



C I T Y O F
RENO
Memorandum

DATE: October 8, 2025
TO: Honorable Mayor and Council
THROUGH: Jackie Bryant, City Manager
FROM: Chris Pingree, Director of Development Services
DEPT: Development Services
SUBJECT: Costco – South Reno

The purpose of this memo is to clarify materials submitted by Costco Wholesale related to a new retail warehouse, gas station, and car wash in South Reno. On October 6, 2025, a representative from Kimley-Horn, on behalf of Costco Wholesale, submitted a series of exhibits including a site plan, building elevations, project summary, and a list of planning/engineering related questions through the OneNV portal. As a result, the Accella system created a case number for what was determined to be an unknown request. After contacting the representative, it was determined that the purpose of the submission was to request a pre-application meeting with City staff. This is done through the Development Services homepage and not the OneNV portal. Pre-application meetings are a service provided to those contemplating development projects in the city and allow applicants to provide an overview of their proposed projects and get initial feedback from various City departments.

To clarify, Costco has not submitted any permit applications to the city. They are simply requesting a meeting to present conceptual plans and ask questions that will assist their design team in finalizing their design/plans to meet applicable City codes. The project site is within the Pioneer Parkway Planned Unit Development (PUD) which was approved in 2008 and subsequently amended in 2011 and 2013. The PUD allows for the development of the Costco retail warehouse, gas station, and car wash by-right, without discretionary review. However, conformance with the PUD development standards and all applicable building, safety, fire, and development code standards will be reviewed at the building permit stage, if Costco moves forward with the project and formally submits for permit(s).