



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE Meeting Minutes

## Parcel Map Review Committee Members

Larry Chesney, Planning Commission  
James English, Health District  
Wayne Handrock, Engineering  
Dale Way, Truckee Meadows Fire Protection District  
Roger Pelham, Planning and Building

Thursday, February 10, 2022  
2:00 p.m.

**REMOTE TECHNOLOGY MEETING ONLY**

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The Washoe County Parcel Map Review Committee met in a scheduled session on Thursday, MONTH DAY, 2021. This meeting was held via Zoom teleconference.

The meeting was televised live and replayed on the Washoe Channel at: <https://www.washoecounty.gov/mgrsoff/Communications/wctv-live.php>, and can also be found on YouTube at: <https://www.youtube.com/user/WashoeCountyTV>.

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### 1. Call to Order and Determination of Quorum

Chair Pelham called the meeting to order at 2:00 p.m. The following Committee members and staff were present:

Departments represented: Community Services Department (CSD)  
Wayne Handrock, Engineering  
Roger Pelham, Planning and Building  
Health District  
Wes Rubio  
Planning Commission  
Larry Chesney  
Truckee Meadows Fire Protection District  
Dale Way

Members Absent: None

Staff present: Adriana Albarran, Recording Secretary  
Jennifer Gustafson, Deputy District Attorney, District Attorney's Office

### 2. Ethics Law Announcement

Deputy District Attorney Gustafson recited the Ethics Law standards.

### 3. Appeal Procedure

Chair Pelham 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

Wes Rubio moved to approve the agenda for the February 10, 2022 meeting as written. The motion, seconded by Larry Chesney, passed unanimously with a vote of 5 to 0.

## 6. Approval of January 20, 2022 Draft Minutes

Wes Rubio moved to approve the minutes for the January 20 2022, Parcel Map Review Committee meeting as written. The motion, seconded by Wayne Handrock, passed unanimously with a vote of 5 to 0.

## 7. Project Review Items

**A. Tentative Parcel Map Case Number WTPM19-0019 (Durkee) [For possible action]** – For hearing, discussion, and possible action to approve a tentative parcel map dividing a ± 10.105-acre lot into two (2) parcels of ±4.41 acres and ± 5.69 acres in size.

- Applicant/Property Owner: Murphy Family Trust
- Location: Woodchuck Circle, approximately 0.4 miles west from the intersection of Plateau Road and Woodchuck Circle
- APN: 041-051-17
- Parcel Size: 10.105 acres
- Master Plan: Suburban Residential (SR) and Rural (R)
- Regulatory Zone: Low Density Suburban (LDS) and General Rural (GR)
- Area Plan: Southwest Truckee Meadows
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 1 – Commissioner Hill
- Staff: Chris Bronczyk, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.238.3612
- Email: [cbronczyk@washoecounty.gov](mailto:cbronczyk@washoecounty.gov)

Planner Bronczyk reviewed his staff report.

Ken Murphy, with Murphy Build Engineering, noted that the report had mentioned that wells would be used however, the property can be serviced by TMWA eliminating the need for wells.

Larry Chesney asked who would be providing water and sewer services? Applicant Murphy stated that TMWA would be providing water, TMWA already services parcel one and two; and Sewer services is provided by City of Reno. Wes Rubio asked the applicant about a sewer easement access that was mentioned. Applicant Murphy responded that parcel one has a residential house on it and part of the construction was a sewer main located on that property that does divides to the respective parcels.

No questions from Dale Way or Wayne Handrock.

Chair Pelham notes that his concerns on zoning were addressed by Planner Bronczyk. Chair Pelham asked planning to clarify that on each parcel there is at least a minimum lot size for the LDS regulatory zone of LDS zoning. Planner Bronczyk confirms that this is the case.

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 WTPM19-0019 for Murphy Family Trust ,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(e): Larry Chesney seconded the motion which carried unanimously with a vote of 5 to 0.

The motion carried 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 parcels of land being created.
  - 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 division of land on existing public streets and the need for new streets or highways to serve the parcels of land being created.
  - 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.
  - xii) Recreation and trail easements.

**B. Tentative Parcel Map Case Number WTPM21-0015 (3380 Mario Rd.) [For possible action] –**

For hearing, discussion, and possible action to approve a tentative parcel map dividing an 18.24-acre parcel into three parcels. Proposed parcels sizes are as follows: Parcel 1 would be 13.62 acres; Parcel 2 would be 2.00 acres and Parcel 3 would be 2.62 acres.

- Applicant/Property Owner: Randall C. & Teresa A. Bell
- Location: 3380 Mario Rd., Reno, NV 89523
- APN: 038-682-12
- Parcel Size: 18.24 acres
- Master Plan: Rural & Rural Residential
- Regulatory Zone: High Density Residential (41%) & General Rural (51%)
- Area Plan: Verdi
- Development Code: Authorized in Article 606
- Commission District: 5 – Commissioner Herman
- Staff: Courtney Weiche, Senior Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3608
- Email: [cweiche@washoecounty.gov](mailto:cweiche@washoecounty.gov)

Planner Weiche reviewed her staff report.

Jeff Brooke, applicant, asked for clarification on whether there were other conditions besides the ones already in the staff report. Planer Weiche confirmed the only conditions for this item were the ones already in the staff report's conditions of approval.

Chair Pelham asked Planner Weiche to verify that HDR was for High Density Rural zone not High Density Residential. Planner Weiche confirmed this was correct.

Chair Pelham asked Deputy District Attorney Gustafson if incorrect wording in the case description within the staff report would cause a delay in the processing of this item. DDA Gustafson responded that it would not, while the case description does say "General Rule" instead of "General Rural" it is not a mistake that would cause the board to not move forward.

No comment from Larry Chesney.

Wes Rubio asked the applicant to clarify whether they received the comments from David Kelly at Health, which the applicant must meet for signing to proceed. The applicant, Jeff Brook confirmed his understanding.

No comments from Dale Way or Wayne Handrock.

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

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 WTPM21-0015 for [Randall C. Bell and Teresa A. Bell], 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(e): Wes Rubio seconded the motion which carried unanimously with a vote of 5 to 0.

The motion carried 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 parcels of land being created;
  - 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 division of land on existing public streets and the need for new streets or highways to serve the parcels of land being created;
  - 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.

**C. Tentative Parcel Map Case Number WTPM21-0023 (Marlow & Singh) [For possible action]**  
– For hearing, discussion, and possible action to approve a tentative parcel map which merges and subsequently divides 3 parcels into 2 parcels, one that is 43,969 sq. ft and another that is 54,144 sq. ft.

- Applicant: Robison Engineering, Inc.
- Property Owner: Shawn Marlow
- Location: 2545 & 2565 Westview Blvd., Sparks, NV 89434
- APN: 030-191-01 & 030-181-16
- Parcel Size: 1 & 1.3 acres
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: NA
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 4 – Commissioner Hartung
- Staff: Julee Olander, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3627
- Email: [jolander@washoecounty.gov](mailto:jolander@washoecounty.gov)

Planner Olander reviewed her staff report.

Shawn Marlow, property owner, was available for questions.

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

No comment from Larry Chesney.

Wes Rubio asked Shawn Marlow to verify that he had received the comments from Health, requiring the septic system to be located North on the property. Shawn Marlow responded he didn't. Wes Rubio stated that comment is in the staff report and the condition must be met for Mr. Singh's property. Planner Olander joined the discussion and stated that the comment from health is included in the conditions of approval. Chair Pelham clarifies it is condition 3A.

No comments from Dale Way or Wayne Handrock.

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 WTPM21-0023 for Shawn Marlow, 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(e): Larry Chesney seconded the motion which carried unanimously with a vote of 5 to 0.

- 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 parcels of land being created;
  - 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 division of land on existing public streets and the need for new streets or highways to serve the parcels of land being created;
  - 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.

**D. Tentative Parcel Map Case Number WTPM21-0024 (Yue Family) [For possible action] – For hearing, discussion and possible action to approve a tentative parcel map dividing a 6.64-acre parcel into two parcels of 3.83 acres and 2.81 acre.**

- Applicant / Property Owner: Yue Family Trust
- Location: 0 US Highway 395 S., Washoe County NV 89704
- APN: 055-291-08
- Parcel Size: 6.64 acres
- Master Plan: Rural Residential
- Regulatory Zone: High Density Rural (HDR)
- Area Plan: South Valleys (SV)
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 2 – Commissioner Lucey
- Staff: Katy Stark, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3618
- Email: [krstark@washoecounty.gov](mailto:krstark@washoecounty.gov)

Planner Stark reviewed her staff report.

Henry Yue, applicant, was available for questions.

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

There were no comments or questions from any member.

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 WTPM21-0024 for the Yue Family Trust, 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(e): Dale Way seconded the motion which carried unanimously with a vote of 5 to 0.

- 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 parcels of land being created;
  - 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 division of land on existing public streets and the need for new streets or highways to serve the parcels of land being created;
- 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. Approval of Proposed Bylaws

Deputy District Attorney Gustafson reviewed the 2022 Washoe County Parcel Map Review Committee Rules, Policies and Procedures.

Larry Chesney moved to approve the 2022 PMRC Proposed Bylaws with the aforementioned amendments. Dale Way seconded the motion which carried unanimously with a vote of 5 to 0.

## 9. Reports and Future Agenda Items

- A. Future Agenda Items - None
- B. Legal Information and Updates - None

## 10. Public Comment

Chair Pelham stated that he will be looking into having the Parcel Map Review Committee meet in person in the near future after the Governors' recent announcement that mask are no longer required indoors.

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

## 11. Adjournment

Chair Pelham made the motion to adjourn at 3:25 p.m.

Respectfully submitted,

  
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Adriana Albarran, Recording Secretary

Approved by Committee in session on May 12, 2022

  
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Eric Young, Senior Planner