



# Parcel Map Review Committee Staff Report

**Meeting Date: March 9, 2017**

Subject: Parcel Map Case Number WTPM17-0003  
Applicant: Caleb Associates  
**Agenda Item Number: 7B**  
Project Summary: The merger and re-subdivision of two parcels totaling 4.18 acres into four parcels of approximately  $\pm 1.047$  acres  
**Recommendation: Approval with Conditions**  
Prepared by: Trevor Lloyd - Senior Planner  
Washoe County Community Services Department  
Planning and Development Division  
Phone: 775.328.3620  
E-Mail: tlloyd@washoecounty.us

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## **Description**

**Tentative Parcel Map Case Number WTPM17-0003 (Caleb Parcel Map)** – Hearing, discussion, and possible action to approve the merger and re-subdivision of two parcels totaling 4.18 acres into four parcels of approximately  $\pm 1.047$  acres each. The properties have a regulatory zone of Low Density Suburban (1 dwelling unit per acre).

- Owner/Applicant: Caleb Associates, LLC
- Location: At the intersection of Nectar and Chesapeake and Nectar and Birch, east of Lemmon Drive
- Assessor's Parcel Numbers: 080-287-01; 080-287-08
- Parcel Size: 4.18 Acres
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 5 – Commissioner Herman
- Section/Township/Range: Section 26, T21N, R19E, MDM, Washoe County, NV

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**Exhibits Contents**

Conditions of Approval ..... Exhibit A

Engineering and Capital Projects Letter ..... Exhibit B

District Health Letter Letter ..... Exhibit C

Water Management Planner/Coordinator Letter ..... Exhibit D

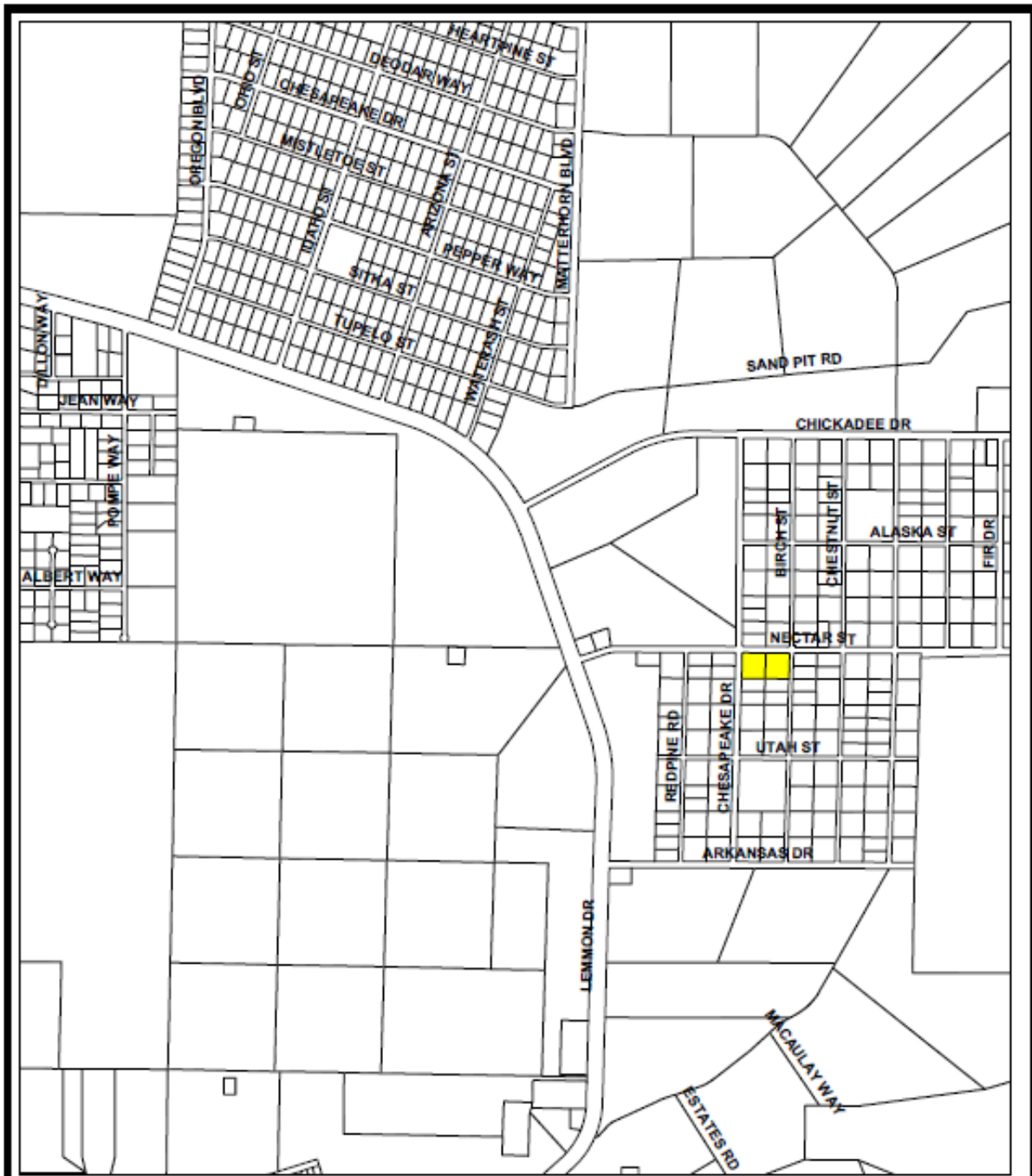
## **Parcel Map**

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 Chapter 110, Article 606, *Parcel Maps*. 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 the Planning and Development 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 WTPM17-0003 is attached to this staff report and will be included with the Action Order if approved by the Parcel Map Review Committee.



WTPM17-0003  
Caleb Associates

**VICINITY MAP**



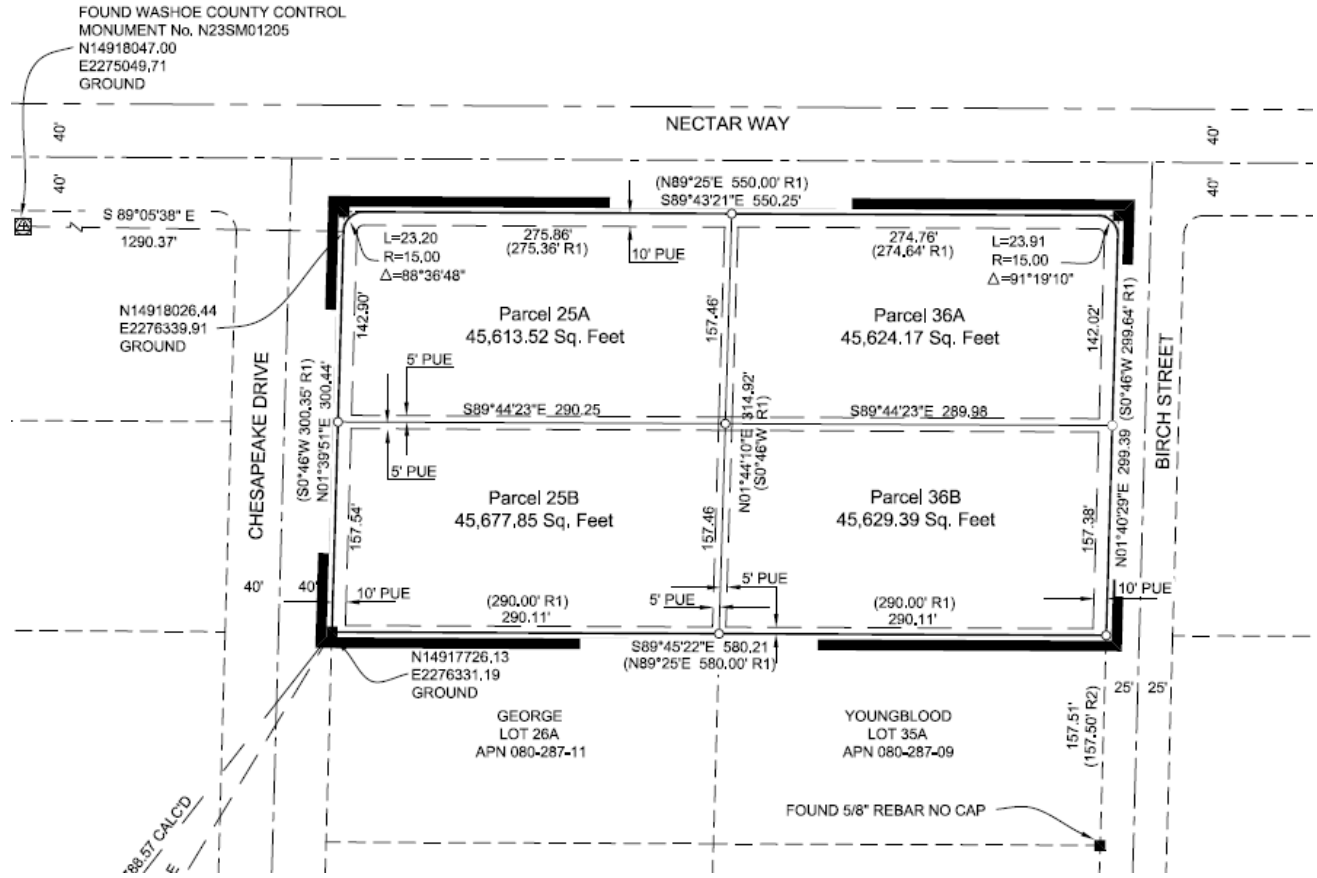
Department of  
Community  
Services  
**WASHOE COUNTY  
NEVADA**

Post Office Box 11130  
Reno, Nevada 89520  
(775) 328-3800

Source: Current Planning Program

Date: February 2017

**Vicinity Map**



**Site Plan**

This parcel map will result in the merger of two parcels into one 4.18 acre parcel and the subsequent parceling of that parcel into three parcels.

### **Tentative Parcel Map Evaluation**

Land Use Designation:	Low Density Suburban (LDS)
Maximum Lot Potential:	4 Lots
Number of Lots on Parcel Map:	4 Lots
Minimum Lot Size Required:	35,000 square feet ( $\pm$ .80 acres)
Minimum Lot Size on Parcel Map:	$\pm$ 45,607 square feet ( $\pm$ 1.047 acres)
Minimum Lot Width Required:	120 feet
Minimum Lot Width on Parcel Map:	142 feet

The tentative parcel map meets all minimum requirements for the Low Density Suburban (LDS) regulatory zone.

Development Suitability Constraints: The North Valleys Development Suitability Map, a part of the North Valleys Area Plan, identifies the subject parcel as most suitable for development.

Hydrographic Basin: The subject parcel is within the East Lemmon Valley Hydrographic Basin.

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

### **North Valleys Area Plan Modifiers**

#### **Section 110.208.35 Water Rights Dedication Requirements.**

- (a) Lemmon Valley Hydrographic Basin. Proof of sufficient certificated water rights, or imported water rights for other hydrographic basins, or "will serve" letters when served by a water purveyor, shall be submitted with the following applications for development: final division of land maps, final parcel maps, final subdivision maps, special use permits, and applications for building permits in the Lemmon Valley Hydrographic Basin, whichever occurs first. Applications for development that do not demonstrate proof of adequate water resources to serve the proposed development shall be rejected.

*Staff Response: The development will be served by the Truckee Meadows Water Authority (TMWA) and Washoe County will require the final map contain a note and acknowledgement regarding all conditions necessary for provision of water service to these four parcels.*

#### **Section 110.208.40 Community Water and Sewer Service Requirements.**

- (a) The Washoe County District Health Department and/or the Nevada Division of Environmental Protection may require immediate connection to a community sewer treatment service if their adopted regulations and local site conditions do not warrant the use of on-site sewage disposal systems.

*Staff Response: The Health District has provided comment regarding their requirements for individual septic systems.*

**Development Information**The subject parcels are currently vacant. The required setbacks for low density suburban (LDS) are 30 feet for front and rear yards and 12 feet for the side yards.

## **Reviewing Agencies**

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

- Washoe County Community Services Department
  - Planning and Development Division
  - Engineering and Capital Projects Division
  - Utilities
- Truckee Meadows Water Authority (TMWA)
- Washoe County Health District
- Truckee Meadows Fire Protection District
- Regional Transportation Commission (RTC)
- Washoe County Water Management Planning Coordinator

Six out of the eight above listed agencies/departments provided responses and four agencies/departments provided comments/conditions of approval in response to their evaluation of the project application. A **summary** of each of the four 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 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](mailto:tlloyd@washoecounty.us)**
- Washoe County Engineering and Capital Projects Division addressed need to add easements for surface drainage and snow storage/signage, needed corrections to final map, etc.  
**Contact: Mike Gump, 328-2315, [mgump@washoecounty.us](mailto:mgump@washoecounty.us)**
- Washoe County Health District (Environmental Health Services) requires accurate location for the well, requirement for test trenches, etc.  
**Contact: Wes Rubio, 328-2635, [wrubio@washoecounty.us](mailto:wrubio@washoecounty.us)**
- Washoe County Water Management Planner addressed requirement for TMWA water service.  
**Contact: Vahid Behmaram, 954-4647, [vbehmaram@washoecounty.us](mailto:vbehmaram@washoecounty.us)**

## **Staff Comment on Required Findings**

Washoe County Code 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 water rights are required to be provided prior to the recordation of a final map*
- 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 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 North Valleys 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.*
- 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. Therefore, after a thorough analysis and review, Parcel Map Case Number WTPM17-0003 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 WTPM17-0003 for Caleb Associates, subject to the conditions of approval included as Exhibit A X 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.
- 2) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Washoe County Code 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 Board of County Commissioners. Any appeal must be filed in writing 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.

Applicant/Owner: Caleb Associates  
Attn: Kevin Ward  
8745 Technology Way  
Reno, NV 89521

Representatives: Dan Kelsoe, PLS  
846 Victorian Ave., Suite 20  
Sparks, NV 89431



# Conditions of Approval

Parcel Map Case Number WTPM17-0003

The tentative parcel map approved under Parcel Map Case Number WTPM17-0003 shall be carried out in accordance with the Conditions of Approval granted by the Washoe County Parcel Map Review Committee on March 9, 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 Development Division.

Compliance with the conditions of approval related to this tentative parcel map is the responsibility of the applicant, his/her successor in interest, and all owners, assignees, and occupants of the property and their successors in interest. Failure to comply with any of the conditions imposed in the approval of the tentative parcel map may result in the institution of revocation procedures.

Washoe County reserves the right to review and revise the Conditions of Approval related to this tentative parcel map should it be determined that a subsequent license or permit issued by Washoe County violates the intent of this approval.

For the purpose of conditions imposed by Washoe County, “may” is permissive and “shall” or “must” is mandatory.

Conditions of Approval are usually complied with at different stages of the proposed project. Those stages are typically:

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

**The Washoe County Commission oversees many of the reviewing agencies/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.**

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: 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 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. WTPM17-0003 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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MOJRA HAUENSTEIN, 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.
- g. 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.
- h. The Parcel Map shall contain TMWA's note and acknowledgement regarding all conditions necessary for provision of water service to these 4 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](mailto:mgump@washoecounty.us)**
  - a. Comply with the conditions of the Washoe County technical check for this map.
  - b. Identify the map as a merger and re-subdivision parcel map in the title block.
  - c. Add a north arrow to the vicinity map.
  - d. Add a drainage easement for surface drainage.
  - e. Add a Security Interest Holder's Certificate to the map, if applicable.
  - f. Grant easements for 10 foot snow storage and signage. Also identify in owners certificate.

**Washoe County Health District**

- 3. The following conditions are requirements of the Washoe County Health District, Environment Health Services Division, which shall be responsible for determining compliance with these conditions.  
**Contact: James English, 775.328.2610, [jenglish@washoecounty.us](mailto:jenglish@washoecounty.us)**
  - a. Accurately plot the well on APN 080-287-08. Records indicate a well was drilled on this parcel in 1978; however the location of the well is unknown. If the well is to be abandoned as part of the parcel map a well abandonment application must be submitted and the well abandonment completed in order for the map to be signed.
  - b. A "test trench" is required on each proposed parcel. One fee and plot map may be submitted for all four (4) required test trenches provided all inspections are scheduled for the same date and time. If inspections are required on separate days then additional inspection fees will apply.

- i. Percolation testing will be required for each parcel.
- ii. Here is a link to the Test Trench Permit Application Requirements:  
[https://www.washoecounty.us/health/files/forms/environmental/H-713-19A\\_TestTrenchAppReq.pdf](https://www.washoecounty.us/health/files/forms/environmental/H-713-19A_TestTrenchAppReq.pdf)
- c. An updated, to scale, plot map is required to be submitted with the well and all test trench locations to the WCHD.

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



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**INTEROFFICE MEMORANDUM**

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**PARCEL MAP REVIEW**

DATE: February 9, 2017  
TO: Department of Community Services, Trevor Lloyd  
FROM: Mike Gump, PLS, Engineering Division  
***SUBJECT: Parcel Map for: Caleb Associates, LLC  
Parcel Map Case No.: WTPM17-0003  
APN: 080-287-01, 08  
Review Date: 2/09/17  
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. Comply with the conditions of the Washoe County technical check for this map.
2. Identify the map as a merger and re-subdivision parcel map in the title block.
3. Add a north arrow to the vicinity map.
4. Add a drainage easement for surface drainage.
5. Add a Security Interest Holder's Certificate to the map if applicable.
6. Grant easements for 10 foot snow storage and signage. Also identify in owners certificate.

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

February 13, 2017

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

RE: Caleb Parcel Map; APN 080-287-01; 080-287-08  
Tentative Parcel Map; WTPM17-0003

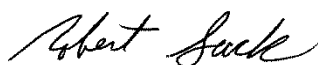
Dear Mr. Lloyd:

The Washoe County Health District, Environmental Health Services Division (WCHD) has reviewed the above referenced project. Approval by the WCHD is subject to the following conditions:

1. The WCHD has reviewed the proposed parcel map and has the following requirements in order to gain Health District approval:
  - a. Accurately plot the well on APN 080-287-08. Records indicate a well was drilled on this parcel in 1978; however the location of the well is unknown. If the well is to be abandoned as part of the parcel map a well abandonment application must be submitted and the well abandonment completed in order for the map to be signed.
  - b. A "test trench" is required on each proposed parcel. One fee and plot map may be submitted for all four (4) required test trenches provided all inspections are scheduled for the same date and time, if inspections are required on separate days then additional inspection fees will apply.
    - i. Percolation testing will be required for each parcel.
    - ii. Here is a link to the Test Trench Permit Application Requirements:
    - iii. [https://www.washoecounty.us/health/files/forms/environmental/H-713-19A\\_TestTrenchAppReq.pdf](https://www.washoecounty.us/health/files/forms/environmental/H-713-19A_TestTrenchAppReq.pdf)
  - c. An updated to scale plot map is required to be submitted with the well and all test trench locations to the WCHD.

If you have any questions or would like clarification regarding the foregoing, please contact Wes Rubio, Senior Environmental Health Specialist at [wrubio@washoecounty.us](mailto:wrubio@washoecounty.us) regarding all Health District comments.

Sincerely,



Bob Sack, Division Director  
Environmental Health Services Division  
Washoe County Health District

BS:wr

Cc: Dave Kelly, Senior REHS



**WASHOE COUNTY**  
**COMMUNITY SERVICES**  
**INTEGRITY COMMUNICATION SERVICE**

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

February 10, 2017

TO: Trevor Lloyd, Senior Planner, CSD, Planning & Development Division  
FROM: Vahid Behmaram, Water Management Planner Coordinator, CSD  
SUBJECT: Parcel Map Case Number PM 17-0003 (Caleb)

**Project description:**

This application is proposing to divide Washoe County APNs 080-287-01 and 080-287-08, being 4.18 acres in total located in Lemmon Valley into a total of 4 parcels. Domestic water service is to be provided by the Truckee Meadows Water Authority (TMWA).

*The Community Services Department (CSD) recommends approval of this project with the following Water Rights conditions:*

- 1) The Parcel Map shall contain TMWA's note and acknowledgement regards all conditions necessary for provision of water service to these 4 parcels. Or a valid will serve from TMWA for the 4 newly created parcel is also acceptable.