



# Parcel Map Review Committee Staff Report

**Meeting Date: November 12, 2015**

Subject: Tentative Parcel Map Case Number PM15-016  
Applicant: Roach Family Trust  
**Agenda Item Number: 7B**  
Project Summary: To divide a  $\pm 5.6$  acre parcel into two parcels of  $\pm 3.4$  and  $\pm 2.2$  acres.  
**Recommendation: Approval with Conditions**  
Prepared by: Trevor Lloyd - Senior Planner  
Washoe County Community Services Department  
Division of Planning and Development  
Phone: 775.328.3620  
E-Mail: [tlloyd@washoecounty.us](mailto:tlloyd@washoecounty.us)

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## Description

**Tentative Parcel Map Case Number PM15-016 (Roach Family Trust)** – Hearing, discussion, and possible action to approve the division of a  $\pm 5.6$  acre parcel into two parcels including a  $\pm 3.4$  acre parcel with an existing single family residence (parcel 1) and a  $\pm 2.2$  acre parcel (parcel 2). The property is located at 30 Maranatha Road approximately 1,000 feet west of Old US Highway 395

- Applicant/Owner: Roach Family Trust
- Location: 30 Maranatha Road approximately 1,000 feet west of Old US Highway 395
- Assessor's Parcel Number: 046-031-32
- Parcel Size: 5.6 acres
- Master Plan Category: Rural Residential (RR)
- Regulatory Zone: High Density Rural (HDR)
- Area Plan: South Valleys
- Citizen Advisory Board: South Truckee Meadows/Washoe Valley
- Development Code: Authorized in Article 606, Parcel Map
- Commission District: 2 – Commissioner Lucey
- Section/Township/Range: Section 34, T17N, R19E, MDM, Washoe County, NV

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**Exhibits Contents**

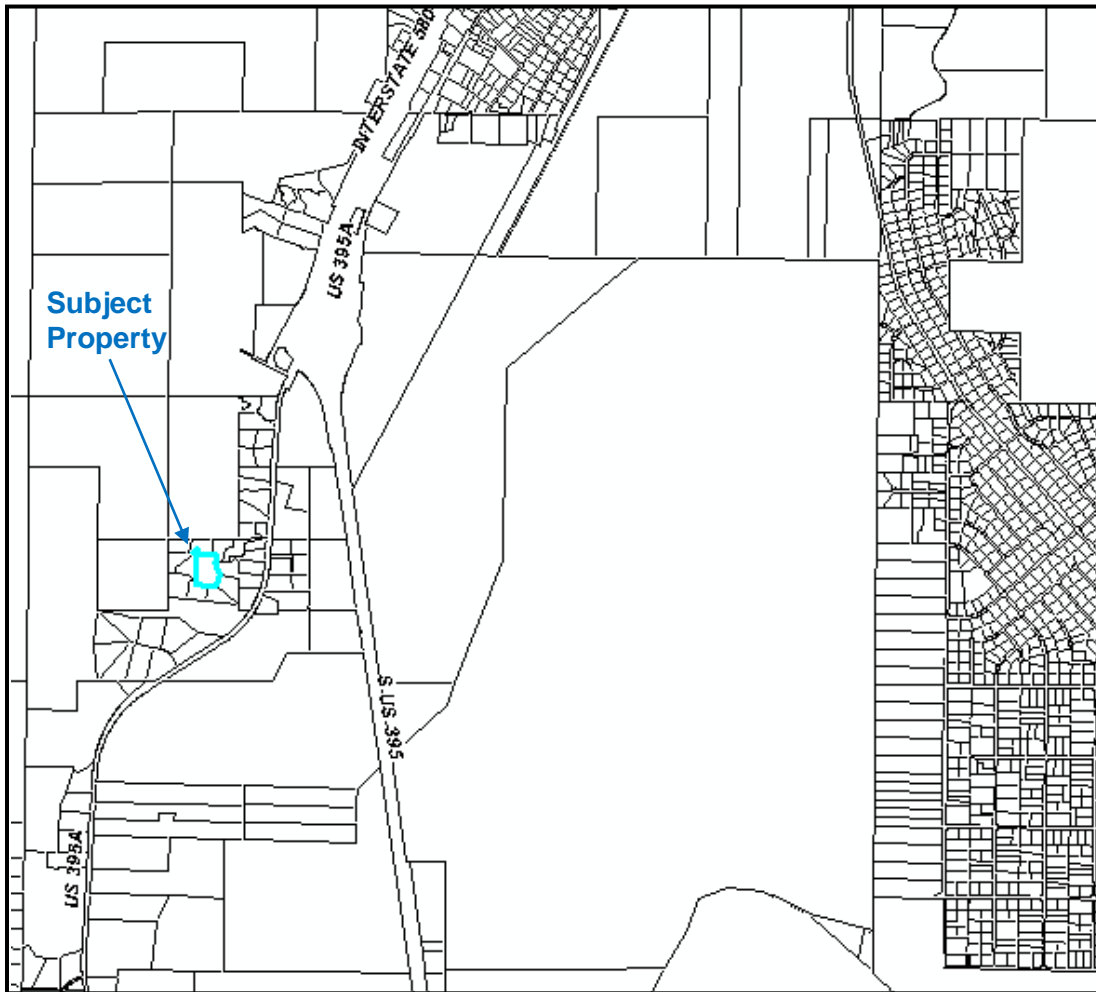
Conditions of Approval..... Exhibit A  
Engineering and Capitol Projects ..... Exhibit B  
District Health Letter Dated October 15, 2015..... Exhibit C

## **Parcel Map**

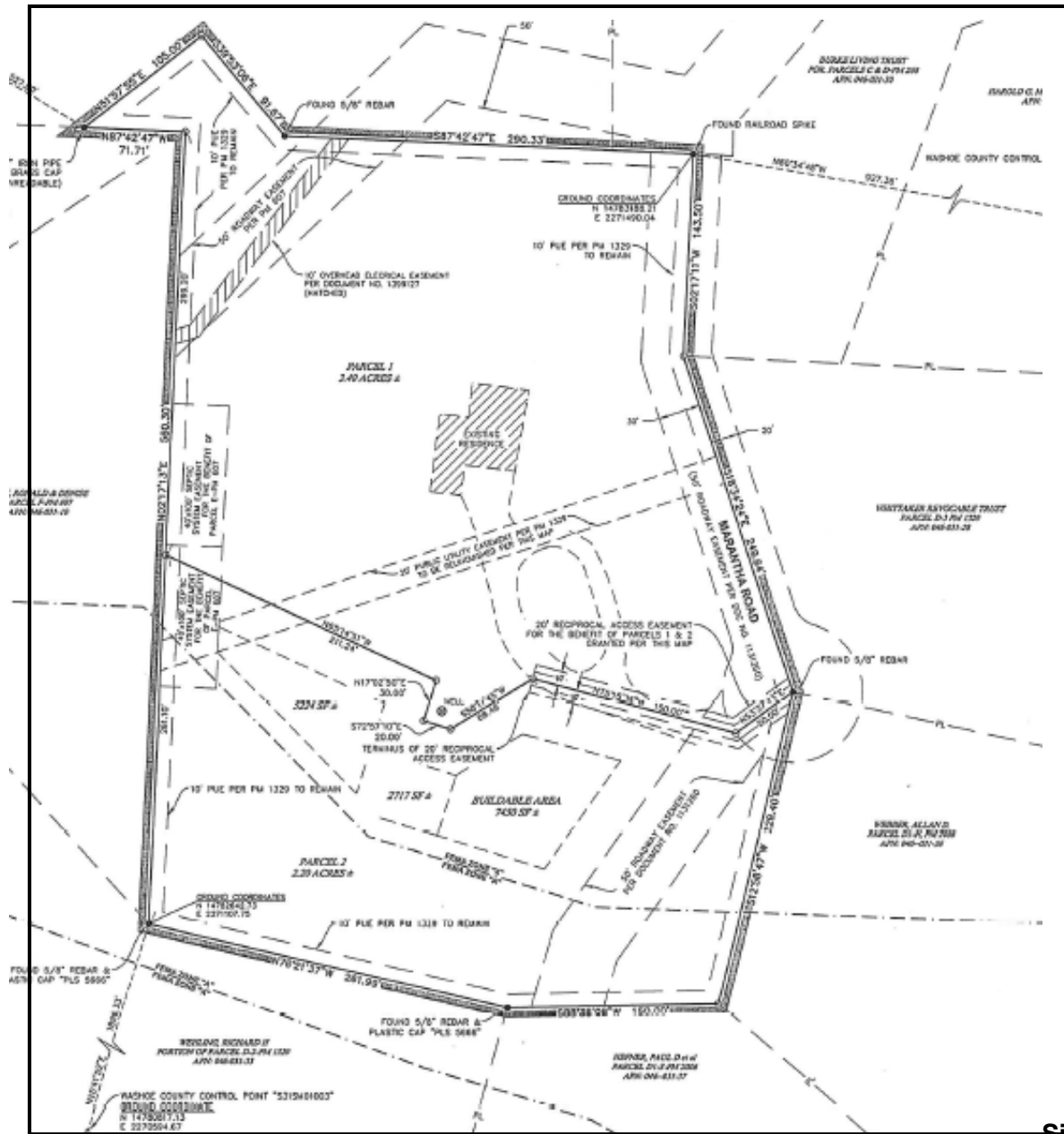
The purpose of a parcel map is to allow for the creation of subdivisions, merger and re-subdivision of existing lots, and common-interest communities consisting of four or fewer parcels pursuant to Article 606, *Parcel Maps*, of the Washoe County Development Code. A tentative parcel map must be submitted to the Planning and Development Division for the purpose of review prior to or concurrent with the final parcel map. Every tentative parcel map must be prepared by a professional land surveyor. The parcel map process exists to establish reasonable standards of design and procedures for subdividing in order to further the orderly layout and use of land and insure proper legal descriptions and monumenting of subdivided land. Additionally, the process helps to safeguard the public health, safety and general welfare by establishing minimum standards of design and development for any land division platted in the unincorporated area of Washoe County. If the Washoe County Parcel Map Review Committee grants an approval of the tentative parcel map, that approval is subject to Conditions of Approval. Conditions of Approval are requirements that may need to be completed during different stages of the proposed project. Those stages are typically:

- Prior to recordation of a final map.
- Prior to obtaining a final inspection and/or a certificate of occupancy on a structure.
- Prior to the issuance of a business license or other permits/licenses.
- Some Conditions of Approval are referred to as “Operational Conditions.” These conditions must be continually complied with for the life of the project.
- Within 22 months from the date of approval of the tentative parcel map, the applicant must file a final parcel map along with any required supporting materials with the Planning and Development Division and the County Engineer showing that all conditions imposed by the Washoe County Parcel Map Review Committee have been met. Approval or conditional approval of a tentative parcel map imposes no obligation on the part of the Director of Planning and Development Division or the Board of County Commissioners to approve the final parcel map or to accept any public dedication shown on the tentative or final parcel map. Failure to submit a complete final parcel map and pay the required fees within the two year time period shall cease any further action on the map and shall render the tentative parcel map as expired.

The Conditions of Approval for Tentative Parcel Map Case Number PM15-016 is attached to this staff report as Exhibit A and will be included with the Action Order.



**Vicinity Map**



Site

Plan

### **Tentative Parcel Map Evaluation**

Regulatory Zone Designation:	High Density Rural (HDR)
Master Plan Designation:	Rural Residential (RR)
Maximum Lot Potential:	Two lots
Number of Lots on Parcel Map:	Two lots
Minimum Lot Size Required:	2 acres
Minimum Lot Size on Parcel Map:	2.2 acres
Minimum Lot Width Required:	150 feet
Minimum Lot Width on Parcel Map:	Over 200 feet

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

Development Suitability Constraints: The South Valleys Development Suitability Map, a part of the South Valleys Area Plan, identifies the subject parcel as having a 100 year flood hazard along the south side of the property and slopes greater than 15 percent.

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

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

### **Development Information**

The subject parcel is developed with a single family house, detached accessory structure and tennis court. The required setbacks for the High Density Rural (HDR) regulatory zone are 30 feet for front and rear yard setbacks and 15 feet for the side yard setbacks. The single family dwelling and all structures will meet the above-mentioned setbacks.

### **Reviewing Agencies**

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

- Washoe County Planning and Development Division
  - Planning and Development
  - Engineering and Capitol Projects
  - Utilities
- Truckee Meadows Water Authority (TMWA)
- Washoe County Health District
  - Environmental Health Services
  - Vector-Borne Diseases
- Truckee Meadows Fire Protection District
- Regional Transportation Commission (RTC)

Four 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 Development 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](mailto:tlloyd@washoecounty.us)**

- Washoe County Engineering and Capital Projects addressed access and drainage easements, imposed corrections to the map and requires the removal of debris from the property.

**Contact: Mike Gump 328-2041, [mgump@washoecounty.us](mailto:mgump@washoecounty.us)**

- Washoe County Health District requires a signature certificate for the Health District on the final map and addressed domestic well and onsite sewage disposal.

**Contact: Chris Anderson 328-2632, [canderson@washoecounty.us](mailto:canderson@washoecounty.us)**

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

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

- 1) General improvement considerations for all parcel maps including, but not limited to:
  - a) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal.  
*Staff Comment:* The proposed maps have been reviewed by the relevant agencies and no recommendations for denial were received.
  - b) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision.  
*Staff Comment:* The proposed maps have been reviewed by the relevant agencies and appropriate conditions of approval have been included with the recommendation for approval.
  - c) The availability and accessibility of utilities.  
*Staff Comment:* The proposed maps have been reviewed by the relevant agencies and no recommendations for denial were received.
  - d) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks.  
*Staff Comment:* The proposed maps have been reviewed by the relevant agencies and no recommendations for denial were received.
  - e) Conformity with the zoning ordinances and master plan.  
*Staff Comment:* The proposed density and lot size meet all applicable standards.
  - f) General conformity with the governing body's master plan of streets and highways.  
*Staff Comment:* The proposed maps have been reviewed by the relevant agencies and no recommendations for denial were received.

- 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 proposed maps have been reviewed by the relevant agencies and no recommendations for denial were received.

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

Staff Comment: Evaluation of the physical characteristics of the land has been done and conditions of approval to limit disturbance on steep slopes have been included in the recommendation for approval.

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

Staff Comment: The proposed maps have been reviewed by the relevant agencies and no recommendations for denial were received.

- 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 proposed maps have been reviewed by the relevant fire agency and recommended conditions of approval have been included with the recommendations for approval.

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

Staff Comment: Appropriate utility easements are proposed.

- l) Recreation and trail easements.

Staff Comment: No recreation or trail easements are proposed.

- 2) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Section 110.606.30(d) and which are in addition to the criteria listed above.

Staff Comment: The proposed maps have been reviewed by the relevant agencies and no recommendations for denial were received.

### **Recommendation**

Those agencies which reviewed the application, recommended conditions in support of approval of the tentative parcel map. Therefore, after a thorough analysis and review, Parcel Map Case Number PM15-016 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 PM15-016 for Roach Family Trust which has determined that the following criteria is or will be adequately provided for pursuant to Washoe County Development 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.
- 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.

**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 Washoe County Board of County Commissioners. Any appeal must be filed in writing with the Planning and Development Division within 10 calendar days after the written decision is filed with and signed by the Secretary to the Parcel Map Review Committee, and mailed to the applicant.

xc:     Applicant/Owner:     Roach Family Trust, 30 Maranatha Rd., Washoe Valley,  
  NV 89704

           Developer:                 CFA, Attn: Kevin German, 1150 Corporate Blvd, Reno, NV  
  89502



# Conditions of Approval

Tentative Parcel Map Case Number PM15-016

The tentative parcel map approved under Parcel Map Case Number PM15-016 shall be carried out in accordance with the Conditions of Approval granted by the Washoe County Parcel Map Review Committee on November 12, 2015. 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 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 Board of County Commissioners 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 Health District 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. Conditions recommended by the RTC may be required, at the discretion of Washoe County.**
- **The NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) is directed and governed by its own board. Therefore, any conditions set by the Nevada Department of Transportation must be appealed to that Board.**

FOLLOWING ARE CONDITIONS OF APPROVAL REQUIRED BY THE REVIEWING AGENCIES. EACH CONDITION MUST BE MET TO THE SATISFACTION OF THE ISSUING AGENCY.

### **Washoe County Planning and Development**

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

**Contact: Trevor Lloyd, Senior Planner, 775.328.3620, [tlloyd@washoecounty.us](mailto:tlloyd@washoecounty.us)**

- a. The final map shall be in substantial compliance with all plans and documents submitted as part of this tentative parcel map application, and with any amendments imposed by the Parcel Map Review Committee. All documentation necessary to satisfy the conditions noted below shall accompany the final map when submitted to the County Engineer and the Planning and Development Division.
- b. The applicant shall comply with all the conditions of approval and shall submit a final map for signature by the Director of the Planning and Development Division within 22 months from the date of approval by the Parcel Map Review Committee. Each agency responsible for imposing conditions may determine whether its conditions must be fully completed or whether the applicant shall be offered the option of providing financial assurances as a means of assuring compliance.
- c. The final map shall contain the following jurat:

#### **DIRECTOR OF PLANNING AND DEVELOPMENT CERTIFICATE**

THE FINAL PARCEL MAP CASE NO. PM15-016 MEETS ALL APPLICABLE STATUTES, ORDINANCES AND CODE PROVISIONS; IS IN SUBSTANTIAL CONFORMANCE WITH THE TENTATIVE MAP AND ITS CONDITIONS, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE, AND THOSE CONDITIONS HAVE BEEN SATISFIED FOR RECORDATION OF THIS MAP. THE OFFER(S) OF DEDICATION IS (ARE) REJECTED AT THIS TIME, BUT WILL REMAIN OPEN IN ACCORDANCE WITH NEVADA REVISED STATUTES CHAPTER 278.

THIS FINAL MAP IS APPROVED AND ACCEPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_, BY THE DIRECTOR OF PLANNING AND DEVELOPMENT OF WASHOE COUNTY, NEVADA, IN ACCORDANCE WITH NEVADA REVISED STATUTES 278.471 THROUGH 278.4725.

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WILLIAM WHITNEY, DIRECTOR, PLANNING AND DEVELOPMENT DIVISION

- d. The applicant shall provide verification to the Planning and Development 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 Development 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 Development Division.
2. The following conditions are requirements of the Engineering and Capital Projects, 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. Provide documented access over existing driveways to adjacent properties.
  - b. Provide letter from surveyor that all existing driveways and roadways crossing the property are within the existing access easements. Provide additional access easements, if needed.
  - c. Check the names of the adjacent property owners.
  - d. Remove structures from the map.
  - e. Add the following note to the map: ***Any structures within a FEMA flood zone must comply with the Washoe County Development Code Article 416.***
  - f. Reference the FEMA flood plain map number on the plan.
  - g. Add a drainage easement for surface drainage.
  - h. Remove debris from the proposed division.
  - i. Comply with the conditions of the Washoe County technical check for this map.
  - j. Add a Security Interest Holder's Certificate to the map, if applicable.
3. The following conditions are requirements of Environment Health Services, which shall be responsible for determining compliance with these conditions.

**Contact: Chris Anderson, 775.328.2632, [canderson@washoecounty.us](mailto:canderson@washoecounty.us)**

- a. The Final Parcel Map shall include a signature certification statement for Washoe County Health District as a signatory to the Parcel Map regarding the provision of water supply, water pollution, and sewage disposal.
- b. Proposed Parcel 2 shall only be served by a domestic well on the same parcel.
- c. Parcel Map 607 does not show the two (2) 40 foot by 100 foot septic system easements for the benefit of Parcel E as depicted in this application.
  - i. Parcel Map 607 only shows one (1) 40 foot by 60 foot easement.
  - ii. Provide clarification regarding the conflicting information.
- d. A test trench permit must be obtained from this Division to determine the suitability of the proposed Parcel 2 for and OSDS.
  - i. The test trench shall be located in a probable location that meets all required setbacks per the Regulations for Sewage, Wastewater and Sanitation (SWS Regulations).
- e. The proposed Parcel 1 & 2 supplementary data shown on Sheet 2 of 2 must be revised for the following.
  - i. Parcel 1 is served by an existing OSDS. The existing OSDS shall be located and shown on the Sheet 2 of 2.
  - ii. Parcel 1 shall identify an area for a repair OSDS disposal field. If the repair area is over 100 feet from the existing disposal field, then a test trench shall be required and permitted with this Division.
  - iii. All features per the SWS Regulations Section 040 must be identified and shown.

\*\*\* 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: October 14, 2015

TO: Department of Community Services, Chad Giesinger

FROM: Mike Gump, PLS, Engineering Division

**SUBJECT: *Parcel Map for: Roach Family Trust***  
***Parcel Map Case No.: PM15-016***  
***APN: 046-031-32***  
***Review Date: 10/12/2015***  
***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. Provide documented access over existing driveways to adjacent properties.
2. Provide letter from surveyor that all existing driveways and roadways crossing the property are within the existing access easements. Provide additional access easements if needed.
3. Check the names of the adjacent property owners.
4. Remove structures from the map.
5. Add the following note to the map: ***Any structures within a FEMA flood zone must comply with the Washoe County Development Code Article 416.***
6. Reference the FEMA flood plain map number on the plan.
7. Add a drainage easement for surface drainage.
8. Remove debris from the proposed division.
9. Comply with the conditions of the Washoe County technical check for this map.
10. Add a Security Interest Holder's Certificate to the map if applicable.

**WASHOE COUNTY  
HEALTH DISTRICT**  
ENHANCING QUALITY OF LIFE

October 15, 2015

Trevor Lloyd, Senior Planner  
Washoe County Community Services  
Planning and Development Division  
PO Box 11130  
Reno, NV 89520-0027

RE: Roach Family Trust; APN 046-031-32  
Parcel Map; PM15-016

Dear Mr. Lloyd:

The Washoe County Health District, Environmental Health Services Division (Division) Engineering and Vector have reviewed the above referenced project. The proposed project will be served by individual residential domestic wells and onsite sewage disposal (OSDS). The following corrections are required prior to approval by this Division:

1. The Final Parcel Map shall include a signature certification statement for Washoe County Health District as a signatory to the Parcel Map regarding the provision of water supply, water pollution and sewage disposal.
2. Proposed Parcel 2 shall only be served by a domestic well on the same parcel.
3. Parcel Map 607 does not show the two (2) 40 foot by 100 foot septic system easements for the benefit of Parcel E as depicted in this application.
  - a. Parcel Map 607 only shows one (1) 40 foot by 60 foot easement.
  - b. Provide clarification regarding the conflicting information.
4. A test trench permit must be obtained from this Division to determine the suitability of the proposed Parcel 2 for and OSDS.
  - a. The test trench shall be located in a probable location that meets all required setbacks per the Regulations for Sewage, Wastewater and Sanitation (SWS Regulations).
5. The proposed Parcel 1 & 2 supplementary data shown on Sheet 2 of 2 must be revised for the following:
  - a. Parcel 1 is served by an existing OSDS. The existing OSDS shall be located and shown on the Sheet 2 of 2.
  - b. Parcel 1 shall identify an area for a repair OSDS disposal field. If the repair area is over 100 feet from the existing disposal field, then a test trench shall be required and permitted with this Division.
  - c. All features per the SWS Regulations Section 040 must be identified and shown.

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Roach Family Trust; APN 046-031-32  
Parcel Map; PM15-016  
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If you have any questions regarding the foregoing, please call Chris Anderson at 328-2632 or Jim Shaffer 785-4599 regarding engineering or vector comments, respectively.

Sincerely,

Chris Anderson, P.E.  
Registered Engineer  
Land Development Program  
Environmental Health Services

J.L. Shaffer  
Program Coordinator/Planner  
Vector-Borne Diseases Program  
Environmental Health Services

CA/JS:ca

Cc: File - Washoe County Health District