

# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE Meeting Minutes

## Parcel Map Review Committee Members

Thursday, December 8, 2016  
1:30 p.m.

James Barnes, Planning Commission  
James English, Health District  
Tim Simpson, Environmental Engineer  
Mike Gump, Engineering  
Amy Ray, Truckee Meadows Fire Protection District  
Eric Young, 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, December 8, 2016, at 1:30 p.m., in the Washoe County Mt. Rose Conference Room, 1001 East Ninth Street, Reno, Nevada.

### 1. Determination of Quorum

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

Departments represented: Community Services Department (CSD)  
Tim Simpson, Environmental Engineer  
Mike Gump, Engineering  
Eric Young, Planning and Development

Health District  
James English

Truckee Meadows Fire Protection District  
Amy Ray, Fire Marshal

Members Absent: Planning Commission  
James Barnes

Staff present: Roger Pelham, Senior Planner, Planning and Development  
Eva Krause, Planner, Planning and Development  
Kimble Corbridge, P.E., Project Manager, Engineering  
Nathan Edwards, Deputy District Attorney, District Attorney's Office  
Donna Fagan, Recording Secretary

### 2. Ethics Law Announcement

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

### 3. Appeal Procedure

Eric Young 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, Mike Gump moved to approve the agenda of December 8, 2016, as written. The motion, seconded by Tim Simpson, passed unanimously.

### 6. Approval of November 10, 2016 Draft Minutes

James English moved to approve the November 10, 2016 draft minutes, as written. The motion was seconded by Amy Ray and passed unanimously.

### 7. Project Review Items

#### A. Parcel Map Case Number WTMP16-0001 (Montreux Golf and Country Club, Inc.) – Hearing, discussion, and possible action to approve a parcel map dividing a 32.76 acre parcel into a 24.51 acre parcel and 8.25 acre parcel.

- Applicant: Montreux Development Group, LLC
- Property Owner: Montreux Development Group, LLC
- Location: Adjacent to Bordeaux Drive; approximately 1200 feet South of the intersection of Mount Rose Highway and Bordeaux Drive
- Assessor's Parcel Number: 148-010-57
- Parcel Size: 32.76 acres
- Master Plan Category: Suburban Residential (SR) and Rural (R)
- Regulatory Zone: Low Density Suburban (LDS) and General Rural (GR)
- Area Plan: Forest
- 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 03, T17N, R19E, MDM, Washoe County, NV
- Staff: Eva M. Krause, AICP, Planner  
Washoe County Community Services Department  
Planning and Development Division
- Phone: 775-328-3628
- Email: [ekrause@washoecounty.us](mailto:ekrause@washoecounty.us)

Eric Young opened the public hearing. Eva Krause reviewed her staff report dated November 22, 2016. Ms. Krause noted Mr. Gump requested the applicant supply access to the 8.25 parcel so it isn't landlocked.

Mr. Gump indicated some Engineering conditions weren't listed in the staff report. He indicated they have been submitted to the applicant. Mr. Gump submitted the additional conditions as Exhibit 1.

Amy Ray requested conditions be added; development on the property shall meet the requirements of WCC 60, as they weren't in listed in the staff report.

Jason Gilles, with TEC, agreed with all additional conditions mentioned.

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

Mike Gump moved that after giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, that the Washoe County Parcel Map Review Committee approve Parcel Map Case Number WTPM16-001 for Montreux Golf and Country Club, Inc. subject to the conditions of approval with the addition of Engineering's Exhibit 1, and conditions added by Ms. Ray with TMRPD 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. Amy Ray 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.
- 2) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Section 110.606.30(d) and which are in addition to the criteria listed above.

**B. Tentative Parcel Map Case Number WTPM16-0004 (Eagle Canyon Ranch) –** Hearing, discussion, and possible action to approve a tentative parcel map on an existing parcel of ±70.34 acres to create four parcels of ±18.52, ±14.41, ±27.81 and ±9.60 acres to facilitate the sale of individual phases of the Eagle Canyon Ranch subdivision (approved as Tentative Subdivision Case Number TM13-002). Each of the parcels proposed with this Tentative Parcel Map correspond to phases of the underlying Tentative Subdivision Map, planned by the applicant. The parcel map is proposed to be subject to all of the terms and conditions of the tentative map already approved for the area (Tentative Subdivision Case Number TM13-002), including the requirement for the creation of CC&Rs that will match the CC&Rs for the rest of the parcels of phases of the remainder of the tentative subdivision map.

- Applicant/Property Owner: Eagle Canyon Investors, LLC  
Attn: Jesse Haw  
550 W. Plumb Lane, Suite B #550

- Location: Reno, NV 89509  
Between the terminus of Talon drive on the west and the terminus of Lanstar Drive on the north
- Assessor's Parcel Number: 532-020-19
- Parcel Size: 70.34
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 4 – Commissioner Hartung
- Section/Township/Range: Sections 22, 23, 26 & 27 of T21N, R20E, MDM, Washoe County, NV
- Staff: Roger Pelham, MPA, Senior Planner  
Washoe County Community Services Department  
Planning and Development Division
- Phone: 775.328.3622
- E-Mail: [rpelham@washoecounty.us](mailto:rpelham@washoecounty.us)

Eric Young opened the public hearing. Roger Pelham reviewed her staff report dated November 17, 2016. Mr. Pelham noted this application is unusual in that it is for a tentative parcel map on top of a tentative subdivision map so he is including all the conditions of the underlying subdivision map with the tentative parcel map.

James English noted, in the staff report there was a comment of no comments from the Health District. He said staff would be commenting on this as they will have changes on how the water infrastructure has to be built as part of the parcel map from the original conditions for the subdivision map. Mr. English said the Health District was going to have to figure out how they were going to accept the water project for the subdivision, itself. Now it's being split into parcels. He doesn't have enough supporting documents to clear it up, today. To clarify, the Health District would require, at a minimum, an individual water project for each new parcel which may include PRs and design work.

Kimble Corbridge asked the name of the project. Mr. Pelham said it is Eagle Canyon Ranch. Specifically WTPM16-0004.

Mr. Young asked Mr. English if there was language to allow the Committee to move forward and is satisfactory for the Health District to eliminate problems down the road.

Mr. English stated the Health District's concern is, for example, one of the parcels has written on the map, "to create four parcels to facilitate sale". If one of the parcels gets sold the tentative map that was originally approved in 2013 would no longer be in substantial conformance of what was originally approved. The Health District would not accept the tentative map because it too different. Each one of the parcels will need complete and separate water system engineering design, whereas, the original tentative map was approved for the design of the entire subdivision. Mr. English said for him to approve any one parcel to be expanded down the road the entire water system will have to be designed for the entire tentative map prior to him approving one section. Mr. English said the entire subdivision would have to be designed up front before they could approve any chunk of it.

Mr. Pelham offered the following language be added to the conditions: "The applicant shall apply for and have approved a water project for each resulting parcel. Each water project shall conform to the underlying tentative map." Mr. English added, "and the applicant shall produce a TMWA discovery to demonstrate they can adequately serve the entire subdivision as originally approved in the tentative map, TM13-002, for fire flow and potable water."

Deputy District Attorney Edwards asked Mr. English if this is any different from what would happen if instead of doing this tentative parcel map they had filed a series of final maps. Mr. English said that is what the Health District would do. The concern is once the parcel map is approved, say we go through another recession, the bank takes it over and starts selling off parcels and new

developers buy them up they would have to start the design process all over because it may not match the original tentative map for the entire subdivision. If the applicant wanted to file a phase final map we wouldn't be as concerned. It's the fact we're creating parcels over a pre-existing designed subdivision, is when the Health District becomes concerned.

Mr. English asked about the possibility of continuing the item until the January 12, 2017 PMRC meeting. He would like to look back at other cases like this to maintain consistency with these types of cases coming out of his agency.

Mr. Corbridge noted he agrees with Mr. English in that there could be issues for Engineering, in the way of access to the parcels.

DDA Edwards stated he was not aware of any reason why this cannot be done. It's very similar to if they filed four final maps and sold each one. The question for the Committee is whether or not they think it meets the findings. If you think it makes the findings you can make a motion to approve, if not, make a motion to deny.

Mr. English asked to add another condition, anything outside a residential subdivision would not be allowed or would ultimately be such a dramatic change from the tentative map we'd have to start the process over.

Mr. Pelham created a condition, "development of any parcel in a manner inconsistent with the underlying tentative subdivision map is prohibited."

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

Tim Simpson move that, after giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, that the Washoe County Parcel Map Review Committee approve Tentative Parcel Map Case Number WTPM16-0004 for Eagle Canyon Investors, LLC, subject to the conditions of approval as listed in Exhibit A to the staff report, including 1) "the applicant shall apply for and have approved a water project for each resulting parcel. Each water project shall conform to the underlying tentative map and the applicant shall produce a TMWA discovery to demonstrate they can adequately serve the entire subdivision as originally approved in the tentative map, TM13-002, for fire flow and potable water.", 2) "Development of any parcel in a manner inconsistent with the underlying tentative subdivision map is prohibited." 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. Mike 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.
- 2) Subdivision improvement considerations for second or subsequent parcel maps pursuant to Section 110.606.30(d) and which are in addition to the criteria listed above.

**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**

There was a motion to adjourn at 2:21 p.m.

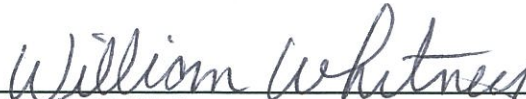
Respectfully submitted,



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Donna Fagan, Recording Secretary

Approved by Committee in session on January 19, 2017



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William H. Whitney  
Secretary to the Parcel Map Review Committee



Exhibit 1

**Washoe County**  
**COMMUNITY SERVICES DEPARTMENT**  
*Engineering and Capital Projects*

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**INTEROFFICE MEMORANDUM**

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**PARCEL MAP REVIEW**

**DATE:** 11/17/2016  
**TO:** Department of Community Services, Eva Krause  
**FROM:** Mike Gump, PLS, Engineering Division  
**SUBJECT:** *4<sup>th</sup> Parcel Map for: Montreux Development Group*  
*Parcel Map Case No.: WTPM16-0001*  
*APN: 148-010-57*  
*Review Date: 11/17/2016*  
*Existing Zoning/Land Use Designation:*

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The Engineering Division has reviewed the subject parcel map and the following conditions must be successfully completed prior to final approval of this application by the Engineering Division.

1. Provide Technical Map Check Fee.
2. Change Title back to "4<sup>th</sup> Parcel Map for Montreux Development Group LLC".
3. The applicant shall submit a letter from a PLS certifying that the roadway improvements are within the documented access and do not exceed a 14% gradient.
4. Add a drainage easement for surface drainage.
5. All boundary corners must be set.
6. Place a note on the map stating that the natural drainage will not be impeded.
7. Any access way shall be upgraded to a gravel road that will allow emergency vehicle travel, issuance of a building permit and take drainage into consideration. Submit plans for review and approval.
8. Provide evidence of documented access that favors the applicant.
9. Comply with the conditions of the Washoe County technical check for this map.
10. Add a Security Interest Holder's Certificate to the map if applicable.