



Washoe County Planning Discretionary Permit Overview

Answering the Question: What happens after an authorizing board approves conditions?

Board of County Commissioners

July 20, 2021

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Types of Applications

Abandonment
Administrative Permit
Agricultural Exemption for Land Division
Amendment of Conditions
Appeal to Board of County Commissioners
Appeal to Board of Adjustment
Boundary Line Adjustment
Detached Accessory Dwelling Administrative Review
Detached Accessory Dwelling Checklist
Development Code Amendment
Director's Modification of Standards
Display Vehicle Application
Extension of Subdivision Expiration Date Application
Master Plan Amendment
Regulatory Zone Amendment
Reversion to Acreage
Short Term Rentals - Administrative Permit
Short Term Rentals - Administrative Review
Special Use Permit
Tentative Map of Division of Land into Large Parcels
Tentative Parcel Map
Tentative Subdivision Map
Variance

23 Different Types of
Applications
representing hundreds
of different types of
uses, approvals &
entitlements



Approving Authorities

- **Board of County Commissioners**
 - (ex: Appeals, MPA, RZA, Development Agreements; Recreation, Travel and Tourism Signs)
- **Planning Commission**
 - (ex: Subdivisions; Abandonments)
- **Board of Adjustment**
 - (ex: Variances; Special Use Permits)
- **Parcel Map Review Committee**
 - (ex: Tentative Parcel Maps)
- **Hearing Examiner**
 - (ex: Administrative Permits; 5-Year Aggregate Pit Reviews)
- **Director of Planning and Building**
 - (ex: Directors Modification of Standards; Detached Accessory Dwelling Administrative Reviews; Minor Deviations)



Reviewing Agencies

- Planning is the lead division coordinating reviews with other agencies and ensures that all conditions review all conditions to ensure compliance.
- Federal, State, Local partners

AGENCY REVIEW CHECKLIST

Case Planner: _____
 Case Number: _____

FEDERAL

Amy Corp of Engineers
 Bureau of Indian Affairs
 NRCS

Bureau of Land Management
 Nevada State Office
 Eagle Lake Field Office
 Surprise Field Office
 Winnemucca District Office

US Fish & Wildlife

US Forest Service
 Carson Ranger District
 State Office - Sparks

US Postal Service

STATE OF NEVADA

Environmental Protection
 Mining
 NDF - Endangered Species
 Parks
 Transportation
 Water Resources
 Wildlife (NDOW)

COUNTY

County Manager
 District Attorney, Civil Division
 Library
 Water Resource Planning

Community Services Department
 Building & Safety
 GIS
 Parks and Open Spaces
 Water Rights Manager

Engineering and Capital Projects
 Division Director
 Tentative Parcel Map
 Land Development
 Sewer
 Street Naming
 Surveyor (P.M.s Only)
 Traffic

Operations Division Director

Animal Services
 Animal Services

Sheriff
 Law Enforcement

District Health
 Air Quality
 Environmental Health
 Emergency Medical Services

FIRE PROTECTION

Truckee Meadows Fire Protection
 Sparks Fire
 Reno Fire

CITIZEN ADVISORY BOARDS

East Truckee Canyon
 North Valleys
 South Truckee Meadows/Washoe Valley
 Spanish Springs
 Sun Valley
 Warm Springs/Rural
 West Truckee Meadows

REGIONAL/CITIES

Airport Authority
 RTC
 Reno Community Development
 Sparks Community Services
 Truckee Meadows Regional Planning
 Washoe County School District

WCSD Receives all Tentative Subdivision Map Applications
 Washoe -Storey Conservation District

HISTORIC PRESERVATION

Pyramid Lake Paiute Tribe
 Reno/Sparks Indian Colony
 Nevada Historic Preservation
 Washoe Tribe of Nevada

GENERAL IMPROVEMENT DISTRICTS

Gerlach GID
 Grandview Terrace GID
 Palomino Valley GID
 Sun Valley GID

UTILITIES

AT&T
 NVE nergy
 Plumas-Sierra Rural Electric Co operative
 Sky Ranch Utility Co Utilities, Inc
 Southwest Gas
 TMWA
 Utilities, Inc

TAHOE

Charter Communications
 Incline Village/Crystal Bay CAB
 IVGID
 Nevada State Lands
 Nevada Tahoe Conservation Dist
 North Lake Tahoe FPD
 Tahoe Regional Planning Agency
 Tahoe Transportation District
 US Forest Service - LTBMU

OTHER/STAFF

Date Sent: _____
 By Staff: _____



Permits Processed in 2020

(Partial list of typical types of discretionary permits upon which conditions of approval are imposed)

- **Abandonments – 5**
- **Administrative Permits – 11**
- **Amendment of Conditions – 4**
- **Detached Accessory Dwelling Administrative Review (DADAR) – 9**
- **Directors Modification of Standards – 14**
- **Special Use Permits – 27**
- **Tentative Subdivision Maps – 6**
- **Variances – 8**



Typical Amounts of Conditions of Approval

- **TM: Average of approximately 7 agencies each requiring an average of approximately 16 conditions of approval.**
- **SUP: Average of approximately 4 agencies each requiring an average of approximately 10 conditions of approval.**
- **Many conditions of approval include multiple sub-conditions; with timeline targets some must be satisfied Pre- (Building Permit), During- and Post- project.**

d. The following **Operational Conditions** shall be required for the life of the special use permit:

- i. Failure to comply with the conditions of approval shall render this approval null and void. Compliance with this condition shall be determined by Planning and Building.



Implementing Processes

- Building Permits
- Business Licenses
- Final Maps
- Records of Survey
- Recorded Agreements...

In all cases each agency that imposed conditions of approval must review the permit and ensure compliance both with generally-applicable provisions of the relevant Codes, but also with the unique conditions of approval required by the approving Authority, **prior to approval of a permit to construct or operate.**



Implementing Processes

- Failure to demonstrate compliance with all conditions of approval results in lack of approval of building permit, or grading permit or business license or other required approval.
- Failure to demonstrate compliance at the end of the building stage results in lack of final approval or business license or other required approval.
- Failure to demonstrate ongoing compliance with operational conditions results in action by Code Enforcement (upon complaint).



Implementing Processes

Generally speaking, Planning maintains oversight of discretionary applications from beginning to end. Final approvals are not granted until the case planner is satisfied that all agency comments have been satisfied.



Final Approvals

- **Inspections to ensure compliance with the plans approved: Planning, Building Engineering, Health, Fire, Federal / State, GID, and others.**
- **In all cases the plans approved have been found to be in conformance with the discretionary approval, and the conditions required by all agencies.**



Final Approvals Standard Code Requirements

- **Standard Code reequipments, such as curb and gutter in subdivisions must be included on construction plans.**
- **Some standards vary by Area Plan.**
- **Curb and gutter in new subdivisions is discouraged in the North Valleys Area Plan.**



Conditions on Business License

Pursuant to Washoe County Code (WCC) section 25.0263(2), Washoe County Business License may place conditions on a business license to ensure compliance with WCC Chapter 25 and other applicable laws and regulations. The following conditions are imposed on this business license:

1. Complete the installation of the roof screening by **February 28th, 2021**.
2. Install a gate at the warehouse entrance area. This gate will be locked after hours and will provide a Knox box for Fire/Emergency access.
3. Truck activity to be allowed Monday to Saturday 5:30am to 9:30pm. On the rare occasions when activity is needed outside of these hours, there are to be special operating procedures (SOP's) to mitigate impact to neighbors. At a minimum, these SOP's are to include:
 - a) The truck driver will be informed not to use high beam lights to avoid unnecessary glare.
 - b) The truck driver will be informed to disconnect the reversing warning siren and the vehicle is to be marshalled into position.

Failure to comply with the above conditions will result in automatic suspension of the license and subsequent public hearing proceedings with the Washoe County Board of County Commissioners for revocation, suspension, or further conditioning of the license (WCC section 25.018 and sections 25.0380 through 25.0385).

“Before”



“After”





Not-Quite-So-Final Approvals

In cases in which an applicant CANNOT meet all conditions of approval each agency has the ability to require financial assurances to ensure compliance at a later date.

EX: It is difficult to install landscaping when there is snow on the ground, so planting can be deferred until Spring.



Questions?

