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MEMORANDUM

Date: July 12, 2018

To: Douglas County Administrative Hearing Panel

From: Steve Mason, Associate Planner

Subject: Land Division Application (LDA) 18-0063; A request for Tentative Serial Parcel Map 2 (DP 18-0063) of 2 (see also DP 18-0055). The subject parcel is located at 1100 Mark Circle, Gardnerville (Williams Ridge Technology Park), in the East Valley Community Plan Area. (APN 1220-11-001-030)

I. REQUEST

For possible action. Discussion on a request for a Serial Tentative Parcel Map to create 4 parcels ranging in size from 2.68 acres to 4.25 acres. The subject parcel is located at 1100 Mark Circle, in the LI (Light Industrial) zoning district in the East Valley Community Plan Area, Gardnerville. The applicant is WR Technology Park, LLC (APN's 1220-11-001-029, 1220-11-001-030 and 1220-11-001-031). Serial Tentative Parcel Map (DP 18-0063).

II. RECOMMENDATION

Approve the Tentative Serial Parcel Map (LDA 18-0063) using the provisions of Douglas County Code (DCC) 20.712, subject to the conditions and findings outlined in the staff report

A. THE FOLLOWING CONDITIONS MUST BE MET PRIOR TO FINAL MAP SUBMITTAL:

Engineering Division Conditions

1. The applicant must submit plans and supporting documents for review and approval. Plans and documentation must be in conformance with the Douglas County Design Criteria and Improvement Standards (DCDCIS) including the following project specific items:
 - a. The applicant must submit civil improvement plans in conformance with Division 2 *Improvement Plans*.
 - b. A site improvement permit will not be issued until plans have been approved for all non-county utilities necessary to serve the development.
 - c. The applicant must submit a final technical drainage report and plans meeting the requirements of Division 6 *Storm Drainage* and Appendix D *Storm Drainage Details*.

- d. The plans must show all necessary drainage easements and identify them as public or private.
 - e. Provide a copy of the Nevada Division of Environmental Protection letter addressing both private water and sewer system improvements.
2. The development will be served by a private water system, and the following conditions apply:
 - a. Water lines must meet the requirements of Division 4 *Water Systems* and Appendix B *Water System Details*, or standards of other applicable agencies.
 - b. The applicant shall submit plans and documents to East Fork Fire District for fire flow approval.
 - c. The applicant shall submit documentation from the State of Nevada regarding compliance with NAC 445A.
 3. The development will be served by a private water system, and the following conditions apply:
 - a. Water lines must meet the requirements of Division 4 *Water Systems* and Appendix B *Water System Details*, or standards of other applicable agencies.
 - b. The applicant shall submit plans and documents to East Fork Fire District for fire flow approval.
 - c. The applicant shall submit documentation from the State of Nevada regarding compliance with NAC 445A.
 4. The applicant must provide a paved pullout for a new cluster mailbox location. If a new cluster mailbox location is not required, then the applicant must be responsible for providing documentation to that effect from the U.S. Postal Service. (See Condition 10.a)
 5. It is recognized that this land division application request for Williams Ridge Technology does trigger the off-site road/traffic improvements that are required until the 77-acre threshold is met per the "W.R. Technology Mark Circle Development Analysis" dated January 31, 2018 from RO Anderson Engineering and "WR Technology Park Traffic Impact Study" dated January 30, 2008 from Lumos and Associates.
 6. On-site and off-site improvements must be constructed or secured. If the applicant proposes to secure for any of the required improvements, the applicant must enter into a security and improvement agreement with Douglas County. The security improvement agreement and the security deposit shall comply with Douglas County Code Sections 20.720.020 and 20.720.030.
 7. The applicant must provide documentation that all required improvements, including utilities are installed, constructed or secured.

Planning Division Conditions

8. The applicant must submit revised site plans for review and approval. The plans must be in conformance with the Douglas County Code (DCC), Title 20, and the Douglas County Design Criteria and Improvement Standards (DCDCIS) including the following project specific items:
 - a. The applicant must submit final landscape and irrigation plans stamped by a licensed architect, landscape architect, or civil engineer. Landscape and irrigation plans are to be consistent with both the DCDCIS and Douglas County

Code, Chapter 20.694 *Landscape Standards*, and Section 20.692.080 (D) *Parking lot landscape standards.*

9. A Reciprocal Parking and Access Agreement to supersede the 2001 Agreement (Document no. 0524849 – attached) must be signed by the owner, notarized and submitted to staff for review and approval, and subsequently recorded by the applicant. The document must indicate that reciprocal parking and access extends to all parcels within Williams Ridge Technology Park in both their current, and any future, configurations.

B. THE FOLLOWING CONDITIONS MUST BE MET WITH THE SUBMITTAL OF A FINAL MAP

Engineering Division Conditions

10. The Final Map must show the following:
 - a. An easement for any new cluster mailbox location. (See Condition A10)
 - b. Identify and delineate special flood hazard areas.
 - c. All private utility lines crossing the new parcels (property lines) must be located within a minimum 20 foot public or private utility easement, as applicable.
 - d. All private drainage improvements crossing the new parcels (property lines) and private road right-of-way must be located within a private drainage easement with the widths determined from Division 9 Easements in the Douglas County Design Criteria and Improvement Standards.
 - e. A minimum 20 foot wide private access easement shall be provided between the proposed parcels 2 and 3 for the existing driveway.
 - f. Drainage easements necessary to mitigate onsite, offsite, and cross-lot drainage impacts. All drainage easements not accepting flow from a public right-of-way must be shown as private.

11. The Final Map must provide notes that read as follows:
 - a. A ten (10) foot wide, for commercial, public utility easement along all road frontages and a five (5) foot wide public utility easement along the side and rear lot lines.
 - b. Any further division of these parcels may be subject to subdivision improvements as provided under NRS 278.462(3).
 - c. The Community Development Certificate must state, “There are no public rights-of-way offered for dedication as part of this map. The County accepts the offer for dedication for the public utility easement(s).”
 - d. Small portions of the subject property lies within the “A” flood zone, per community FIRM Panel No.0265G, effective date 2010.
 - e. All construction and development within the special flood hazard area must comply with Douglas County Code, Chapter 20.50 *Floodplain Management*.
 - f. Maintenance of all drainage facilities and easements must be the responsibility of the individual property owners or other private entity, including a homeowner’s association. Douglas County rejects any offer of dedication of drainage facilities or drainage easements.
 - g. Obstructing the flow or altering the course of a drainage channel is prohibited, unless permitted by authorizing agency.

Site Address 1100 Mark Circle, Gardnerville (Williams Ridge Technology Park)

Master Plan Designation Industrial

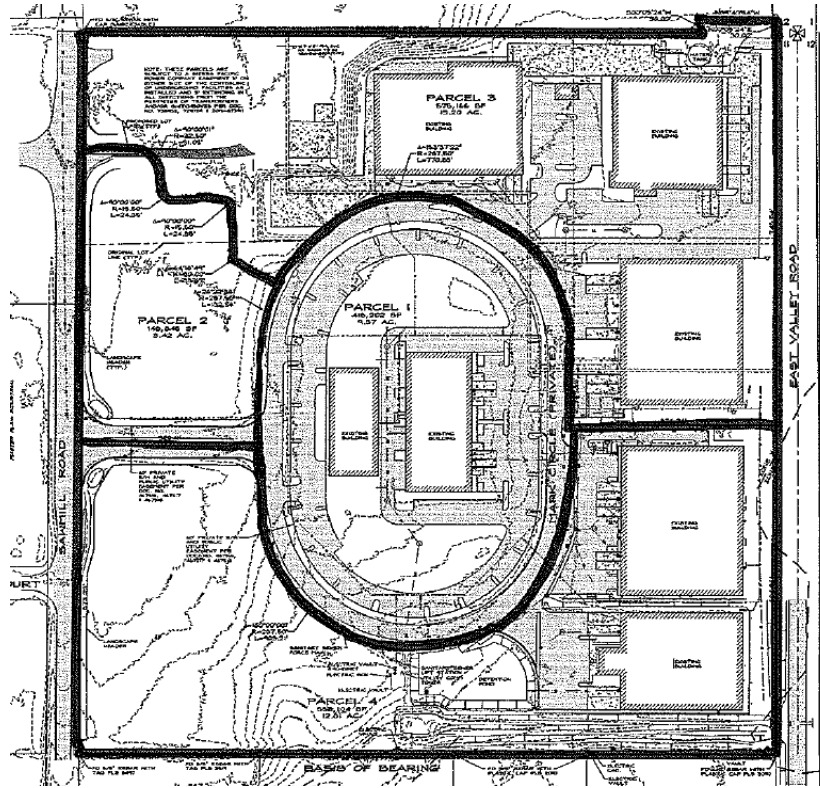
Zoning Designation LI (Light Industrial)

IV. PROJECT DESCRIPTION, BACKGROUND & DISCUSSION

This application is immediately preceded by a Tentative Serial Parcel Map (LDA 18-0055) to merge 3 parcels to result in a single 38.8 acre parcel and re-subdivide using serial tentative parcel maps to create 4 parcels ranging in size from 3.42 acres to 13.20 acres. The three *current* parcels (6.43, 13.79 and 18.58 acres) constitute the Williams Ridge Technology Park (Industrial Subdivision est. 1988), in its entirety:



The first of the two-phase serial parcel maps will merge the three existing parcels and re-subdivide them to four parcels of 3.42, 9.37, 12.81 and 13.20-acres:



The second phase of this serial parcel map (proposed herein), would result in three additional parcels in the southeast corner of the project area, is being processed concurrently under application DP 18-0063 (see “Map No. 2” – **ATTACHMENT 3**).

In conjunction with the recently-approved Design Review for three additional warehouse/office structures in the southwest quarter of the property (DA 18-009), the serial parcel map will create five parcels with one structure each, a central parcel with two buildings (and the interior circle roadway - Mark Circle) and, finally, the northernmost parcel with four structures (Aervoe, etc.).

VI. FINDINGS

Tentative Parcel Map

Per Section 20.712.060 of the Douglas County Code, the Administrative Hearing Panel shall base their decision on the tentative parcel map on the requirements of NRS and make affirmative findings on the following factors, taking into account the recommendations of reviewing agencies.

- A. *The property to be divided is zoned for the intended uses and the density and design of the division conforms to the requirements of the zoning regulations contained in the development code;*

Staff Response: The use of the property is entirely compatible with the underlying “Light Industrial” zoning, which is described in DCC: “...to provide areas for the development of research, light industrial, warehouse and distribution centers.” The parcels and structures will meet the DCC-designated density and design standards for LI-zoned parcels:

- Minimum Net Lot Area – 1 acre
- Average Lot Width – 110’
- Setbacks – F 20’ / R 10’ / S 10’ / SS 20’

A Minor Variance was granted on June 21, 2018 (Application No. DA 18-030) to allow for a 10% reduction in the required parking-space standard as it applies to the Williams Ridge Technology Park in its entirety.

B. The proposed parcel map conforms to public facilities and improvement standards of the land development code;

Staff Response: Public utility services are currently available and have been serving the existing structures at the Williams Ridge Technology Park.

C. The proposed parcel map conforms to the improvement and design standards contained in this title;

Staff Response: All improvements necessary to serve the existing and proposed structures are currently in place. A Reciprocal Parking and Access Agreement to supersede the 2001 Agreement (Document no. 0524849 – attached) is included here as a condition of approval. The Agreement will provide reciprocal parking and access to all parcels within Williams Ridge Technology Park in both their current, and any future, configurations.

D. There are no delinquent taxes or assessments on the land to be divided, as certified by the county treasurer;

Staff Response: The applicant has confirmed that all taxes are paid current and condition of approval has been included requiring that the taxes be paid in full for the current fiscal year prior to submitting the Final Map for recording.

E. The project is not located within an identified archeological or cultural study area, as recognized by the County. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the finding in the report.

Staff Response: Confirmed - The project is not located within any known archeological or cultural study area recognized by Douglas County.

VII. CONCLUSION

Based on the ability to make the findings as required per Section 20.712.060 of the Douglas County Code, staff recommends the Administrative Hearing Panel approve the Tentative Serial Parcel Map subject to the recommended conditions of approval.

Attachments:

1. Satellite Photo – Current Parcel Configuration
2. “Map No. 1” – Proposed by application LDA 18-0055

3. "Map No. 2" – Proposed by this application
4. Applicant's Statement of Justification
5. 2001 Reciprocal Parking and Access Agreement (Document no. 0524849)