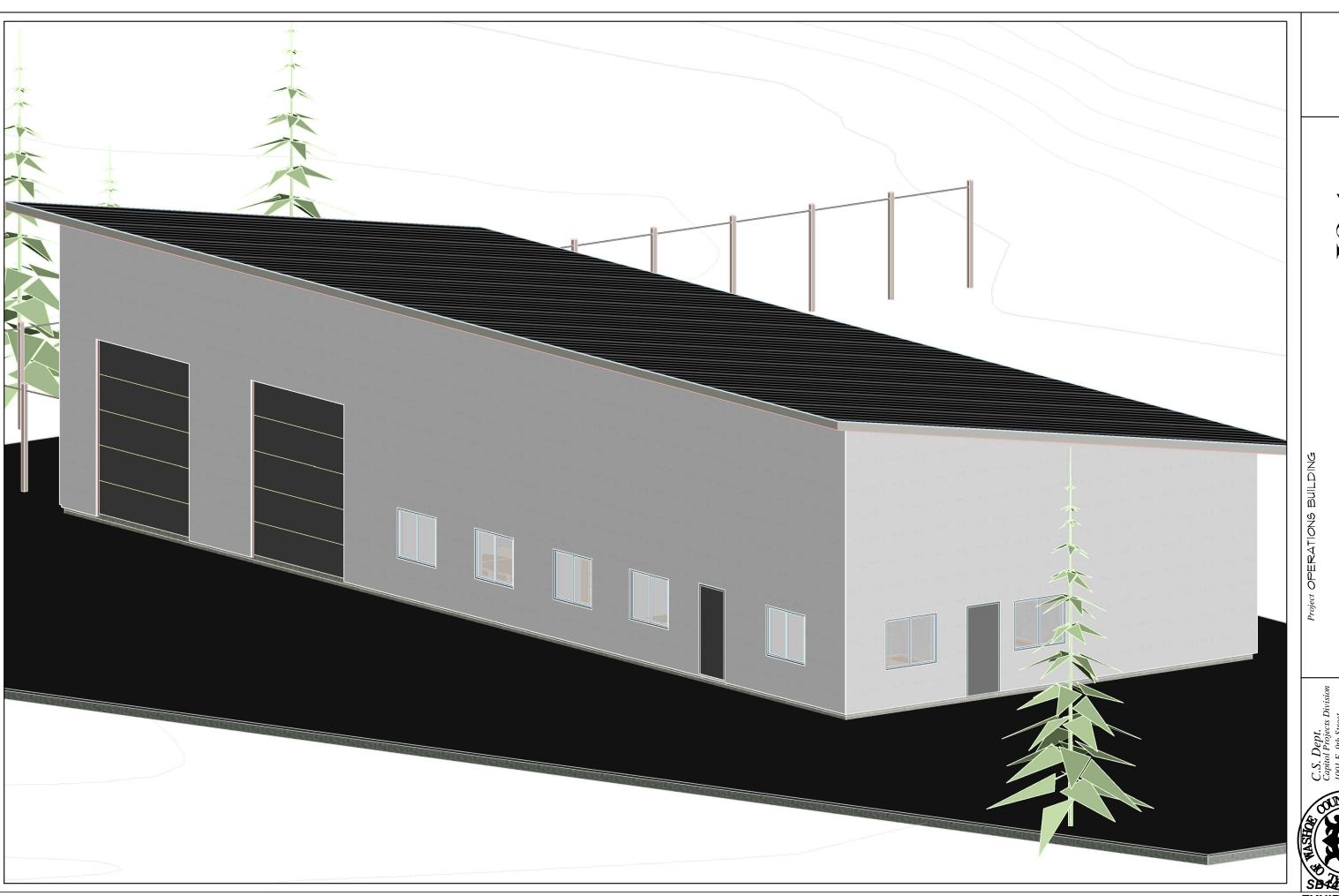
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TILITY OPERATIONS BUILD is Alexander Lake Rd, Reno, Washoe County, APN 3HOE COUNTY COMMUNITY SERVICES DEPT. — Capito

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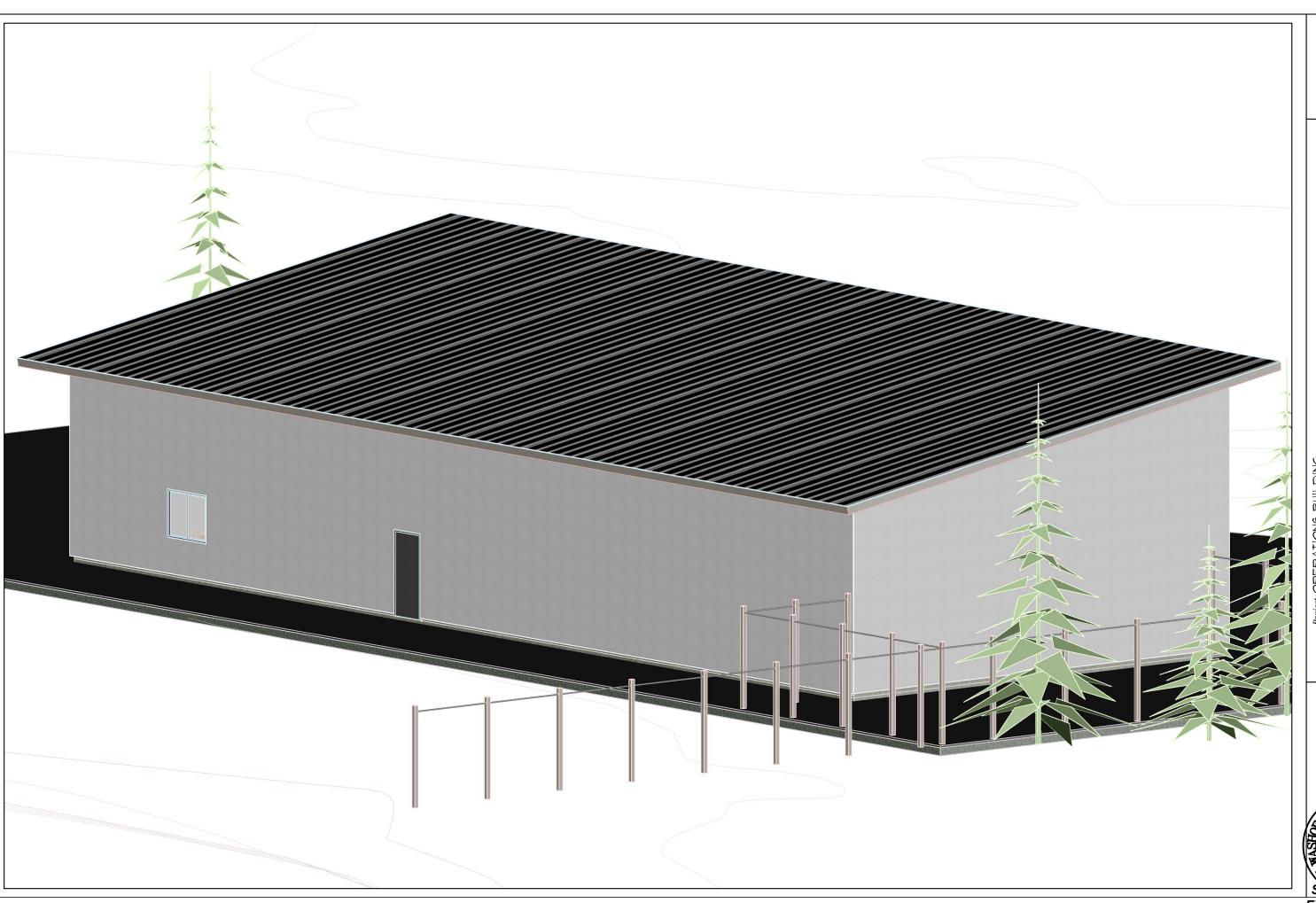
Date 10/21/14

Drawing Identity



Date 10/21/14
Scale NOT TO SCALE
Drawing Name: 3D VIEW FROM SOUTHWEST

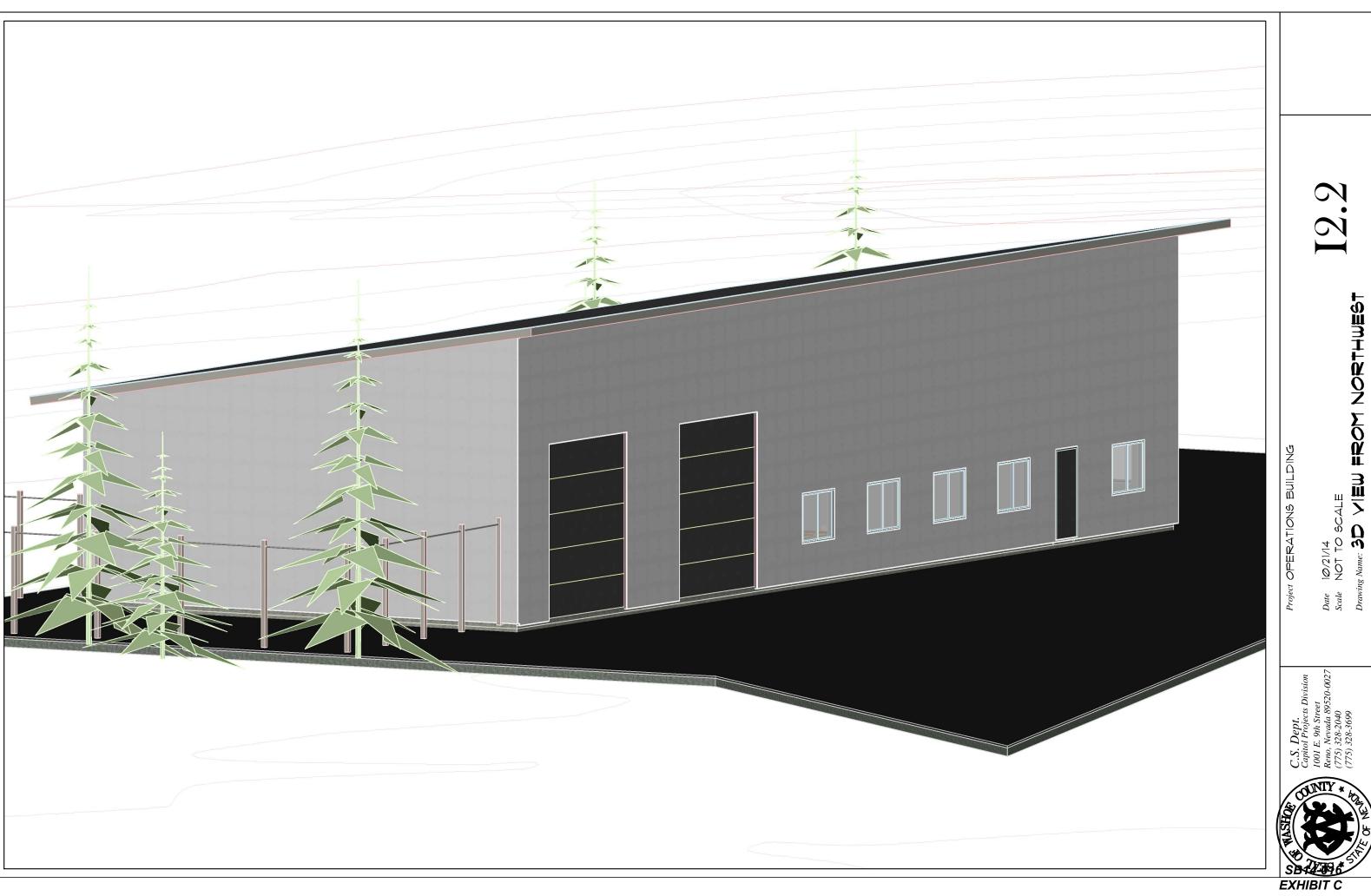
SB42-96 EXHIBIT C



12.3

Date 10/21/14
Scale NOT TO SCALE
Drawing Name: 3D VIEW FROM NORTHEAST

SB42596 EXHIBIT C





WASHOE COUNTY

COMMUNITY SERVICES DEPARTMENT

Engineering and Capital Projects Division

"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

DATE: November 04, 2014

TO: Roger Pelham, Planning and Development Division

FROM: Leo R. Vesely, P.E., Engineering and Capitol Projects Division

SUBJECT: SB14-016

APN 165-011-05 & 06

STMWRF UTILITIES OPERATIONS BUILDING

I have reviewed the referenced special use permit and have the following conditions:

- 1. A complete set of construction improvement drawings, including an on-site grading plan, shall be submitted when applying for a building/grading permit. Grading shall comply with best management practices (BMP's) and shall include detailed plans for grading, site drainage, erosion control (including BMP locations and installation details), slope stabilization, and mosquito abatement. Placement or removal of any excavated materials shall be indicated on the grading plan. Silts shall be controlled on-site and not allowed onto adjacent property.
- 2. All disturbed areas left undeveloped for more than 30 days shall be treated with a dust palliative. Disturbed areas left undeveloped for more than 45 days shall be revegetated. Methods and seed mix must be approved by the County Engineer with technical assistance from the Washoe-Storey Conservation District.
- 3. A drainage report prepared by a registered engineer shall be submitted to the Engineering Division for review and approval. The report shall include the locations, points of entry and discharge, flow rates and flood limits of all 5- and 100-year storm flows impacting both the site and offsite areas and the methods for handling those flows. The report shall include all storm drain pipe and ditch sizing calculations and a discussion of and mitigation measures for any impacts on existing offsite drainage facilities and properties
- 4. Any increase in storm water runoff resulting from the development shall be retained on site to the satisfaction of the County Engineer.
- 5. The applicant shall provide pretreatment for petrochemicals and silt for all storm drainage from the site to the satisfaction of the County Engineer.
- 6. The minimum pavement requirements for on-site paving shall be four inches (4") of asphalt over six inches (6") of granular base to the satisfaction of the County Engineer.

LRV/Irv