



WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

Parcel Map Review Committee Members

Thursday, June 13, 2019
2:00 p.m.

Larry Chesney, Planning Commission
James English, Health District
Tim Simpson, Environmental Engineer
Wayne Handrock, Engineering
Charles Moore, Truckee Meadows Fire Protection District
Eric Young, Planning and Building

Washoe County Administration Complex
Building A, Room 265
Mt. Rose Conference Room
1001 East Ninth Street
Reno, NV

The Washoe County Parcel Map Review Committee met in regular session on Thursday, June 13, 2019, at 2:00 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 2:06 p.m. The following members and staff were present:

Departments represented:

- Community Services Department (CSD)
John Cella, Environmental Engineer (alternate)
Wayne Handrock, Engineering
Eric Young, Planning and Building
- Health District
Wes Rubio (alternate)
- Truckee Meadows Fire Protection District
Charles Moore
- Planning Commission
Larry Chesney

Staff present:

- Chris Bronczyk, Planner, Planning and Building
- Donna Fagan, Recording Secretary
- Nathan Edwards, Deputy District Attorney, District Attorney's Office

2. *Ethics Law Announcement

Deputy District Attorney Nathan Edwards recited the Ethics Law standards.

3. *Appeal Procedure

Mr. Young 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, the period was closed.

5. Possible action to approve Agenda

In accordance with the Open Meeting Law, Larry Chesney moved to approve the amended agenda of June 13, 2019, as written. The motion, seconded by Charles Moore, passed unanimously.

6. Possible action to approve April 11, 2019 Draft Minutes

Larry Chesney moved to approve the April 11, 2019 draft minutes, as written. The motion was seconded by Wes Rubio and passed unanimously.

7. Project Review Items

A. Tentative Parcel Map Case Number WTPM19-0004 (Belli Ranch 1) – For possible action, hearing, and discussion to approve the division of a 5.12 acre lot – Lot 1A (as indicated in BLA Case #WBLA19-0003) into 3 new parcels. Parcel 1 will be 1.13 acres (49,250 square feet); Parcel 2 will be 1.14 acres (49,884 square feet); and Parcel 3 will be 2.84 acres (123,710 square feet). The proposal also includes a forty-two (42) foot access easement, as well as a 5' access easement for fence maintenance.

- Applicant: Hunter Creek Engineering
- Property Owner: Wei Yang
- Location: 3260 to 3700 Mario Road
- APN: Portions of 038-560-28; 038-656-08; 038-560-29; and 038-671-11 (see lot 1A of WBLA19-0003)

- Parcel Size: 5.12 Acres
- Master Plan: Suburban Residential (SR) and Rural (R)
- Regulatory Zone: Low Density Suburban (LDS); General Rural (GR)

- Area Plan: Verdi
- Citizen Advisory Board: West Truckee Meadows/Verdi Township
- Development Code: Authorized in 606, Parcel Maps
- Commission District: 5 – Commissioner Herman
- Staff: Chris Bronczyk, Planner
Washoe County Community Services
Department
Planning and Building Division

- Phone: 775-328-3612
- Email: cbronczyk@washoecounty.us

Eric Young opened the public hearing. Chris Bronczyk reviewed his staff report dated May 20, 2019.

Charles Moore asked if there were any slope issues with accessing the individual lots. Mr. Bronczyk said not for Belli Ranch 1.

Mr. Young noted the timing of the Boundary Line Adjustment (BLA) may be a little strange but he feels, as long as Mr. Handrock is comfortable he is comfortable. Mr. Handrock indicated it was not an issue.

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

Mr. Rubio asked if there were any existing homes on these properties. Mr. Bronczyk said no.

Larry Chesney 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 WTPM19-0004 for Wei Yang, subject to the conditions of approval included as Exhibit A with the staff report, and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Code, Section 110.606.30: Wes Rubio 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.

B. Tentative Parcel Map Case Number WTPM19-0005 (Belli Ranch 2) - For possible action, hearing, and discussion to approve the division of a 7.61 acre lot – Lot 6A (as indicated in BLA Case #WBLA19-0003) into 4 new parcels. Parcel 1 will be 120,394 square feet (2.76 acres); Parcel 2 will be 63,588 square feet (1.45 acres); Parcel 3 will be 56,705 square feet (1.30 acres); and Parcel 4 will be 91,040 square feet (2.09 acres).

- Applicant: Hunter Creek Engineering
- Property Owner: Wei Yang
- Location: 3260 & 3700 Mario Road
- APN: Portions of 038-560-28; 038-656-08; 038-560-30; and 038-671-11 (see Lot 6A of WBLA19-0003)

- Parcel Size: 7.61 Acres
- Master Plan: Suburban Residential (SR) and Rural Residential (RR)
- Regulatory Zone: High Density Rural (HDR); Low Density Suburban (LDS); and General Rural (GR)
- Area Plan: Verdi
- Citizen Advisory Board: West Truckee Meadows/Verdi Township

- Development Code: Authorized in 606, Parcel Maps
- Commission District: 5 – Commissioner Herman
- Staff: Chris Bronczyk, Planner
Washoe County Community Services
Department
Planning and Building Division
- Phone: 775.328.3612
- Email: cbronczyk@washoecounty.us

Eric Young opened the public hearing. Chris Bronczyk reviewed his staff report dated May 20, 2019. Mr. Bronczyk noted, due to topography, access will be by way of the long, linear, thin, property area. That property area currently spans to an existing access easement which will be access to all four proposed properties. The property area is an easement currently part of Belli Ranch 1 parcel map. Even though it is part of Belli Ranch 1, the primary use of the long sliver of land is to provide access to the parcels of Belli Ranch 2. The easement is historic and is not being created by the BLA or tentative parcel map.

Chief Moore asked there was a downside to relying on a historic easement and not one that is recorded as an easement. Mr. Young said it will be recorded as part of Belli Ranch 1.

Chief Moore said he had concern about the access road and fire availability, asking how steep it was and how fire would be given access. Michael Burgoyne, with Hunter Creek Engineering, said the access meets TMFPD requirements as it is less than 14% slope and in excess of 20-feet in most places. Chief Moore said alright.

Wes Rubio asked if the existing structures would be staying. Mr. Burgoyne said all but one is to be demolished. The one that is staying is a single family residence on what is tentatively parcel 2. Currently, that single family residence's septic system is on parcel 1 so they will be moving it to parcel 2. Mr. Rubio said that the septic tank abandonment permits will need to be pulled before the parcel map is signed.

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

Wes Rubio 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 WTPM19-0005 for Wei Yang, subject to the conditions of approval included as Exhibit A with the staff report, and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Code, Section 110.606.30. Larry Chesney 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.

C. Tentative Parcel Map Case Number WTPM19-0006 (Burkhart) – For possible action, hearing, and discussion to approve a tentative parcel map dividing a 3.35 Acre lot into two (2) parcels. One parcel will be 60,345 square feet the other parcel will be 85,396 square feet.

- Applicant: Landmark Surveying
- Property Owner: Hans Burkhart
- Location: 65 Water Buck Way
- APN: 038-710-17
- Parcel Size: 3.35 Acres
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Low Density Residential (LDS)
- Area Plan: Verdi
- Citizen Advisory Board: West Truckee Meadows/Verdi Township
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 5 – Commissioner Herman
- Staff: Chris Bronczyk, Planner
Washoe County Community Services
Department
Planning and Building
- Phone: 775.328.3612
- Email: cbronczyk@washoecounty.us

Eric Young opened the public hearing. Chris Bronczyk reviewed his staff report dated May 16, 2019.

Mr. Bronczyk noted, Chad Giesinger, Planning Manager, was concerned that this was an existing parceling map and he was concerned about adding additional septic to parcel 2. Mr. Bronczyk also noted, the average width of parcel 2 does meet requirements of 120-feet, there are portions of this parcel that drop down to 114-feet to 115-feet wide in the middle section. Wes Rubio said he has worked with this applicant and it is his opinion since this was a previous subdivision and the applicant purchased the other lot and combined them, since this is not going back to the original configuration the previous conditions are null and void. Moving forward the applicant will have to demonstrate he can meet all the applicable requirements of the Washoe County Health District's requirements as the map exists today not going back to the originally approved septic area. Mr. Young asked if that has been communicated to the applicant. Mr. Rubio said, yes it has because the applicant has been warned this lot may be very difficult to construct. And the applicant has been informed the Health District will not accept the original map/subdivision items. This tentative parcel has slightly different parcel lines and a whole different APN. Mr. Young asked Mr. Rubio if he believed this tentative parcel may be undevelopable. Mr. Rubio said, the parcel can be developed, maybe just not with the same size homes and garages that are in that area. DDA Edwards asked in Mr. Bronczyk's opinion as the planner, if approved, will this be creating a non-conforming lot because of the width deficiencies or are there no width deficiencies. Mr. Bronczyk said no. The parcel goes from 143-feet down to 108-

feet, however, the average he 124.67-feet. Mr. Bronczyk spoke with one of the senior planners and they both felt this was sufficient and would not create a non-conforming lot. DDA Edwards asked if average width was an acceptable formulation from his standpoint, as a planner, to meet the requirement. Mr. Bronczyk said his understanding from the other planners in WC Planning is that this equation has been used in the past. Mr. Young said this is an actual equation used to determine the average width.

Larry Chesney 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 WTPM19-0006 for Hans Burkhart, subject to the conditions of approval included as Exhibit A with the staff report, and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Code, Section 110.606.30. Wes Rubio 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

Mr. Young welcomed Chief Charles Moore as the new representative from Truckee Meadows Fire Protection District.

9. *General Public Comment

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

10. Adjournment

Eric Young made the motion to adjourn at 2:36 p.m.

Respectfully submitted,

Donna Fagan, Recording Secretary

Approved by Committee in session on _____, 2019

Eric Young, Chair
Senior Planner

DRAFT