

# MASTER PLAN AMENDMENT PROCEDURES

## **Submittal Dates:**

- Master Plan Amendments are accepted four times a year on the first Monday of February, May, August and November. See submittal date list for exact intake dates.
- The contact person identified on the application will be sent a letter acknowledging receipt of the application as complete and any committee meetings requiring their attendance.

## **Notice:**

- The application and accompanying information will be circulated to various agencies for review. The applicant and all property owners within 750 feet of the subject site boundaries will be notified by mail regarding the time, date and location of the Master Plan amendment public hearing.
- One sign shall be placed adjacent to each street abutting the property by the applicant at least ten (10) calendar days prior to the public hearing. Posting notices will be provided by the administrator.

## **Advisory Boards:**

- It is strongly recommended, but not required, that applicants present their projects to the applicable Washoe County Citizen Advisory Board (CAB) (if located in the City adjacent to Washoe County jurisdiction or outside of the City limits and within the sphere of influence) prior to attending a scheduled Planning Commission or City Council Hearing. The CABs are subject to the requirements of the Open Meeting Law and have stringent time lines. To schedule review by a Washoe County CAB please contact the Washoe County Community Development Department at (775) 328-3600.

## **Reviewing Bodies:**

- Master Plan Amendments require a public hearing before the Planning Commission and the City Council; and require a conformance review by the Regional Planning Commission.

- City staff will prepare a report recommending approval or denial, which will be made available to the applicant and the public (on line) before the public hearing. **Please note that Master Plan amendments require the applicant to appropriately notice and hold a neighborhood meeting in accordance with NRS 278.210 prior to a City public hearing.**
- At the advertised public hearing, the applicant and all other interested parties will be allowed to speak. Following the public hearing, the Planning Commission will make its recommendation: approval or denial which will be forwarded to the City Council via the City Clerk.
- Appeals of any action taken by the Planning Commission must be made within ten (10) calendar days of the Planning Commission decision. Any person aggrieved by the decision may file an appeal to the City Clerk's office (334-2030) by submitting the appropriate form and fee.
- Whether or not the Planning Commission recommendation has been appealed, the City Clerk will advertise and schedule the request for a public hearing before the City Council. If an appeal has been filed, the public hearing will be heard by the City Council at 6:00 p.m. If the City Council approves the Master Plan Amendment, then the case will be forwarded to the Truckee Meadows Regional Planning Commission (RPC) for conformance review. If a finding of conformance is made by the RPC, then the Master Plan Amendment will return to the City Council for formal certification to complete the approval process.

### **Decisions:**

- An applicant whose Master Plan amendment is finally denied by the City Council cannot institute a new application on substantially the same project within twelve (12) months from the date of final action by the City Council on the original application, **unless** the City Council has first determined that its original decision was based on an error, lack of information, a misrepresentation of the facts, or that there has been a substantial change in the subject property, or the administrator has determined that there has been a substantial change in the project or an amendment to applicable provisions of Title 18.

### **Postponements and Invalid Applications:**

Procedures are specified in Reno Municipal Code Section 18.06.205. Reimbursements for incomplete, withdrawn or invalid applications are as follows:

Discretionary Review Cases:

<u>Case Progress</u>	<u>Amount of Refund</u>
• Case Setup	80%
• Staff/Applicant meeting	50%
• Research	25%
• Postcards sent out	10%
• Draft staff report written	0%

**FINDINGS:** IN ORDER TO APPROVE A MASTER PLAN AMENDMENT, THE CONSIDERATIONS AND FINDINGS LISTED BELOW MUST BE ANSWERED IN THE AFFIRMATIVE. ALL FINDINGS AND CONSIDERATIONS MUST BE ADDRESSED IN WRITTEN FORM AND IN WORD FORMAT WITH THE ORIGINAL APPLICATION, TO PROVIDE FACTS, EVIDENCE AND/OR THE BASIS BY WHICH THE PLANNING COMMISSION OR CITY COUNCIL COULD USE IN THEIR DELIBERATIONS.

**MASTER PLAN CONSIDERATIONS:**

**For the Planning Commission:**

- (a) Bears relation to the planning and physical development of the City; and
- (b) Is so prepared that it may be adopted by the City Council as a basis for the physical development of the City.

**For the City Council:**

- (a) As may be applied practically to the physical development of the City for a reasonable period next ensuing will:
  - 1. Serve as a pattern and guide for that kind of orderly physical growth and development of the City which will cause the least amount of natural resource impairment;
  - 2. Conform to the adopted population plan and ensure an adequate supply of housing, including affordable housing; and
  - 3. Form a basis for the efficient expenditure of funds relating to the subjects of the City of Reno Master Plan.

Please provide an analysis of the following considerations in addition to the required considerations listed above:

- 1. There has been a change in the area or in the conditions on which the current designation was based which warrants the amendment;

2. The density and intensity of the proposed Master Plan Amendment is sensitive to the existing land uses and is compatible with the existing adjacent land use designations;
3. The amendment will provide for orderly physical growth of the City, enhance the urban core and foster safe, convenient and walkable neighborhoods and shopping districts;
4. There are or are planned to be adequate transportation, recreation, utility and other facilities to accommodate the uses and densities permitted by the proposed Master Plan designation; and
5. The proposed change is in substantial conformance with the goals and policies of the Master Plan and other adopted plans and policies.

## MASTER PLAN AMENDMENT APPLICATION CHECKLIST

**INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC HEARING.**

APPLICATIONS: Originals shall be unbound with two-hole punch at top of application. Copies shall be collated and bound into separate packets of the following:

Applicant	Item No.	ITEMS REQUIRED FOR GENERAL APPLICATION CHECKLIST	Staff
Complete and Correct			Incomplete
	1	Application Form(s)	
	2	Owner's Affidavit, Applicant Affidavit	
	3	Washoe County Citizen Advisory Board Information (optional)	
	4	Legal Description. ( <b>Legal descriptions <u>must</u> be signed and stamped by a State of Nevada professional land surveyor</b> )	
	5	8-1/2" x 11" Zoning/Vicinity Map	
	6	8-1/2" x 11" Site Plan	
	7	"A digital copy of the proposed Master Plan designation must be provided in a GIS or DWG format. This data must be in the Stateplane, NAD83 ground projection"	
	8	Supporting Information including an analysis of applicable findings and considerations listed under the MASTER PLAN AMENDMENT PROCEDURES	
	9	Verification that a neighborhood meeting has been scheduled and will be held prior to the Planning Commission public hearing in accordance with NRS 278.210.	
	10	Project of Regional Significance Analysis (if applicable)	
	11	Traffic Impact Analysis (if applicable per RMC 18.12.903)	
	12	Major Drainageway, Hillside Development, Wetlands or other Environmental Constraints analysis (as applicable)	
	13	Check or Money Order	

**\*\*Original application, one paper copy and twenty-four digital copies on CD in PDF format are required for this application\*\***

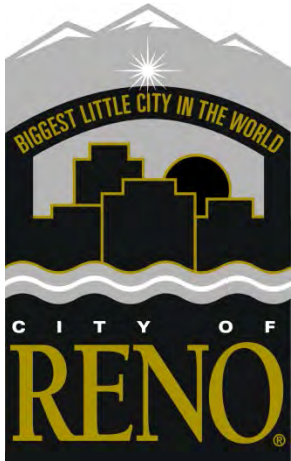
\*Additional copies may be requested on a case-by-case basis dependent on distribution requirements\*

**Notice:**

- Depending on the project, not all of the checklists may be needed. Please submit only the completed required documents. Please call (775) 334-2042 with any questions.
- Please **do not submit** to the City of Reno any of the **application procedures**. These procedures are informational only and are not be included with the submitted application.

# CITY OF RENO

## APPLICATION FOR MASTER PLAN AMENDMENT



<b>For Community Development Department Use Only:</b>	
<b>CASE NUMBER:</b>	
<b>Date Received</b>	
<b>Time Received</b>	

PROJECT NAME: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROPERTY SIZE: \_\_\_\_\_ ASSESSOR'S PARCEL NO(S): \_\_\_\_\_

ZONING - EXISTING: \_\_\_\_\_ PROPOSED: \_\_\_\_\_

MASTER PLAN - EXISTING: \_\_\_\_\_ PROPOSED: \_\_\_\_\_

EXISTING LAND USE: \_\_\_\_\_

PROPERTY OWNER(S)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

APPLICANT/DEVELOPER(S)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX NO: \_\_\_\_\_

PERSON TO CONTACT REGARDING APPLICATION:

NAME: \_\_\_\_\_

(IF SAME AS OWNER OR APPLICANT, PLEASE INDICATE)

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

The City of Reno will direct all mail on this project to the contact person designated above.  
**The above information is required.**

**CITY OF RENO  
MASTER PLAN AMENDMENT APPLICATION**

ASSESSOR'S PARCEL NO.: \_\_\_\_\_

EXISTING LAND USE DESIGNATION ON THE MASTER PLAN: \_\_\_\_\_

PROPOSED: \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_

DESCRIPTION OF MASTER PLAN DESIGNATION, ZONING AND USES OF ALL ADJACENT PROPERTIES:

NORTH \_\_\_\_\_

SOUTH \_\_\_\_\_

EAST \_\_\_\_\_

WEST \_\_\_\_\_

ADD GRAPHIC WHICH DEPICTS THE MASTER PLAN DESIGNATIONS IN THE VICINITY OF THE SITE.

HOW WILL THE MASTER PLAN AMENDMENT AFFECT:

- THE LAND USE MIX

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- AVAILABILITY OF LAND TO MEET HOUSING AND EMPLOYMENT DEMANDS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- DEVELOPMENT TRENDS IN THE AREA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



DESCRIPTION OF WHY THE MASTER PLAN AMENDMENT IS BEING SOUGHT AT THIS TIME:

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\_\_\_\_\_(Applicants Initials) **\*Applications with missing plans and checklists or missing components of plans and checklists, will be deemed incomplete and returned within three (3) days of application submittal. Incomplete applications will not be scheduled for public hearings The applicant must consult with Community Development Staff prior to submitting an application without the above information to determine if the information may be eliminated for a particular application. Additional information may be requested through the staff/applicant meeting and the review process.**

# OWNER AFFIDAVIT

I am the owner/authorized agent of the property involved in this petition and that I authorize \_\_\_\_\_ (name) to request development related applications for \_\_\_\_\_ (\*use list below) on my property. This authorization is inclusive of Assessor Parcel Numbers \_\_\_\_\_, which are further described in the attached legal descriptions. I declare under penalty of perjury that the foregoing is true and correct for development case number LDC \_\_\_\_\_ (to be filled in by City of Reno staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

STATE OF NEVADA        )  
                                  ) ss  
COUNTY OF WASHOE    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

\_\_\_\_\_  
Notary Public

## APPLICANT AFFIDAVIT

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for \_\_\_\_\_ (\*use list below) are in all respects complete, true, and correct to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is complete, true and correct for development case number LDC\_\_\_\_\_ (to be filled in by City of Reno staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_

STATE OF NEVADA        )  
                                  ) ss  
COUNTY OF WASHOE    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the applicant and/or consultant/firm involved in this petition who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

\_\_\_\_\_  
Notary Public

## PROJECTS OF REGIONAL SIGNIFICANCE

1. If the project will require a change in zoning, a special use permit, an amendment to a master plan, a tentative map or other approval for the use of land which, if approved, will have an effect on the region of increasing:
  - (a) Employment by not less than 938 employees; Yes  No
  - (b) Housing by not less than 625 units; Yes  No
  - (c) Hotel accommodations by not less than 625 rooms; Yes  No
  - (d) Sewage by not less than 187,500 gallons per day; Yes  No
  - (e) Water usage by not less than 625 acre feet per year; or Yes  No
  - (f) Traffic by not less than an average of 6,250 trips daily. Yes  No
  - (g) Student population (K-12) by not less than 325 students. Yes  No
2. The project is:
  - (a) An electric substation; Yes  No
  - (b) A transmission line that carries 60 kilovolts or more; Yes  No
  - (c) A facility that generates electricity greater than 5 megawatts; Yes  No
  - (d) Natural gas storage and peak shaving facilities; Yes  No
  - (e) Gas regulator stations and mains that operate over 100 pounds per square inch; Yes  No
3. The project is a geothermal well field gathering system and power generation facility or a mining operation on any land within 20 miles of the Truckee Meadows Service Areas. Non-metallic materials such as sand, gravel and aggregate pits for construction projects within the Truckee Meadows are specifically excluded from this guideline. Yes  No
4. The project is located within the 100-year flood zone and; (1) will alter the stream channel or banks of a portion of the Truckee River or any of its tributaries as identified on Figure 2-1 "Surface Waters Tributary to Truckee River" of the 2004 – 2025 Regional Water Management Plan or; (2) will alter any wetlands delineated through the Section 404 permit process. Yes  No
5. The project is a new or significantly expanded landfill or other land disposal facility subject to regulation under Section 090 of the Washoe County District Board of Health regulations governing solid waste management; or any facility involved with the treatment and/or permanent disposal of hazardous or infectious wastes. Yes  No
6. The project will result in the loss or significant degradation of a designated paleontological site as identified in the adopted local government master plans, if such sites have been designated. Yes  No

The determination as to whether or not a project meets any one of the criteria listed above shall be based on the total size of the proposed use of land, including all phases, additions and expansions. Based on the above I certify that this project is/is not a Project of regional Significance. Yes  No