



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE Meeting Minutes

## Parcel Map Review Committee Members

Thursday, February 12, 2015  
1:30 p.m.

James Barnes, Planning Commission  
James English, Health District  
John Cella, Utility Services  
Mike Gump, Engineering  
Sandra Monsalve, Planning and Development  
Amy Ray, Truckee Meadows Fire Protection District  
Grace Sannazzaro, Planning and Development

Washoe County Administration Complex  
Building A, Room 275  
Mt. Rose Conference Room  
1001 East Ninth Street  
Reno, NV

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The Washoe County Parcel Map Review Committee met in regular session on Thursday, February 12, 2015, at 1:30 p.m., in the Washoe County Mt. Rose Conference Room, 1001 East Ninth Street, Reno, Nevada.

### 1. Determination of Quorum

Grace Sannazzaro called the meeting to order at 1:31 p.m. The following members and staff were present:

#### Departments represented:

Community Services Department (CSD)  
John Cella, Utility Services  
Mike Gump, Engineering  
Grace Sannazzaro, Planning and Development

Truckee Meadows Fire Protection District  
Amy Ray, Fire Marshal

#### Absent:

Planning Commission  
James Barnes

District Health  
James English

#### Staff present:

Kimble Corbridge, CSD, Engineering  
Vic Erickson, CSD, Engineering  
Paul Lipparelli, Assistant District Attorney, District Attorney's Office  
Sandra Monsalve, CSD, Planning and Development  
Tim Simpson, CSD, Utility Services  
Donna Fagan, Recording Secretary

## 2. Ethics Law Announcement

Assistant District Attorney Paul Lipparelli recited the Ethics Law standards.

## 3. Appeal Procedure

Ms. Sannazzaro recited the appeal procedure for items heard before the Parcel Map Review Committee.

## 4. Public Comment

With no response to the call for public comment, the period was closed.

## 5. Approval of Agenda

In accordance with the Open Meeting Law, Mr. Gump moved to approve the agenda of February 12, 2015 as written. The motion, seconded by Ms. Ray, passed unanimously.

## 6. Project Review Items

### Agenda Item 6A

**PUBLIC HEARING: Parcel Map Case Number PM15-001 (Glenn and Killian, Buck Drive) –**  
To divide one parcel totaling approximately ±2.17 acres into three parcels of ±33,964 square feet (Parcel 1), ±36,943 square feet (Parcel 2), ±23,747 square feet (Parcel 3).

- Property Owner: Stephen T. Glenn  
Michael E. Killian  
316 California Ave. #1150  
Reno, NV 89509
- Applicant: Stephen T. Glenn  
Michael E. Killian  
316 California Ave. #1150  
Reno, NV 89509
- Consultant: Tri State Surveying  
Attn: David C. Crook, PLS  
1925 E. Prater Way  
Sparks, NV 89434
- Location: 0 Buck Drive, located on Buck Drive between Lemmon Drive  
and North Hills Blvd.
- Assessor's Parcel Number: 552-142-05
- Parcel Size: ±2.17 acres
- Regulatory Zones: General Commercial (GC)
- Master Plan Land Uses: General Commercial (GC)/Reno Stead Corridor Joint Plan.
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 5– Commissioner Herman
- Section/Township/Range: Within Section 9, T20N, R19E, MDM  
Washoe County, NV
- Staff: Sandra Monsalve, AICP, Senior Planner  
Washoe County Community Services Department  
Planning and Development Division
- Phone: 775-328-3608
- E-mail: [smonsalve@washoecounty.us](mailto:smonsalve@washoecounty.us)

Ms. Sannazzaro opened the public hearing. Ms. Monsalve reviewed her staff report dated January 30, 2015. She noted that the request for three parcels meets the minimum lot size requirements provided for within the Development Code.

Mr. Gump requested the amendment of Condition 2(d) to include; "five (5) foot" sidewalk, and end with the sentence; "These improvements will be required at the time of building permit review, and prior to the issuance of a Certificate of Occupancy (C of O) for structures on the new parcels."

In response to questions about the access easement for the parcels, David Cook, Tri State Surveying, Consultant, indicated Parcel A will use existing access easement and Parcels B and C will use a joint access easement off Buck Dr. at the property line of Parcel B and C which Mr. Cook will draw into the map.

Mr. Cook asked Mr. Simpson, if the sewer access could be reduced to 15 feet to which Mr. Simpson said no, it should remain at 20 feet but he will amend Condition 3(a) to include, "which will be re-locatable to the satisfaction of the CSD, Utility Services Division", at the time of site design.

Mr. Killian, applicant, asked if rock terraced landscaping could be built on the sewer easement. Mr. Simpson said nothing could be built on the sewer easement in the event the sewer line needed to be accessed.

With no further discussion or requests to speak received, Ms. Sannazzaro closed the public hearing. Mr. Cella moved that, the Washoe County Parcel Map Committee approve Parcel Map Case Number PM15-001 with amended conditions. Ms. Ray provided the second. The motion carried unanimously and considered the following criteria:

- 1) General improvement considerations for all parcel maps including, but not limited to:
  - i. Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal;
  - ii. The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision;
  - iii. The availability and accessibility of utilities;
  - iv. The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
  - v. Conformity with the zoning ordinances and master plan;
  - vi. General conformity with the governing body's master plan of streets and highways;
  - vii. The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
  - viii. Physical characteristics of the land such as floodplain, slope and soil;
  - ix. The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
  - x. The availability and accessibility of fire protection including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires including fires in wild lands;
  - xi. Community antenna television (CATV) conduit and pull wire; and

xii. Recreation and trail easements.

**8. Reports and Future Agenda Items**

**A. \*Legal Information and Updates**

None

**9. Public Comment**

As there was no response to the call for public comment, the comment period was closed.

**10. Adjournment**

The meeting adjourned at 2:01 p.m.

Respectfully submitted,

/s/   
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Donna Fagan, Recording Secretary

Approved by Committee in session on March 12, 2015

/s/   
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William H. Whitney  
Secretary to the Parcel Map Review Committee