



WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

Parcel Map Review Committee Members

Thursday, January 20, 2022
2:00 p.m.

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

REMOTE TECHNOLOGY MEETING ONLY

The Washoe County Parcel Map Review Committee met in a scheduled session on Thursday, January 20, 2022. 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>.

1. Call to Order and Determination of Quorum [Non-action item]

Chair Pelham called the meeting to order at 2:05 p.m. The following Committee members and staff were present:

Departments represented: Community Services Department (CSD)
Roger Pelham, Planning and Building

Health District
Wes Rubio

Planning Commission
Larry Chesney

Members Absent: Truckee Meadows Fire Protection District
Dale Way

Community Services Department (CSD)
Wayne Handrock, Engineering

Staff present: Adriana Albarran, Recording Secretary
Donna Fagan, Account Clerk II
Michael Large, Deputy District Attorney, District Attorney's Office

2. Ethics Law Announcement [Non-action item]

Deputy District Attorney Michael Large recited a condensed version of the Ethics Law standards.

3. Appeal Procedure [Non-action item]

Roger Pelham recited the complete Ethics Law standards then continued to recite the appeal procedure for items heard before the Parcel Map Review Committee.

4. Public Comment [Non-action item]

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

5. Approval of Agenda [For possible action]

Larry Chesney moved to approve the agenda for the January 20, 2022 meeting as written. The motion, seconded by Wes Rubio, passed unanimously with a vote of three to zero.

6. Approval of November 10, 2021 Draft Minutes [For possible action]

Larry Chesney moved to approve the minutes for the December 09, 2021 Parcel Map Review Committee meeting as written. The motion, seconded by Wes Rubio, passed unanimously with a vote of three to zero.

7. Project Review Items [For possible action]

A. Tentative Parcel Map Case Number WTPM19-0018 (Perennial Places) [For possible action] – For hearing, discussion, and possible action to approve a tentative parcel map dividing a ±6.41-acre parcel into four parcels of ±1.6 acres each.

- Applicant/Property Owner: Perennial Places, LLC
- Location: 920 Old Ophir Rd
- APN: 050-210-15
- Parcel Size: ±6.41
- Master Plan: Suburban Residential
- Regulatory Zone: Low Density Suburban
- Area Plan: South Valleys
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 2 – Commissioner Lucey
- Staff: Chris Bronczyk, Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775.328.3612
- Email: cbronczyk@washoecounty.gov

Planner Chris Bronczyk reviewed the staff report. Ryan Switzer the Applicant Contact and engineer with Robison Engineering, addressed the Committee and stated that he is there to answer any technical questions as they come up.

There was no response to the request for public comment.

Wes Rubio noted that the proposal may have changed from the time it was first reviewed by health to today. He noted a discrepancy in the comments from Health but stated there was nothing wrong with the proposal. There was however a note that needed to be included in the conditions. This is required per the comments from Jim English in the Health Department. The note simply reads “all parcels are to be served by an individual onsite sewage disposal system, future development in these parcels will require strict conformance with the district board of health regulations governing sewage, waste, water, sanitation and the district board of health regulations governing well construction, any proposed construction must meet all required setbacks as outlined in the adopted regulations when permits and plans are submitted.” All other comments were correct from Health. No comment from Larry Chesney.

Roger Pelham asked a question from the applicants’ representative, whether the additional condition from health would affect the applicant? Ryan Switzer answered it does not, from their understanding

this condition was already included in the conditions of approval. Therefore, the applicant and their representative were already aware of this condition and accepting of it.

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 WTPM19-0018 (Perennial Places) for Perennial Places LLC, 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): Including the note required from Health. 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:
 - 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.

B. Tentative Parcel Map Case Number WTPM21-0020 (Barnes) [For possible action] – For hearing, discussion, and possible action to approve a tentative parcel map dividing a 5.02-acre parcel into 2 parcels, one that is 2 acres and another 3.02 acres.

- Applicant/Property Owner: Mark Barnes & Caroline Page-Barnes Trust
- Location: 5250 Melarkey Way.
- APN: 150-250-07
- Parcel Size: 5.02 acres
- Master Plan: Rural Residential (RR)
- Regulatory Zone: High Density Rural (HDR)
- Area Plan: Southwest Truckee Meadows
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 2 – Commissioner Lucey
- Staff: Julee Olander, Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775.328.3627
- Email: jolander@washoecounty.gov

Planner Julee Olander reviewed the staff report. Applicant Representative Kevin German stated that he had nothing to add but is available for any questions the committee might have.

There was no response to the call for public comment.

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 WTPM21-0020 for Mark Barnes and Caroline Page-Barnes 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). 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:
 - 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 WTPM21-0022 (BDF Trust) [For possible action] –

For hearing, discussion, and possible action to approve a tentative parcel map to divide one parcel of land of approximately 32.76 acres into two parcels of approximately 18.91 acres and 13.85 acres.

- Applicant: Lafferty Communities
- Property Owner: BDF Trust
- Location: East side of Lemmon Drive, approximately 700 feet south of its intersection with Military Road
- APN: 552-210-20
- Parcel Size: 32.76 Acres
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: North Valleys
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 5 – Commissioner Herman
- Staff: Chris Bronczyk, Planner
Washoe County Community Services Department

- Phone: Planning and Building Division
775.328.3612
- Email: cbronczyk@washoecounty.gov

Planner Chris Bronczyk reviewed the staff report. Applicant Representative Kevin German was available for any questions.

Wes Rubio asked if this would change case WTPM18-0004 as being no longer. Chair Pelham answered from the planning perspective, and the answer is no. This is not an uncommon situation where a parcel map is recorded over a tentative map. This is done for phasing purposes. Each of these two lots is mostly likely going to turn into one phase of a subsequent subdivision. No further clarification was needed from Wes Rubio. Larry Chesney had no further questions.

There was no response to the request for public comment.

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 WTPM21-0022 for BDF 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.

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.

8. Approval of Proposed Bylaws [For possible action]—A review, discussion and possible action to provide feedback on the draft Washoe County Parcel Map Review Committee Bylaws for future action or to approve the draft bylaws, to reflect the committee's current policies and standard practices. Michael Large, DDA

Chair Pelham stated that the board had not yet been provided the bylaws. Michael Large proposed a postponement of the approval of the proposed bylaws due to a delay in the completion.

Chair Pelham moved that item be postponed until the next meeting. Wes Rubio seconded the motion which carried unanimously.

9. Reports and Future Agenda Items [Non-action item]

A. Future Agenda Items – Approval of the Proposed Bylaws

B. Legal Information and Updates - None

10. Public Comment [Non-action item]

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

11. Adjournment

Chair Pelham made the motion to adjourn at 2:30 p.m.

Respectfully submitted,

Adriana Albarran, Recording Secretary

Approved by Committee in session on February 10, 2022

Roger Pelham, Chair
Senior Planner