



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** November 18, 2021

Staff Contact: Heather Manzo, Associate Planner

Agenda Title: For Possible Action: Discussion and possible action regarding a request for a two-year extension of time for Phase II of the final subdivision map known as Sierra Skyways, Inc. on property zoned Public Regional (“PR”), located at 2600 E. College Parkway, APN 005-091-30. (Heather Manzo, hmanzo@carson.org)

Staff Summary: The first phase of the final map (FSM-19-163) was recorded on November 25, 2019. Per Carson City Municipal Code (“CCMC”), a subsequent final map must be approved by the Board of Supervisors (“Board”) within 2 years of the recordation of the preceding final map or an extension of up to 2 years must be granted prior to the expiration of the final map approval. The applicant is seeking Board approval of a time extension to allow for the next phase of the final map to be approved by the Board and recorded no later than November 18, 2023.

Agenda Action: Formal Action / Motion **Time Requested:** 5 Minutes

Proposed Motion

I move to approve the extension of time.

Board's Strategic Goal

Quality of Life

Previous Action

On October 18, 2018, the Board approved the tentative subdivision map (TSM-18-123) by a vote of 5-0, subject to conditions of approval outlined in the attached Notice of Decision. The applicant, in accordance with CCMC, obtained Board approval and recorded the first final map for Phase 1 on November 25, 2019.

Background/Issues & Analysis

CCMC 17.06.015 (Time Limits for Recording) allows successive final maps to be approved by the Board within 2 years of the recording of the preceding final map. CCMC further gives authority to the Board to grant an extension of not more than 2 years for any successive final map when recordation occurs as a series of phased maps, and the map has not yet expired. Phase 1 of the subject subdivision map was recorded on November 25, 2019 creating six condominium hangar units and common area. In a letter from Resource Concepts Inc., dated October 25, 2021, the applicant has filed a request for a 2-year final map time extension from the date of the Board’s decision. If this request is granted, a successive final map must be approved by the Board by November 18, 2023. The conditions of approval associated with TSM-18-123, a Tentative Map for Sierra Skyways, Inc., remain valid and successive final maps will need to demonstrate compliance with each of the conditions of approval.

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 17.06.015 (Time Limits for Recording)

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

1. The Board may approve the extension of time for a different period of time, not to exceed 2 years.
2. The Board may deny the applicant's request for a time extension.

Attachments:

[Item 1 - SUB-2021-0396 - Vicinity Map.pdf](#)

[Item 2 - 21-312.1 Final Map Extension Letter - Ortiz Bros - 2021-10-25.pdf](#)

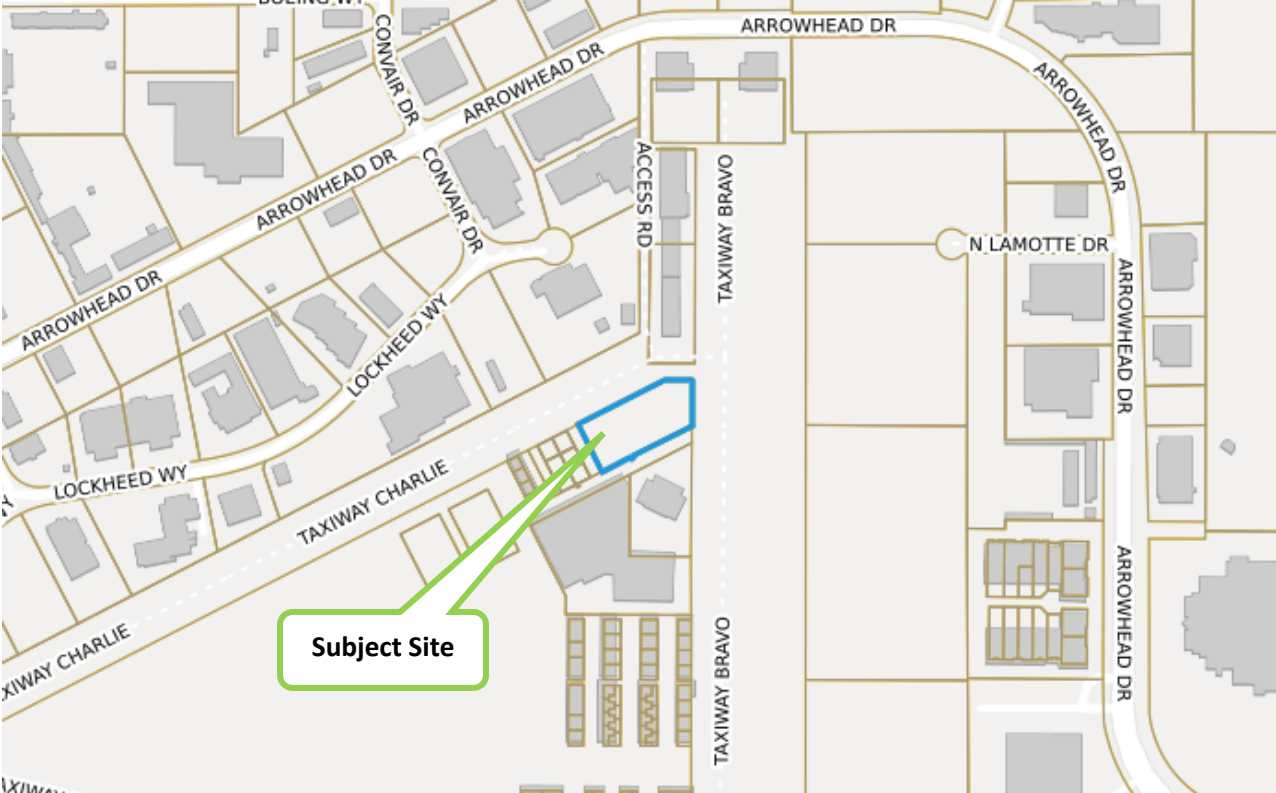
[Item 3 - TSM-18-123 2600 E College Pkwy \(Sierra Skyway Inc\) 10.18.2018.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)

SUB-2021-0396 - VICINITY MAP:





October 25, 2021

Via Email

Carson City Community Development
Planning Division
108 E. Proctor St.
Carson City, NV 89701

**Subject: FM #2980 Final Map Sierra Skyway Inc., Phase 1
Time Extension Request for Phase 2 Final Map Recordation
Leased Parcel APN 005-091-30 Ortiz Bros. Aviation, LLC**

Dear Planning Manager:

Resource Concepts, Inc., (RCI) as a representative of Ortiz Bros Aviation, owner/leasee of the subject parcel (APN 005-091-30), is submitting this written request for an extension to file and record the final map for Phase 2 of the previously approved and referenced Tentative Subdivision map. This request is in accordance with CCMC 17.06.015, whereas the referenced Tentative Map was a phased project, and the Phase 1 has been recorded as FM 2980 – Doc #500913, on 11/25, 2019. Per the code, the deadline for completion and recordation of Phase 2 would be November 25, 2021. We are submitting this letter at this date in order to be heard on the November 18, 2021 Planning Commission Meeting.

This extension is being requested upon the basis that the current (and new) owner/leasee of the subject parcel desires to complete the subdivision project, in substantially the same as was originally submitted, and requires more time to prepare the improvement plans and permit documents, (updated to the current codes – as the codes have changed from the 2012 to the 2018 IBC series of codes), secure a building permit and complete the improvement necessary for recordation of Phase 2, prior to November 18, 2023.

Furthermore, RCI, will be taking the over the responsible charge of the design work to update the previous design to the current codes. Please except this letter with reference to the recorded maps and tentative maps as the full and complete documentation request for this extension.

The fee of \$600 is included with the request submission.

Should you have any questions or concerns, please do not hesitate to contact me directly, at the below number extension 4144. Or my direct line is (775) 301-4144.

Sincerely,



Keith R Shaffer, P.E.
Project Manager

CC: Eric Ortiz – Ortiz Bros Aviation, LLC

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Carson City Planning Division

108 E. Proctor St.
Carson City, Nevada 89701
(775) 887-2180
Planning@carson.org
www.carson.org

BOARD OF SUPERVISORS
October 18, 2018

CLERK
FILED

Time 11:20

OCT 24, 2018

By K. King
Deputy
Carson City, Nevada

NOTICE OF DECISION – TSM-18-123

A request was received to approve a Tentative Subdivision Map application to create 18 condominium hangar units on a 2.19 acre parcel at the Carson City Airport within the Public Regional (PR) zoning district, located at 2600 E. College Parkway, APN 005-091-19.

The Board of Supervisors considered a request on October 18, 2018 in conformance with the City and State legal requirements approving TSM-18-123 based on the findings contained in the staff report and subject to the conditions of approval contained in the staff report.

The following are conditions of approval required per CCMC 18.02.105.5:

1. All final maps shall be in substantial accord with the approved tentative map.
2. Prior to submittal of any final map, the Development Engineering Department shall approve all on-site and off-site improvements. The applicant shall provide construction plans to the Development Engineering Department for all required on-site and off-site improvements, prior to any submittals for approval of a final map. The plan must adhere to the recommendations contained in the project soils and geotechnical report.
3. Lots not planned for immediate development shall be left undisturbed and mass grading and clearing of natural vegetation shall not be allowed. Any and all grading shall comply with City standards. A grading permit from the Nevada Division of Environmental Protection shall be obtained prior to any grading. Noncompliance with this provision shall cause a cease and desist order to halt all grading work.
4. All lot areas and lot widths shall meet the zoning requirements approved as part of this tentative map with the submittal of any final map.
5. With the submittal of any final maps, the applicant shall provide evidence to the Planning and Community Development Department from the Health and Fire Departments indicating the agencies' concerns or requirements have been satisfied. Said correspondence shall be included in the submittal package for any final maps and shall include approval by the Fire Department of all hydrant locations.
6. The following note shall be placed on all final maps stating:
"These parcels are subject to Carson City's Growth Management Ordinance and all property owners shall comply with provisions of said ordinance."
7. Placement of all utilities, including AT&T Cablevision, shall be underground within the subdivision. Any existing overhead facilities shall be relocated prior to the submittal of a final map.
8. The applicant must sign and return the Notice of Decision for conditions for approval within ten (10) days of receipt of notification after the Board of Supervisors meeting. If the Notice

- of Decision is not signed and returned within ten (10) days, then the item may be rescheduled for the next Planning Commission meeting for further consideration.
9. Hours of construction will be limited to 7:00 a.m. to 7:00 p.m., Monday through Friday, and 7:00 a.m. to 5:00 p.m. on Saturday and Sunday. If the hours of construction are not adhered to, the Carson City Building Department will issue a warning for the first violation, and upon a second violation, will have the ability to cause work at the site to cease immediately.
 10. The applicant shall adhere to all City standards and requirements for water and sewer systems, grading and drainage, and street improvements.
 11. The applicant shall obtain a dust control permit from the Nevada Division of Environmental Protection, as applicable. The site grading must incorporate proper dust control and erosion control measures.
 12. A detailed storm drainage analysis, water system analysis, and sewer system analysis shall be submitted to the Development Engineering Department, for the purposes of sizing, prior to approval of a final map.
 13. Prior to the recordation of the final map for any phase of the project, the improvements associated with the project must either be constructed and approved by Carson City, or the specific performance of said work secured, by providing the City with a proper surety in the amount of one hundred fifty percent (150%) of the engineer's estimate. In either case, upon acceptance of the improvements by the City, the developer shall provide the City with a proper surety in the amount of ten percent (10%) of the engineer's estimate to secure the developer's obligation to repair defects in workmanship and materials which appear in the work within one (1) year of acceptance by the City. Improvements associated with the Conditional Letter of Map Revision must be constructed and may not be secured for in lieu of construction.
 14. A "will serve" letter from the water and wastewater utilities shall be provided to the Nevada Health Division prior to approval of a final map.
 15. An Owners Association or similar entity shall be formed to maintain the common area and limited common area. The District Attorney shall approve any CC&R's prior to recordation of the first final map.

Specific Conditions to be included in the Design of the Improvement Plans, to be met prior to approval of construction permit:

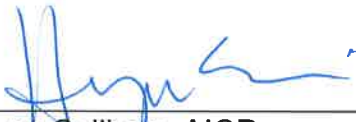
16. A landscape plan in compliance with Carson City Development Standards, Division 3 – Landscaping shall be submitted with the Improvement Plans for the proposed project.
17. Provide information on proposed exterior lighting including specification sheets for review with the improvement plans. All exterior lighting shall be in compliance with Carson City Development Standards, Division 1.3.

Conditions to be Addressed with the Final Map

18. The Final Map shall accurately depict the "limited common area" by labeling the limited common area for each building and delineating what is included in the limited common area for each building.
19. The fire riser rooms shall be incorporated into the project parcel.
20. The applicant shall obtain approval from the Fire Department and Engineering for project addressing.
 - i. The project shall have discrete addresses assigned to each building.
 - ii. Addressing shall be assigned per CCMC Development Standards, Division 22- "Street Naming and Addressing Assignment Regulation."
 - iii. The use of the main airport address (2600 East College Parkway) is

- prohibited.
- iv. Addressing shall be consistent with the addressing program that has been implemented on the airport grounds.
- 21. Onsite infrastructure must be private and be maintained by the association responsible for the common area.
- 22. The applicant shall obtain approval from the Nevada Department of Environmental Protection.
- 23. At the time of Final Map submittal, the applicant must demonstrate that the project complies with all identified conditions.

The decision was made on a vote of 5 ayes, 0 nays, 0 absent.



Hope Sullivan, AICP
Planning Manager

HS:lr

Emailed on: _____

By: _____

Please sign and return this notice of decision with 10 days of receipt.

I have read and acknowledge the Conditions of Approval as approved by the Carson City Board of Supervisors.

APPLICANT and/or OWNER SIGNATURE

DATE

(Applicant/Owner Printed Name)

RETURN TO:
Carson City Planning Division
108 E. Proctor Street
Carson City, NV 89706