



WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT 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, December 9, 2021
2:00 p.m.

REMOTE TECHNOLOGY MEETING ONLY

The Washoe County Parcel Map Review Committee met in a schedule session on Thursday, December 9 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>.

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

Chair Pelham called the meeting to order at 2:01 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

Members Absent: Truckee Meadows Fire Protection District
Dale Way

Staff present: Lacey Kerfoot, Recording Secretary
Adriana Albarran, Office Support Specialist (Training)
Jennifer Gustafson, Deputy District Attorney, District Attorney's Office

2. Ethics Law Announcement [Non-action item]

Deputy District Attorney Jennifer Gustafson recited the Ethics Law standards.

3. Appeal Procedure [Non-action item]

Roger Pelham recited 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]

Wes Rubio moved to approve the agenda for the December 9, 2021 meeting as written. The motion, seconded by Larry Chesney, passed unanimously with a vote of five to five.

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

Wes Rubio moved to approve the minutes for the November 10, 2021 Parcel Map Review Committee meeting as written. The motion, seconded by Larry Chesney, passed unanimously with a vote of five to five.

7. Project Review Items [For possible action]

A. Tentative Parcel Map Case Number WTPM21-0016 (Jackpot Trust) [For possible action] – For hearing, discussion, and possible action to approve a tentative parcel map dividing a 1.001-acre parcel into two parcels of 21,784 square feet and 21,805 square feet.

- Applicant/Property Owner: Jackpot Trust U/D/T
- Location: 14415 Sitting Bull Circle, Reno, NV 89521
- APN: 016-592-28
- Parcel Size: 1.001 acres
- Master Plan: Suburban Residential
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Southeast Truckee Meadows
- 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

Planner Katy Stark reviewed the staff report. David Dow, trustee of Jackpot Trust (applicant), addressed the Committee. Mr. Dow agreed with staff's recommendations. He stated that if the request is approved, he will have his surveyor work to meet all required conditions.

There was no response to the request for public comment. There were no comments from the Committee.

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 WTPM21-0016 for Jackpot Trust U/D/T, 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.

B. Tentative Parcel Map Case Number WTPM21-0017 (Gonzalez PM) [For possible action]

– For hearing, discussion, and possible action to approve a tentative parcel map to allow the subdivision of an existing parcel of land into three parcels. The existing parcel of land is approximately 1.08 acres in size. The resulting parcels of land are proposed to be approximately 14,496 square feet, 16,194 square feet and 16,585 square feet in size.

- Applicant/Property Owner: Ernesto & Amparo Gonzalez
- Location: 5689 Yukon Drive
- APN: 504-041-16
- Parcel Size: 1.08 Acres (47,132 sq ft)
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Sun Valley
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 3 – Commissioner Jung
- Staff: Chris Bronczyk, Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775.328.3612
- Email: cbronczyk@washoecounty.gov

Planner Katy Stark, covering for Planner Chris Bronczyk, reviewed the staff report. Consultant Dan Church pointed out that item 5 on the Planning Review (condition 2e) says to add a water rights dedication certificate. He pointed out that this is in the Sun Valley PUD and the owner has already made provisions with Sun Valley PUD for utility services, so he questioned whether the water right dedication certificate was still necessary.

Chair Pelham asked for clarification on whether Mr. Church was referring to the Sun Valley General Improvement District (SVGID); Mr. Church confirmed that he meant SVGID. Chair Pelham stated that if the item was listed as a condition of approval, it would have been provided by the reviewing agency and that the reviewing agency has the opportunity, prior to the recording of the final map, to determine whether compliance has been achieved. If compliance has been achieved by a prior means, that's a matter for that agency to determine.

Chair Pelham asked County Surveyor, Wayne Handrock, to address the concern. Mr. Handrock stated that with the approval of SVGID, he sees no reason why the item can't be approved without additional water rights being dedicated.

Mr. Church stated that historically this lot had three dwelling units on it at one time. The mobile home from lot 2 has been removed but he services are still existing, and have actually been improved on all three lots in compliance with SVGID.

There was no response to the call for public comment.

Dale Way asked whether the applicant had written approval from SVGID. Wayne Handrock stated that SVGID should be added under the utility company certificates to sign off on the map. Wes Rubio agreed that it's necessary to add a condition ensuring that SVGID will sign off on the map.

Chair Pelham recommend that whoever makes the motion should include the wording: "Sun Valley General Improvement District (SVGID) shall be a signatory on the final map prior to recordation."

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 WTPM21-0017 for Ernesto Gonzales, 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) with the addition of the condition that Sun Valley General Improvement District (SVGID) shall be a signatory on the final map prior to recordation. Dale Way 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 WTPM21-0018 \(Lenco Ave\)](#) [For possible action] –

For hearing, discussion, and possible action to approve a tentative parcel map to allow the merger and subsequent re-division of ten existing parcels totaling 44.05 acres of land into 3 parcels: parcel one consisting of 3.67 acres, parcel two consisting of 40.68 acres and parcel three consisting of 2.69 acres.

- Applicant: Panattoni Development
- Property Owner: Peavine Investors LLC
- Location: Lenco Drive and portion of Trail Drive
- APN: 081-031-27, 28, 29, 30, 31, 32, 33, 34, 35, & 50
- Parcel Size: ±9.43 acres
- Master Plan: Residential Rural (RR) & OpenSpace (OS)
- Regulatory Zone: High Density Rural (HDR) & Public & Semi Public Facility (PSP)

- Area Plan: North Valleys
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 5 – Commissioner Herman
- 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 Stacie Huggins, with Wood Rodgers, stated that she had nothing to add but is available for questions. Jeff Brook, the surveyor, is also available to answer questions.

There was no response to the request for public comment. Wes Rubio stated that there were no comments from Health and the application wasn't routed to the Health District. Mr. Rubio stated that as this is a parcel map in an area where septic is still utilized, prior to final signature by the Health District, a test trench will need to be completed for this parcel in accordance with Health District regulations.

Chair Pelham asked whether the standard requirements of Code for the Health Department would address Mr. Rubio's comments. Mr. Rubio confirmed, stating that he drew attention to it only because it was not listed in the conditions of approval. Typically, those notes are included in the conditions, only in cases where a new lot or new parcel is created.

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 WTPM21-0018 Lenco Avenue for Panattoni Development, 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. Reports and Future Agenda Items [Non-action item]

A. Future Agenda Items - None

B. Legal Information and Updates - None

9. Public Comment [Non-action item]

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

10. Adjournment

Chair Pelham made the motion to adjourn at 2:36 p.m.

Respectfully submitted,

Lacey Kerfoot, Recording Secretary

Approved by Committee in session on January 13, 2022

Roger Pelham, Chair
Senior Planner