



WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

Parcel Map Review Committee Members

Thursday, April 14, 2016
1:30 p.m.

James Barnes, Planning Commission
James English, Health District
Mike Gump, Engineering
Amy Ray, Truckee Meadows Fire Protection District
John Cella, Utility Services
Lora R. Robb, Planning and Development

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

The Washoe County Parcel Map Review Committee met in regular session on Thursday, April 14, 2016 at 1:30 p.m., in the Washoe County Mt. Rose Conference Room, 1001 East Ninth Street, Reno, Nevada.

1. *Determination of Quorum

Lora R. Robb called the meeting to order at 1:31 p.m. The following members and staff were present:

Departments represented: Community Services Department (CSD)
Mike Gump, Engineering
Tim Simpson, Utility Services
Lora R. Robb, Planning and Development

Truckee Meadows Fire Protection District
Amy Ray, Fire Marshal

Absent: Community Services Department (CSD)
John Cella, Utility Services

Planning Commission
James Barnes

Health District
James English

Staff present: Trevor Lloyd, Senior Planner, Planning and Development
Kimble Corbridge, Engineering
Nathan Edwards, Deputy District Attorney, District Attorney's Office
Katy Stark, Recording Secretary

2. *Ethics Law Announcement

Deputy District Attorney, Nathan Edwards, recited the Ethics Law standards.

3. *Appeal Procedure

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

4. * General Public Comment

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

5. Approval of Agenda

In accordance with the Open Meeting Law, Amy Ray moved to approve the agenda of April 14, 2016, as written. The motion, seconded by Tim Simpson, passed unanimously.

6. Approval of February 11, 2016 Draft Minutes

Mike Gump moved to approve the February 11, 2016 draft minutes, as written. The motion, seconded by Tim Simpson, passed unanimously.

7. Project Review Items

A. Tentative Parcel Map Case Number PM16-003 (Trust Agreement of Norine M. Gallagher)

– Hearing, discussion, and possible action to approve a parcel map to divide a ±4.17 acre property into four parcels of 1 acre, 1 acre, ±1.003 acres, and ±1.17 acres.

- Owners/Applicants: Alexa Gallagher
Laura Gallagher-Mullen
Paul M. Gallagher-Brooks
- Location: 320 US Highway 395 South
- Assessor's Parcel Number: 050-220-57
- Parcel Size: 4.17 Acres
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: South Valleys
- Citizen Advisory Board: South Truckee Meadows/Washoe Valley
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 2 – Commissioner Lucey
- Section/Township/Range: Section 23, T17N, R19E, MDM,
Washoe County, NV
- Staff: Trevor Lloyd, Senior Planner
Washoe County Community Services Department
Planning and Development Division
- Phone: 775-328-3620
- E-mail: tlloyd@washoecounty.us

Lora R. Robb opened the public hearing. Trevor Lloyd reviewed his staff report dated March 30, 2016. Mr. Lloyd also noted correspondence he received from Washoe-Storey Conservation District identifying Brown's Creek on the subject property. In the application there were no Waters of the U.S. or wetlands identified. There may be some discrepancy so Washoe-Storey Conservation District requested condition 1(j) "Prior to issuance of any building permit associated with this parcel map application, the applicant shall provide a Jurisdictional Determination identifying the limits of the stream environment zone (SEZ) and any adjacent wetlands, approved by the US Army Corps of Engineers, and that if the proposed development includes the altering of Brown's Creek that would involve the placement of dredged or fill material, the applicant shall receive the appropriate permits and approvals from the US Army Corps of Engineers and Nevada Division of Environmental Protection. In such event, the applicant shall coordinate with the Washoe-Storey Conservation District and National

Resources Conservation Service to review and approve the proposed revegetation of any excavated areas and approve a seed mix to ensure that native species are utilized within said SEZ.”

Kimble Corbridge asked if, on the map, it should be noted the flag lot, parcel A, is not appropriate for the development of a house unless there is a subsequent division or realignment of the property line. Mike Gump said a boundary line adjustment application has been submitted for the subject property. Mr. Corbridge asked if it was possible that the boundary line adjustment might not happen. Mr. Lloyd asked Mr. Gump if the boundary line adjustment could be done at the same time or if it is required that this parcel map be recorded first. Mr. Gump answered, the parcel map has to be recorded first because parcel A will then be reconfigured by the boundary line adjustment. Mr. Lloyd recognized Mr. Corbridge’s concern in not creating a situation where, if the boundary line adjustment doesn’t happen, the action of the Committee creates a non-conforming lot. Amy Ray agreed, saying one of her agency review comments indicated the map she received was not scaled accurately so she cannot guarantee the TMFPD will accept the turn-around configuration for fire apparatus under the code due to lack of clean distances indicated on the parcel map request. Her comment is generally it will meet the code but the flag lot is not code compliant. Mr. Gump asked if that was something TMFPD wants shown on a boundary line adjustment map or on the parcel map. Ms. Ray said it doesn’t have to be changed on the parcel map but it is not code forming; when they build on the lots they will have to conform to code. She will not accept the turn-around configuration shown on the parcel map for the TMFPD for development. Mr. Lloyd noted it was covered in TMFPD condition C. Mr. Gump noted it would be easier for the applicant to create a configuration that works for TMFPD right now rather than changing it down the road but that’s up to the applicant. Ms. Ray said if they are going to move the boundary line it could completely change the configuration. Mr. Corbridge asked Mr. Gump, if during a boundary line adjustment the applicant is allowed to put in new easements. Mr. Gump said they have done it with an owner’s cert saying “as owners we agree to execute to require documents creating/extinguishing easements” so when the map records it’s a document. It would be easier for them to do something right now to make it relocatable to the satisfaction of the County Engineer and TMFPD but the applicant wasn’t present to consider said changes.

DDA Nate Edwards asked the Committee if the condition Mr. Lloyd read in refers to before a building permit is issued; he asked if after the parcel map is approved, how will anyone know that condition is out there, including when the applicant files for a building permit. Mr. Lloyd answered it would only get triggered at the point of the final map. DDA Edwards indicated if it was a condition of the tentative map before the final then you could review whatever you want done before the final map gets approved. But, once the final is approved whatever is allowed by right, they can get their building permit. There seems to be a breakdown in communicating the condition is there. Mr. Gump asked if it was a note DDA Edwards wanted put on the map. DDA Edwards said yes, that would be a start, since the map may be pulled when a building permit is applied for. The Committee said yes, the Building Department will pull the map. Mr. Lloyd will make a change to condition 1(j) that a note will be added to the final map to this effect. DDA Edwards noted the same should be true for the TMFPD fire code condition 4(c) so when someone gets a building permit it doesn’t become an issue.

Mr. Lloyd referred back to the boundary line adjustment discussion whereas, if-the consequences if the boundary line adjustment doesn’t go through. Before the boundary line adjustment can be effective the parcel map has to be recorded. Parcel A will be configured by the tentative parcel map—so a boundary line cannot be adjusted first as parcel A doesn’t exist yet. The Committee discussed what the applicant proposed for parcel A in their boundary line adjustment. Mr. Lloyd requested to impose a condition that says “if the boundary line adjustment is not effectuated within (a certain timeframe) of the recording of these lots, we will require the lots be reverted back.” Ms. Ray asked if she could request a continuation until the applicant is present to discuss the issues. DDA Edwards said that isn’t a bad idea but there is a 60 day approval/denial timeline from the date the application was accepted. The Committee is free to deny the application if the record doesn’t support approval, that’s a decision for the Committee to make. The Committee asked if it would be better to continue or deny the application in order to get their questions answered. DDA Edwards said they could move it to a later meeting but the timeline won’t be met. If the application is denied the applicant would have to reapply and pay application fees again. Mr. Lloyd asked what the Committee is expecting to get from the applicant. Ms. Ray said she was never contacted regarding what she needed to readjust the map. She left her

comments open saying the map was not acceptable but she wasn't going to tell them what they could have chosen to do as alternate means for the access. The applicant could have chosen a different method to meet the same goal. Mr. Gump noted, if the application gets approved they still have 22 months to record it, ~~can we use~~ that the boundary line adjustment process can serve as a hammer to hang on to it until all the conditions are met so before the parcel map gets recorded we have the boundary line adjustment in hand and everything is ready to go. He said he would not take the final map without the signature from the Director of Planning and Development, and we don't have him sign it until we have the boundary line adjustment ready to go. Mr. Lloyd submitted condition 1(k) "the final map shall not be recorded until the corresponding boundary line adjustment (BLA) has received preliminary approval by the Director of Planning and Development and the BLA documents and map have been submitted to Washoe County and are ready for filing and recordation."

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

Ms. Ray moved that, after giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, the Washoe County Parcel Map Review Committee approve Parcel Map Case Number PM16-003 for Trust Agreement of Norine M. Gallagher, subject to the conditions as stated, conditions of approval as listed in the staff report, and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Development Code, Section 110.606.30. Ms. Gump seconded the motion which carried unanimously.

The motion carried and considered the following criteria:

- 1) General improvement considerations for all parcel maps including, but not limited to:
 - a) 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;
 - b) The availability of water which meets applicable health standards and is sufficient for the reasonably foreseeable needs of the subdivision;
 - c) The availability and accessibility of utilities;
 - d) The availability and accessibility of public services such as schools, police and fire protection, transportation, recreation and parks;
 - e) Conformity with the zoning ordinances and master plan;
 - f) General conformity with the governing body's master plan of streets and highways;
 - g) The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
 - h) Physical characteristics of the land such as floodplain, slope and soil;
 - i) The recommendations and comments of those entities reviewing the tentative parcel map pursuant to NRS 278.330 and 278.348, inclusive;
 - j) 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;
 - k) Community antenna television (CATV) conduit and pull wire; and
 - l) Recreation and trail easements.

8. *Reports and Future Agenda Items

A. *Legal Information and Updates

None

9. *Public Comment

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

10. Adjournment

Ms. Robb made the motion to adjourn at 2:00 p.m.

Respectfully submitted,

Donna Fagan, Recording Secretary

Approved by Committee in session on May 12, 2016.

William H. Whitney
Secretary to the Parcel Map Review Committee

DRAFT